

# Evaluator Response Form - {{Project-Name}}

Thank you for participating in this Discovery BPA evaluation! On behalf of the Government, the Centers of Excellence (CoE) team intends to utilize a phased evaluation approach for this procurement as described below. To be considered for award, contractors must successfully pass through each phase.

The technical evaluation will take place using the following phased approach:

First Phase: Performance Work Statement (PWS)

Second Phase: Oral Interview

The Government will evaluate submitted quotes via the two-phase process. The Government will simultaneously evaluate the prices of contractor quotes.

**\* Required**

1. Email address \*

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2. Which phase are you evaluating? \*

*Mark only one oval.*

☐ Phase 1 - PWS      *Skip to question 3*

☐ Phase 2 - Oral Interview      *Skip to question 6*

In evaluating the degree to which the submitted PWS proposes a sound technical solution to the Government's stated objectives, the Government will consider whether the contractor's PWS explains specific techniques or methods to be used by the contractor to successfully perform each performance objective.

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Evaluators are encouraged to add as many citations in their narrative response as possible. Please use the following templated narrative format in your response:

Contractor indicates [fact] in their quotation. This [exceeds expectations, meets expectations or does not meet expectations] because [explanation]. This citation is [location in quotation].

Contractor indicates [Issue] in their quotation. This issue is [correctable, uncorrectable] because [explanation]. This citation is [location in quotation].

The contractor's responses should describe the approach, methods, and techniques proposed to effectively achieve the performance objectives stated in this solicitation. Additionally, the contractor must outline any constraints they would face in achieving those objectives, and the operational requirements they would need to be successful. If there are any specific deliverables the contractor believes would be necessary or useful to the Government, they must be outlined in the response as well.

## Phase 1 - PWS

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The Government will evaluate contractor-submitted PWSs for "Soundness of the Solution" in accordance with the factor ratings described below:

Exceptional: Quotations receiving an "Exceptional" will include a PWS that explains how specific methods or techniques will be used by the contractor to successfully achieve each performance objective associated with this solicitation. Further, "Exceptional" quotations will specify methods or techniques that will allow the contractor to exceed all performance objectives in a specific way that benefits the Government.

Good: Quotations receiving a "Good" rating will include a PWS that explains how specific methods or techniques will be used by the contractor to successfully achieve each performance objective associated with the solicitation. Further, "Good" quotations will specify methods or techniques that will allow the contractor to at least meet all performance objectives. A "Good" quotation may exceed some performance objectives but will not exceed all performance objectives.

Poor: Quotations receiving a "Poor" rating fail to meet the basic requirements of this solicitation. A quotation including a PWS that fails to explain how specific methods or techniques will be used by the contractor to successfully achieve any performance objective associated with the solicitation will receive a "Poor" rating. A quotation that specifies methods or techniques that fail to meet all performance objectives will receive a "Poor" rating.

Please also see RFQ section 3.0 for information about the 2-phased process.

## Proposal

We perform narrative, qualitative evaluations, and don't score quotations numerically. Therefore, it's critical that we evaluate the quotations based on what we put down in the solicitation. The evaluator will order the technical proposals from highest technically rated to lowest.

How do you qualitatively evaluate?

1. Provide as thorough of a narrative description as you can on these worksheets.
2. Base your decision on the factors and descriptions identified in the solicitation (rather than on your own personal preference).
3. Use common sense to consider real-world implications. As you're making your decisions, imagine you or your agency's day-to-day work needs.
4. Use a detailed format such as, "the approach for A, as defined on page B of the quote, is less likely to work because of C".

The contractor must provide the LCATs and hours associated in the pricing sheet that will detail their understanding on the work and level of effort.

The contractor should identify all associated risks, and provide their strategy to mitigate each risk.

3. Name of contractor (please use the stated name in proposal). \*

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4. What is your rating? \*

*Mark only one oval.*

☐ Exceptional

☐ Good

☐ Poor

5. Please explain your rating \*

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## Phase 2 - Oral Interview

The Government will evaluate contractor responses to core questions that are unique and specific to the contractor's submitted PWS. The Government will evaluate the oral interview based upon the ability of the interview participants to successfully respond to those core questions posed. Following completion, the Government may elect to adjust contractors' "Soundness of Solution" quotation ratings either upward or downward, depending upon the ability of the interview participants to successfully respond to the core questions posed.

Evaluators are encouraged to add as many citations in their narrative response as possible. Please use the following templated narrative format in your response:

Contractor indicates [fact] in their quotation. This [exceeds expectations, meets expectations or does not meet expectations] because [explanation]. This citation is [location in quotation].

Contractor indicates [Issue] in their quotation. This issue is [correctable, uncorrectable] because [explanation]. This citation is [location in quotation].

The contractor's responses should describe the approach, methods, and techniques proposed to effectively achieve the performance objectives stated in this solicitation. Additionally, the contractor must outline any constraints they would face in achieving those objectives, and the operational requirements they would need to be successful. If there are any specific deliverables the contractor believes would be necessary or useful to the Government, they must be outlined in the response as well.

The Government will evaluate contractor-submitted PWSs for "Soundness of the Solution" in accordance with the factor ratings described below:

**Exceptional:** Quotations receiving an "Exceptional" will include a PWS that explains how specific methods or techniques will be used by the contractor to successfully achieve each performance objective associated with this solicitation. Further, "Exceptional" quotations will specify methods or techniques that will allow the contractor to exceed all performance objectives in a specific way that benefits the Government.

**Good:** Quotations receiving a "Good" rating will include a PWS that explains how specific methods or techniques will be used by the contractor to successfully achieve each performance objective associated with the solicitation. Further, "Good" quotations will specify methods or techniques that will allow the contractor to at least meet all performance objectives. A "Good" quotation may exceed some performance objectives but will not exceed all performance objectives.

**Poor:** Quotations receiving a "Poor" rating fail to meet the basic requirements of this solicitation. A quotation including a PWS that fails to explain how specific methods or techniques will be used by the contractor to successfully achieve any performance objective associated with the solicitation will receive a "Poor" rating. A quotation that specifies methods or techniques that fail to meet all performance objectives will receive a "Poor" rating.

Please also see RFQ section 3.0 for information about the 2-phased process.

6. Name of contractor (please use the stated name in proposal). \*

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7. What is your rating? \*

*Mark only one oval.*

☐ Exceptional

☐ Good

☐ Poor

8. Please explain your rating \*

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