

**Request for Proposals for
Self-Contained Breathing Apparatus (SCBA) Equipment, Components, and Accessories**

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

Attachment 03 RFP EVALUATION PLAN

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 Entities. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Stage 2: Mandatory Minimum Requirements Evaluation. Complete and responsive proposals will be reviewed for compliance with the following Mandatory Minimum Requirements.

| Criteria | Evaluation | Result |
|--|------------|--------|
| The Offeror shall be the Manufacturer for SCBA Equipment, Components, and Accessories. | Pass/fail | |
| The Offer shall have a minimum of five (5) years' experience as a manufacturer for SCBA Equipment. | Pass/fail | |
| The Offeror shall maintain an Authorized Dealer network that can service territories of the United States. | Pass/fail | |
| The Offeror shall submit a minimum of three (3) reference letters from a government entity. | Pass/fail | |
| Stage 2 Result: | | |

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.

Stage 3: Technical Criteria Evaluation. Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the following Technical Criteria. The Evaluation Team will fully evaluate and score all Responsive Proposals submitted by Responsible Offerors in accordance with the Technical Criteria. For each category Offeror is responding, they will be evaluated against the following criteria:

| Criteria | Technical Points Possible | Offeror's Technical Points Earned |
|---|---------------------------|-----------------------------------|
| Experience, Skills, and Qualifications | 200 | |
| Scope of Work | 100 | |
| Availability of SCBA Equipment, Components, and Accessories | 150 | |
| Customer Service | 100 | |
| Education and Compliance of Authorized Dealers | 150 | |
| Stage 3 Total: | | 700 |

Offerors earning a minimum of 450 points will move on to the Cost Evaluation. The proposal of any Offeror not earning a minimum of 450 points will not advance for further consideration.

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Stage 4: Cost Evaluation.

| Cost | Cost Points Possible | Offeror's Cost Points Earned |
|-----------------------|-----------------------------|-------------------------------------|
| Cost Evaluation: | 300 | |
| Stage 4 Total: | 300 | |

Cost Proposals will be evaluated for Offerors advanced for further consideration be earning a minimum of 450 points following evaluation of Technical Criteria.

In the Cost Evaluation there are 300 points available. The Evaluation Team will fully evaluate and score the Cost Proposal for reasonableness and best value for Purchasing Entities.

Evaluation Summary

| Stage | Total Points Possible | Offeror's Total Points Earned |
|-------------------------------|------------------------------|--------------------------------------|
| Technical Criteria Evaluation | 700 | |
| Cost Evaluation | 300 | |
| Total: | 1000 | |

Award Selection

All Offerors earning a minimum of 650 points combined from the Technical Criteria Evaluation and Cost Evaluation will be eligible for a Master Agreement award. The proposal of any Offeror not earning the minimum of 650 points combined from the Technical Criteria Evaluation and Cost Evaluation will not advance for further consideration.

The Sourcing Team will then 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 provide the best value. 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

Prior to the announcement of awards and execution of Master Agreements, the Co-Co-Lead Entities will present an award recommendation to RFXPremier for approval of the proposed awards.

Following approval of RFXPremier and the City of Fairfax, Virginia, a public Notice of Intent will be posted at <https://eva.virginia.gov> for a minimum of ten (10) calendar days.