

## **VIII. BEST VALUE/CONTRACTOR SELECTION EVALUATION COMPONENTS AND EVALUATION CRITERIA**

### **Proposal Evaluation:**

Each TEB member will independently complete an assessment of each proposal and assign an adjectival rating to each of the technical evaluation criteria. The TEB, as a whole, will then discuss the individual ratings assigned. The adjectival ratings will be compared for each of the evaluation criteria. In cases where board members have divergent adjectival value ratings, a discussion of the merits of the offeror's proposal will seek to resolve the major differences.

Technical proposals will be evaluated and rated by a TEB. Proposals shall be prepared in accordance with the technical proposals preparation instructions. Price proposals will be evaluated after evaluations of the technical proposals. Each price proposal shall be evaluated to determine its reasonableness for the effort proposed and to determine the demonstrated understanding of the level of effort needed to successfully perform the services. Results of the price proposal evaluation, along with the results of the technical proposal evaluation will be the basis for the award decisions. The following factors will be used in the technical evaluation process, listed in descending order of importance:

1. **Past Performance** (List of References). The technical proposal must address past performance for both the Offeror and any proposed major subcontractors performing more than 20% of any work item. OFFERORS SHOULD PROVIDE ONLY THE INFORMATION LISTED BELOW. Performance information will be requested from references provided and other known clients.

(A) Submit a list of similar project work that was completed by your firm or any of your proposed subcontractors in the last 3 years. Emphasis is placed on past work specifically related to the work elements in the solicitation. Provide:

- **Names, telephone numbers and FAX number of principal officials in charge of the project that are familiar with your performance.**
- A description of the work performance,
- The agency/company or individuals you worked for,
- The size (value) and location of the contracts,
- Contract numbers.
- Provide information on any problems encountered on the identified contracts and corrective actions taken.

Individuals or businesses without prior contracts as a business entity, should list contracts and subcontracts completed under other names or by their employees.

### 2. **Technical Approach**

**Work Activity Plan.** In general terms, describe the methods that will be used to accomplish the primary work elements in such manner that your, or your subcontractor's, approach to, and coordination between, the various operations are clearly described.

**Method.** Describe the method, or combination of methods you plan to utilize to accomplish all work listed in the Schedule of Items. At a minimum describe how you will accomplish each work activity. Describe your approach for ensuring resource protection. Offerors are encouraged to investigate avenues for reducing costs.

**Equipment.** Specify the equipment to be used to accomplish work activities involving timber removal and wildlife stand improvement (mastication). Include make and model of proposed heavy equipment.

**Timing.** Address both completion of work within individual units and a general plan for sequence of work across the project, including all work items – timber product removal and wildlife stand improvement (mastication).

**NOTE:** This is NOT a request for a detailed logging plan. After award and prior to beginning work, the Contractor must, as stated in the timber removal specifications, submit a detailed logging and resource protection plan covering each unit and subject to approval by the Contracting Officer.

**Treatment of optional forest products.** Address what the utilization will be for the optional pulpwood volume offered with the project.

3. **Utilization of Local Work Forces.** Explain how you will recruit and utilize labor, subcontractors, and other workforce from the local community, as available skills allow.

**Evaluation Criteria:**

The TEB will evaluate each proposal strictly on its content and will not assume that performance will include anything not specified in the proposal. The evaluation will be conducted in accordance with the procedures established herein. The technical proposals will be evaluated and ranked according to the following criteria.

(1) Past Performance

- (i) Quality of Work: Demonstrated ability to perform services in accordance with contract specifications. Conformance to good standards of workmanship.
- (ii) Customer Satisfaction: Satisfaction of end users with the contractor's completed products and services.
- (iii) Timeliness of performance: compliance with delivery schedules; reliability; responsiveness to technical direction, no assessment of liquidated damages.
- (iv) Business relations: Effective management, ability to manage projects involving subcontracts, working relationship with the contracting officer and technical

representatives, reasonable/cooperative behavior, flexibility, effective contractor recommended solutions, businesslike concern for government's interests.

(v) Cost control: Ability to complete contracts within budget (at or below); reasonableness of price change proposals submitted; providing current, accurate, and complete billings.

(2) Technical Approach:

Work Activity Plan - Ratings will be determined based on the acceptable methods of accomplishing the work that:

- use equipment that achieves timber removal objective and provides resource protection,
- meets soil and residual tree protection needs and accomplishes and wildlife stand improvement objectives
- The timing of work minimizes disturbance and provides a logical, efficient sequence of work.
- Provides removal and utilization of optional forest products

(3) Utilization of Local Workforce - Credit for employment or utilization of subcontractors will be evaluated as follows:

- a) Highest evaluated rating: Utilization of work forces from Franklin County or within the States of Arkansas or Oklahoma.
- b) Secondary evaluated rating, receiving some credit for local utilization: Utilization of work forces from anywhere within the USDA Forest Service Regions 8 or 9 boundaries.
- c) No utilization of work force from within the USDA Forest Service Regions 8 or 9 boundaries will receive the lowest rating for this criterion.

The TEB will then assign to each evaluation criterion a final adjectival consensus rating of exceptional, acceptable, marginal, or unacceptable based on the following descriptions:

**EXCEPTIONAL:** The proposal is very comprehensive, in-depth, clear and uniformly outstanding in quality. Consistently high quality performance can be expected. The proposal, as written, exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the acquisition. One or more major strengths exist. No significant weaknesses exist.

**ACCEPTABLE:** The proposal meets all minimum requirements and generally is of high quality. Proposal demonstrates an acceptable understanding of goals and objectives of the acquisition. There may be both strengths and weaknesses, but the strengths outweigh the weaknesses. Deficiencies are minor and easily corrected. Proposal is acceptable as written. Satisfactory performance can be expected.

**NEUTRAL:** Use this rating for the past performance factor only. Offeror(s) does not have a record of relevant past performance or information regarding past performance is not available.

**MARGINAL:** The proposal fails to meet minimum requirements. Proposal demonstrates a fair understanding of the goals and objectives of the acquisition. Weaknesses outbalance any strengths that exist. Weaknesses will be difficult to correct and would require negotiations.

**UNACCEPTABLE:** The proposal fails to meet minimum requirements. Proposal fails to meet an understanding of the goals and objectives of the acquisition. The proposal has one or more significant weaknesses that will be very difficult or impossible to correct. Major proposal revision(s) are required for minimum acceptability.