



REQUEST FOR PROPOSALS
for
**Self-Contained Breathing Apparatus
(SCBA) Equipment, Components, and
Accessories**

Issued by
**BAXTER, IOWA RURAL FIRE AND
RESCUE DEPARTMENT AND THE
CITY OF FAIRFAX, VIRGINIA**

In collaboration with



RFxPremier

Procurement Professionals Alliance **Cooperative**

SOLICITATION NUMBER RFP102431

RFP WEBSITE: <https://eva.virginia.gov>

Attachment 00 RFP OVERVIEW

I. INTRODUCTION

This Request for Proposals (RFP) is being issued by Baxter (Iowa) Rural Fire and Rescue Department (“Co-Lead Entity”) and the City of Fairfax, Virginia (“Co-Lead Entity”) in collaboration with the Procurement Professionals Alliance RFXPremier cooperative purchasing program. The purpose of this RFP is to establish one or more Master Agreements with a Manufacturer(s) that can provide Self-Contained Breathing Apparatus Equipment (SCBA).

About RFXPremier

RFXPremier is a division of the Procurement Professionals Alliance (PPA), a non-profit association dedicated to advancing public procurement through Co-Leadership, excellence, and integrity. In accordance with RFXPremier’s Co-Lead Entity Model, the Co-Lead Entity is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Sourcing Team, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in RFXPremier Master Agreements is convenient and cost-effective for Eligible Entities—including all states (as well as the District of Columbia and US territories), cities, counties, districts, other political subdivisions of any State, Institutions of Higher Education, K-12, quasi-governmental entities, service districts, healthcare institutions, transportation districts, tribes/tribal organizations, or nonprofit organizations—and suppliers, with no membership or registration required.

More information about PPA, RFXPremier, and the RFXPremier Co-Lead Entity Model can be found at www.joinppa.org and www.rfxpremier.org and in Attachment 05, Participation Information.

II. GENERAL INFORMATION AND INSTRUCTIONS

A. Co-Lead Entity Contact The following individuals are the sole contact for this RFP:

David Kundid
Contract Specialist II
City of Fairfax, VA
David.kundid@fairfaxva.gov
703-385-7987

Co-Lead Entity Contact

Kelly Milligan
Fire Chief
Baxter Rural Fire and Rescue Department

B. RFP Website. The following website is the sole official source for RFP information and updates:

<https://eva.virginia.gov>

C. Contract Term. The contract term of this Master Agreement is for four (4) years. The Co-Lead Entity may, prior to execution, adjust the effective date or duration of the contract term of any Master Agreement for the purpose of making the Master Agreement coterminous with others.

D. Pricing.

1. All Self-Contained Breathing Apparatus (SCBA) Equipment and Accessories shall be shipped F.O.B. Destination and include all charges that may be imposed in fulfilling an order.

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2. The discount percentage off Manufacturer's Price List (MPL) as provided by the Manufacturer shall constitute the minimum discount off MPL that a manufacturer authorized Dealer is required to provide to a Purchasing Entity. The dealer has the ability to offer further discounts above and beyond the minimum discount off MPL at their own discretion.
- E. RFP Documents.** This RFP consists of this RFP Overview, the following attachments, and any information or materials posted by the Co-Lead Entity to the RFP Website, as amended:
1. Attachment 01, RFP Terms and Conditions
 2. Attachment 02, Scope of Work
 3. Attachment 03, RFP Evaluation Plan
 4. Attachment 04, Sample Master Agreement
 5. Attachment 05, Participation Information
 6. Attachment 06, Protest Information
 7. Attachment 07, Offeror Information, Acknowledgements, and Certifications
 8. Attachment 08, Offeror Response Worksheet
 9. Attachment 09, Cost Proposal
 10. Attachment 10, Proposed Modifications to Sample Master Agreement
 11. Attachment 11, Claim of Business Confidentiality
- F. Important Dates.**
1. **RFP Open Date:** September 29, 2025
 2. **RFP Pre-proposal Conference:** October 14, 2024, at 3:00 P.M. Eastern Standard Time
 - a. Attendance to the RFP Pre-Proposal Conference is optional, and registration is required.
 - b. Offerors shall attend virtually via Microsoft Teams. To participate virtually, contact the RFP Contact for Microsoft Teams information.
 3. **RFP Q&A Deadline:** October 27, 2025, at 1:00 P.M. Eastern Standard Time
 4. **RFP Close Date:** November 10, 2025, at 1:00 P.M. Eastern Standard Time

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

G. How to Ask Questions.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. For questions about the content of this RFP, send your questions via email to the RFP Contact. Questions must reference the specific section of the RFP to which the question relates.
3. For assistance with technical issues associated with the RFP Website, contact <https://eva.virginia.gov/get-help-customer-care-forms.html>

H. How to Respond.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
 - a. Follows the requested format;
 - b. Includes the Solicitation Number on all materials making up the proposal;
 - c. Addresses each question and request for a response in this RFP, including all questions in Attachment 08, Offeror Response Worksheet;
 - d. Clearly demonstrates your ability to meet the Scope of Work described in Section III and Attachment 02; and
 - e. Includes all required submissions identified in Section IV.
3. Submit your proposal by the RFP Close Date electronically through the RFP Website.

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III. SCOPE OF WORK

A detailed description of the Deliverables being sought through this RFP is attached as Attachment 02, Scope of Work.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all states (as well as the District of Columbia and US territories), cities, counties, districts, other political subdivisions of any State, Institutions of Higher Education, K-12, quasi-governmental entities, service districts, healthcare institutions, transportation districts, tribes/tribal organizations, or nonprofit organizations. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Co-Lead Entities or any other eligible entity. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The term of the Master Agreement(s) resulting from this RFP is anticipated to be four (4) years.

IV. OFFEROR RESPONSE

- A. Required Submissions.** The following must be submitted with your proposal:
1. Any response required to be submitted directly through the RFP Website.
 2. Completed and signed Attachment 07, Offeror Information, Acknowledgements, and Certifications
 3. Completed Attachment 08, Offeror Response Worksheet
 4. Completed Attachment 09, Cost Proposal, submitted as a separate document and separate file, if submitting electronically
 5. Completed Attachment 10, Proposed Modifications to Sample Master Agreement
 6. Redlined copy of Attachment 10, Sample Master Agreement, if proposing modifications
 7. Completed and signed Attachment 11, Claim of Business Confidentiality
 8. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information
- B. Other Documents.** The following are informational only and do **not** need to be submitted with your proposal:
1. This RFP Overview
 2. Attachment 01, RFP Terms and Conditions
 3. Attachment 02, Scope of Work
 4. Attachment 03, RFP Evaluation Plan
 5. Attachment 04, Sample Master Agreement
 6. Attachment 05, Participation Information
 7. Attachment 06, Protest Information

V. EVALUATION AND AWARD PROCESS

- A.** Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in Attachment 03, RFP Evaluation Plan.
1. **Stage 1: Initial Responsiveness Evaluation.** Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses will be scored accordingly in accordance with Attachment 01, RFP Terms and Conditions. Proposals which are substantially incomplete or lack key information may be eliminated from further consideration by the Co-Lead Entity. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

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2. **Stage 2: Mandatory Minimum Requirements Evaluation.** Complete and responsive proposals will be reviewed for compliance with mandatory minimum requirements. Proposals failing to meet or exceed all Mandatory Minimum Requirements identified in Attachment 03, RFP Evaluation Plan may be eliminated from further consideration in accordance with Attachment 01, RFP Terms and Conditions, as noted above.
 3. **Stage 3: Technical Criteria Evaluation.** Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the Technical Criteria set forth in Attachment 03, RFP Evaluation Plan. Experience and Qualifications, ability to meet the scope of work, and production selection. Methods used to make this determination may include, but are not limited to, one or more of the following:
 - Identification of a natural break in total scores
 - Identification of a minimum scoring threshold above which Proposers are deemed to be adequately qualified
 - Consideration of the optimal number of Contractors required to successfully supply Deliverables to Participating Entities and Purchasing Entities.
 4. **Stage 4: Cost Evaluation.** Cost Proposals will be evaluated for Offerors that advanced for further consideration following evaluation of Technical Criteria based on the services listed in Attachment 03, RFP Evaluation Plan. Cost Proposals may also be subject to an independent review for reasonableness and best value by the Co-Lead Entities. Costs determined not to be reasonable or best-value by the Co-Lead Entities may result in all or part of Offeror's proposal being scored accordingly and not advanced for further consideration.
 5. All weighted scores will be totaled to arrive at the supplier's total scored evaluation. See Attachment 03, RFP Evaluation Plan for further details. The Co-Lead Entity reserves the right to (I) negotiate any and all elements of the RFP, (II) require supplemental statements of information from any offeror, (III) request additional information or clarification of information provided in any Proposal without changing the terms of the RFP.
 6. In accordance with Commonwealth of Virginia § 2.2-4302, Selection shall be made of two (2) or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the criteria involved in the Request for Proposal, including price if the Offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the Sourcing Team shall select the Offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to that offeror(s). Should the Sourcing Team determine in writing and in its sole discretion that only one (1) Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
 7. It is anticipated that this RFP may result in Master Agreement award(s) to multiple Contractors, at the Sourcing Team's discretion. The evaluation process is designed to award the contract resulting from this RFP to the Supplier(s) deemed to be the most responsive and responsible concerning requirements outlined in the Technical Requirements.
- B.** After evaluations are completed, the Sourcing Team will determine which proposals are most advantageous to the Co-Lead Entities and potential Participating Entities and Purchasing Entities. An award will be made to the Offeror(s) which, in the opinion of the Sourcing Team, has made the best proposal and provides the best value.
- C.** Prior to announcement of awards and execution of Master Agreements, the Co-Lead Entity will present an award recommendation to RFxPremier for approval of the proposed awards.

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- D. Following approval of RFXPremier, the City of Fairfax will publicly post such notice online at <https://eva.virginia.gov> for a minimum of ten (10) calendar days. Contracts will be awarded to eVA registered vendors only.