Unless one of the exceptions at [8.405-6](https://www.acquisition.gov/far/part-8#FAR_8_405_6)(a)(1)(i) applies,

 (A) An urgent and compelling need exists, and following the procedures would result in unacceptable delays;

 (B) Only one source is capable of providing the supplies or services required at the level of quality required because the supplies or services are unique or highly specialized; or

 (C) In the interest of economy and efficiency, the new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order or BPA must not have been previously issued under sole-source or limited-sources procedures.

for orders exceeding the Simplified Acquisition Threshold (SAT) of $250,000, the ordering CO must provide an RFQ to all BPA holders offering the required supplies or services.

The following is a sample RFQ Template, any of which can be tailored for use.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Note: brackets and red text are instructional and should be deleted prior to release\*\*** Highlighted text should be tailored for the requirement.

**REQUEST FOR QUOTE**

**[Agency/Organization]**

**[List Product Type or Project Here]**

**[RFQ #]**

**[Date]**

# OVERVIEW OF REQUIREMENT

[Provide information on the overall requirement in terms of the agency/organization’s object for acquiring products and/or services and on the type of award your agency/organization is seeking to make in terms of type of contract and geographic scope

Example: The XYZ Agency is seeking to purchase 10 Level 2 electric vehicle charging stations for delivery, set up and activation at the XYZ Agency Topeka, Kansas facility. The Government will be issuing a single firm fixed price delivery order.]

This is a Request for Quote (RFQ) against GSA’s EVSE Blanket Purchase Agreement (BPA) under FAR Subpart 8.405. All submissions in response to this RFQ are considered quotes and not proposals or offers, even, if labeled as such. The quoters agree to and are bound by all instructions, procedures, and rules of this RFQ.

Since contractor submissions are simply quotes under the GSA Schedule program, the Government is not obligated to determine a competitive range, conduct discussions with all quoters, solicit final revised quotes, and use other techniques associated with FAR part 15. The contracting techniques associated with FAR Part 15 do not apply.

There are X Attachments to this RFQ:

[List all attachments to the RFQ; attachments here listed are for illustrative purposes only, please update with your own list of attachments]

* Attachment A – Requirements Document or SOW/PWS [See Guide to Defining Requirements on [GSA Electric Vehicle Charging Stations Webpage](https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/vehicle-leasing/alternative-fuel-vehicles/electric-vehicle-charging-stations)]
* Attachment B – Site Photographs

# RFQ SUBMISSION INSTRUCTIONS

This RFQ is being issued via email only. All submissions in response to the RFQ must be submitted to the email address [name@emailaddress]. To be considered for award, quotations conforming to the requirements of the RFQ must be received no later than the quote due date/time. Contractors who respond to this RFQ acknowledge and agree to all the instructions and procedures described herein.

* 1. **QUOTE DUE DATE/TIME**

All quotes are due by **[Data and Time here].**

**Note:** The Government will begin immediate review and evaluation of the submissions following the RFQ closing date and time. Therefore, submissions or information requests about this RFQ received after the closing date and time, are considered late, and will not be accepted.

* 1. **QUESTIONS**

All questions regarding this requirement must be submitted via email no later than 5:00 PM Eastern Time on August X, 20XX to the following Contract Specialist:

Contract Specialist Name

[name@emailaddress]

# GENERAL SUBMISSION INSTRUCTIONS

Contractors must submit quotes to the office and via the method specified in this solicitation at or before the exact time specified in this solicitation. At a minimum, quotes must show –

* The solicitation number;
* EVSE BPA Number;
* The name, phone number, and email address of the Contractor Point of Contact.

If the Contractor objects to any of the terms and conditions contained in this solicitation, the Contractor must state in its quote, "The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:"

It is the sole responsibility of the contractor to identify in their quote any exceptions to the terms and conditions of the solicitation and the rationale for them. If the contractor does not include such a statement, the submission of a quotation in response to this solicitation will be regarded as the contractor's acceptance of the Government's terms and conditions, as contained in the latest amendment, for inclusion into the resultant task order.

Quotes submitted must be valid for a period of [insert period of validity] calendar days.

# BASIS FOR AWARD

The Government’s intent is to evaluate the submitted quotes against the criteria set forth below and then make award on [select one] Lowest Price Technically Acceptable (LPTA) or Best Value basis considering price and other factors (tradeoffs).

# NOTE: The Government anticipates selecting an awardee based upon initial quotes received; therefore, quoters are cautioned to submit their best price and technical quotes in the initial submission.

* 1. **EVALUATION CRITERIA AND QUOTE SUBMITTAL INSTRUCTIONS**

The quote submission must include two separate volumes:

* Volume I - Technical Quote
* Volume II - Price Quote

Quotes will be evaluated on the factors listed below. Failure to follow the instructions may result in the quote being removed from further consideration for award.

Quoters are cautioned not to include assumptions, caveats, or exceptions within any part of their submission. Inclusion of assumptions, caveats, or exceptions to the requirement of any kind may result in the quote no longer being considered. Quoters should ONLY submit information explicitly requested in this RFQ.

# NOTE: Quotes will first be reviewed to ascertain whether they have been submitted in accordance with the instructions for Volume I - Technical Quote and Volume II - Price Quote before being evaluated against the criteria identified below.

After evaluation of all responses, **award preference will be given to quotes from BPA holders with designated Small Business status**. If no small business can meet the need, then quotes from large businesses will be considered.

* + 1. **VOLUME I - TECHNICAL QUOTE**

The Technical Factors below are listed in descending order of importance. The Technical Factors when combined are approximately equal to price. However, price is always evaluated, and price rises in importance when technical merit among the quotes becomes more equal.

Suggested Technical Evaluation Criteria for Best Value:

1. Technical Compliance (Go/No Go Criteria)
2. Delivery
3. Past Performance [For orders over simplified acquisition threshold]

The Technical Quote must be a written submission limited to a total of X single-spaced pages, letter size pages. Product specification sheet must be included for each product offered. Anything over the respective page limits will not be considered. Number the pages consecutively and use an 11-point font size in an easily readable font, such as Times new Roman. The page limitations are be broken down as follows:

1. Technical Quote – X Pages (product specification sheets are NOT included in page limitation)
2. Delivery Narrative -1 Page
3. Past Performance -2 Pages

# FACTOR 1: TECHNICAL COMPLIANCE

## (Go/No Go Criteria)

The quoter must demonstrate that the product(s) and/or services quoted can meet the requirements identified in the attached Requirements Document. This is a go/no go requirement. If the [list here any required attachments such as product specification sheets] are not submitted with the written quote, it is a “no go” and the quote will not be considered for further evaluation.

This RFQ is for EVSE BPA products and services only. All products and services quoted in response to this RFQ must be on the quoter’s EVSE BPA by the due date for submission of quotes. All products and services must be quoted in order to be considered a complete quote.

# FACTOR 2: MANAGEMENT PLAN [If Required]

The Management Plan must address all of the following elements in order to be considered for further evaluation. Failure to address any of the elements below may result in removing the quote from further consideration for an Order. The Management Plan must include a narrative description of the following:

* Describe how the contractor or contractor team will manage a project of this scope and complexity.
* Describe the contractor's approach for coordinating phased installations and concurrent multi-building installations.
* Describe how the contractor or the team will provide a single, accountable point of contact for the resultant Order. The narrative must describe how the contractor will ensure product ordering, communications, scheduling and invoicing flows through a single contractor or team member.
* Describe corporate procedures for addressing poor performing dealers and installers, while maintaining seamless performance to the customer.
* Identify risk(s) associated with an Order of this magnitude and the means the contractor will take to mitigate those risks.

The Management Plan will be evaluated on the degree to which the information provided demonstrates a thorough understanding of the requirements and a management approach to successfully provide product and/or services throughout the life of the Order with minimal risk to the Government.

# FACTOR 3: DELIVERY [If Required]

Information provided in response to this factor will assist the Government in achieving an understanding of your firm’s ability to deliver the required products in time. The Narrative needs to show how your firm will meet the Government’s delivery timeframe. The Narrative should provide a timeline / schedule that shows when product will begin production and ultimately arrive at the Government facility.

# FACTOR 4: PAST PERFORMANCE [For order over simplified acquisition threshold]

Information provided in response to this factor will assist the Government in determining the degree of risk associated with award of this project to the Quoter/Team in question based upon experience and successful past performance on other relevant projects.

The Quoter/Team lead must describe two (2) separate examples it has performed that demonstrate their corporate or federal experience on managing projects of similar or greater **size, and complexity** to this requirement. For this requirement:

**Size** is defined as managing a contract providing insert products/services being acquired for X sites or more.

**Complexity** is defined as insert definition as it relates to your requirement.

* Each example must have been performed within the past X years.

So that the Government may efficiently evaluate and verify the past performance information the quoter should include the following information for each example:

* Name and Address of Organization and Contract Number
* Period of Performance
* Points of Contact with correct phone numbers, titles, and e-mail addresses to allow the Government to verify information submitted. Provide at least 1 verifiable contracting or technical point of contact. If possible, provide both contracting and technical points of contact. The Quoter must ensure that information presented for points of contact is accurate and current.

The Government will evaluate the relevance, quality, timeliness, and customer satisfaction for the Quoter’s past performance example. In evaluating the past performance example, the Government reserves the right to use data obtained from other sources as well as that provided in the quote.

**Note:** Quoters are cautioned that it is exclusively the Quoter’s responsibility to ensure that information provided is accurate and complete for all points of contact listed. Further, Quoters are responsible for ensuring references will willingly participate in the Government’s attempts to verify information provided in the quote. The Government is not responsible for the inability to contact a Quoter’s references due to inaccurate contact information or uncooperative references. Past performance information from the contractor’s references which cannot be readily confirmed may receive a lower rating for this factor.

**VOLUME II – PRICE QUOTE**

Quoters must submit a Firm-Fixed Price Quote, utilizing the following format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Service** | **Product/Service Description****(must include BPA CLIN #, Manufacturer PN, and brief description)** | **QTY** | **Unit** | **Unit Price** | **Amount** |
| Level 2 Charging Station |  | 10 | EA |  |  |
| Set up & ActivationLevel 2 |  | 10 | EA |  |  |
| ShippingLevel 2 |  | 10 | EA |  |  |

**Total order amount \_\_\_\_\_\_\_\_\_\_\_\_\_**

The pricing must be submitted in MS Excel Format. Missing or incomplete pricing data may result in the quote no longer being considered, or downgraded.

## NOTE: All products or services quoted must be on the contractor’s EVSE BPA at the time for receipt of quotations. The Government seeks additional discounts off contractor’s current EVSE BPA pricing. The Government will verify the information quoted against the EVSE BPA pricing. The Quoter is responsible for making sure all EVSE BPA pricing is current.