

**REQUEST FOR PROPOSALS FOR
SCBA EQUIPMENT, COMPONENTS, AND ACCESSORIES**

Issued by the **Baxter (IA) Rural Fire & Rescue Department and City of Fairfax, Virginia**
Solicitation Number **RFP102431**

**Attachment 08
OFFEROR RESPONSE WORKSHEET**

Offeror must provide complete and succinct responses to each item below. **The Offer shall insert your responses into this worksheet directly below each question or prompt or clearly reference each item in their Technical Proposal.** While supplementary marketing materials are neither requested nor desired, Offeror should provide all information necessary to demonstrate Offeror's ability to meet the requirements of this RFP and the RFP's Scope of Work.

I. RESPONSE TO MANDATORY MINIMUM REQUIREMENTS

A. The Offeror shall be the Manufacturer for SCBA Equipment, Components, and Accessories.

Yes No

B. The Offer shall have a minimum of five (5) years' experience as a manufacturer for SCBA Equipment. **Please confirm you meet this requirement.**

Yes No

C. The Offeror shall maintain an Authorized Dealer network that can service territories of the United States. **Please confirm you meet this requirement.**

Yes No

D. The Offeror shall submit a minimum of three (3) reference letters from a government entity. **Please confirm you meet this requirement.**

Yes No

II. RESPONSE TO TECHNICAL CRITERIA

A. Experience, Skills, and Qualifications

1. Provide a brief history of your company.
2. Provide key staff personnel (sales, implementation, etc.) your company will assign to the project to ensure the successful implementation for cooperative contract. Include only staff that will have a direct role in managing or marketing the contract.

B. Scope of Work

1. Describe your plan for meeting the Master Agreement Objectives identified in Section [II] of Attachment 2, Scope of Work.
2. Provide evidence of your ability to provide the Deliverables identified in in Section [II] of Attachment 2, Scope of Work. Scope of Work.

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3. Describe your ability to fulfill Contractor Responsibilities and Taks identified in Section [III] of Attachment 2, Scope of Work.

C. Availability of SCBA Equipment, Components, and Accessories

1. Describe your company's system for managing order requests.
2. Explain your inventory system for SCBA Equipment, Components, Accessories.
3. Describe the process, policies, or procedures used by your company to mitigate risks of extending product lead times.

D. Customer Service

1. Offeror shall describe its hours of operation and when key account people shall be available to discuss contract, issues, or problems.
2. Offeror shall provide the names and responsibilities for each member of their government account team.
3. Offeror shall describe how problem identification and resolution shall be handled at the manufacturer level and Authorized Dealer level. Describe the process for a person to make a warranty claim. Describe the process for receiving a damaged product.

E. Education and Compliance of Authorized Dealers

1. Describe how the manufacturer shall educate their Authorized Dealers about a cooperative contract.
2. Describe how a price increase is communicated to your Authorized Dealers.
3. Describe how the manufacturer shall ensure that all Authorized Dealers comply with the established contractual pricing of the Master Agreement.

III. Instructions to Respond

These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

- A. The Proposal shall be divided into two (2) parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such as separate files.
- B. If the Offeror designates any information in its Proposal as confidential pursuant to Attachment 11, Claim of Business Confidentiality, the Offeror shall submit a Confidential copy and a Public copy from which confidential information has been excised for the documentation and which is marked "Public Copy".

C. Technical Proposal Format

There is a five (5) page limit for the Technical Proposal. The page limit does not include cover pages, table of contents, divider tabs, resumes, and required forms do not count toward the page limit.

- Proposal should use a minimum of 12-point font.
- Proposals shall not contain brochures, promotional or display materials.
- If a Proposal is submitted in double-sided format, both sides of the page will be counted against the Page Limit.
- Offeror shall not submit brochures or hyperlinks as additional materials.
- The Offeror shall include and clearly mark the sections below in their Technical Proposal.

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1. Table of Contents

2. Cover Letter

The cover letter shall include the Offeror's mailing address, electronic mail address, fax number, telephone number, and contact person for their proposal.

3. Mandatory Specifications

The Offeror shall answer whether or not it will comply with each Section in Attachment 08, Offeror Response Worksheet, Section [I].

4. Response to Technical Criteria

The Offeror shall provide information to the statements in Section in Attachment 08, Offeror Response Worksheet, Section [II].

5. Attachment 07, Offeror Information Acknowledgements, and Certifications

The Offeror shall complete and sign the document.

6. Attachment 10, Proposed Modifications to Sample Master Agreement

The Offeror shall complete this document.

7. Attachment 11, Claim of Business Confidentiality

The Offeror shall complete and sign the document.

8. Addendums

Provide signed copy of posted RFP addendums.

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Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
Table of Contents		
Cover Letter		
Mandatory Specifications		
Attachment 08, Offeror Response Worksheet [Public Technical Proposal]		
Attachment 08, Offeror Response Worksheet [Confidential Technical Proposal] (If applicable)		
Attachment 07, Offeror Information, Acknowledgements, & Certifications		
Attachment 10, Proposed Modifications to Sample Master Agreement		
Attachment 11, Claim of Business Confidentiality		
Addendums (If applicable)		
MPL Price List (If available)		
Attachment 09 - Cost Proposal (Separate Attachment)		