

REQUEST FOR QUOTE (RFQ)

This is (check appropriate):

- Request for Quote** (from Requesting Agency to Vendors)
 - Response to RFQ** (from Responding Vendor back to Requesting Agency)
 - Grant Funded Purchase**
-

VENDOR (Business Name): _____

Vendor Contact Person: _____ **Phone:** _____

Email Address: _____ **Alt Phone:** _____

Agency: Coos County Area Transportation District (CCATD) **Date:** 12/2/2020

Contact Person: David Hope, General Manager _____ **Phone:** 541-267.7111

Email Address: dhope@coostransit.org

Agency Address: 2810 Ocean Blvd. Coos Bay, OR 97420

The above Agency is requesting price quotes from Vendors for the purchase of the following equipment:

Portable Remote Vehicle Total Decontamination System. No. Required: 1

Timeline:

12/2/2020 - RFQ posted online <http://www.coostransit.org/current-solicitations/>

12/9/2020 - RFQ Zoom meeting 3:00 PM PST (Questions regarding the RFQ will be answered via email to all proposers.) <https://us02web.zoom.us/j/89254381589>

12/31/2020 - Quotes due 3:00 PM PST

1/13/2021 - Award announcement

REQUIRED SPECIFICATIONS

Requesting Agency's Required Specifications Description	Location
Past Performance	Excel "Final Coos County Best value RFQ" Attachment A
Technical Approach	Excel "Final Coos County Best value RFQ" Attachment B
Management Approach	Excel "Final Coos County Best value RFQ" Attachment C
Cost Proposal	Excel "Final Coos County Best value RFQ" Attachment D
Best Value Formula Description	PDF file

Vendor's Signature: _____ **Date Sent:** _____

Vendor's Response Back to RFQ – Please sign and date your response here.

VENDOR INFORMATION

Vendors are required to submit all information including the Past Performance, Technical Approach, Management Approach, and Cost Proposal sections using the attachments provided in the Excel file. The equipment will be purchased with funding from the Oregon Department of Transportation, Public Transit Division and the Requesting Agency, and will follow applicable Federal and State procurement guidelines.

All attachments must be submitted to the Requesting Agency contact person via email to dhope@coostransit.org

SELECTION INFORMATION

Selection of the equipment and successful price quote will be based on:

Lowest Cost with Required Specifications (*Lifecycle costs may be considered in price determination and may affect lowest bid determination*)

Best Value Determination (ODOT PTD pre-approval required.)

The Best Value Determination criteria available in Attachments A, B, C, and D

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Best Value Approach Request for Quote (RFQ)

The “Best Value Formula” process used in this RFQ is based in part on the model described by David P. Quinn, National Security Agency, in his article “Best Value Formula” published in CROSSTALK, The Journal of Defense Software Engineering.

The Best Value process is a method to counter a low-ball bid by reducing the impact of such a proposal(s) by tying the price more closely to the technical and management proposals of a bidder.

Evaluating Proposals

There are four major factors used to evaluate RFQ’s using the Best Value Approach:

Past Performance

- a. Past performance is Pass/Fail
- b. Based on three reference checks with 10 questions each
- c. Each question is rated from 1 to 100
- d. The three scores are combined
- e. A minimum average score of 70 is required to “Pass”
- f. RFQ’s with a Past performance score below 70 are not reviewed

Technical Approach

- g. The Technical Approach section is comprised of three sub factors with 44 total weighted questions
- h. A perfect score (based on the weighted answers) is 60

- i. Proposers start each answer with yes or no which is followed by up to 150 words to expand on the answer.
- j. The last two questions allow up to 1,000 words in the answers.
- k. CCATD staff will evaluate the Technical Approach answers using a scale of 1 to 100 as shown below:
 - i. Excellent 90 - 100
 - ii. Good 80 - 89
 - iii. Acceptable 70 - 79
 - iv. Marginal 60 - 69
 - v. Unacceptable 0 - 59

Management Approach

- l. The Management Approach section is scored in the same manner as the Technical section only with fewer questions.
- m. A perfect score (based on the weighted answers) is 30

Cost

- Cost is not rated. Cost simply indicates what the vendor will charge for its services. Therefore, all cost proposals are assumed to be acceptable.

Finding the Best Value

The goal is to get the best value for our investment by ensuring the price is proportionate to the technical and management proposals. This process makes the price evaluation more consistent with the rest of the proposal evaluation process.

Technical and management proposals are evaluated independent of other bidders. To address price in relation to technical and management proposals the weight of the price factor is adjusted based on the scores of the technical and management proposals as shown below.

1. Best Value Ratio (BVR):
 - a. $(\text{Technical Approach score} + \text{Management Approach score}) / (\text{Technical Approach weight} + \text{Management Approach weight}) = \text{Best Value Ratio (BVR)}$
2. Best Value Factor (BVF):
 - a. $(\text{Best Value Ratio} * \text{Price weight}) = \text{Best Value Factor}$
3. Best Value Score (or price Score)
 - a. $\text{Best Value Factor} * (\text{Lowest Bid} / \text{Current bid being evaluated}) = \text{Best Value Score}$
4. Final Score
 - a. $\text{Best Value Score} + \text{Management Approach score} + \text{Technical Approach score} = \text{Final Score}$

Reference Forms

The Reference section is Pass/Fail. A passing score average is a minimum of 70. A score of less than 70 fails.

- Proposers with an average score of less than 70 will not be considered.
- Three references are required.

References used to rate proposer

The proposing company may request references from more than 3 companies.

- CCATD staff will record three emailed references (in order received) to obtain the average score.
- Additional references will not be included in the average score.

Critical errors or omissions in references

- Critical errors are those that would make scoring the reference impossible:
 - Reference company contact information insufficient
 - One or more of the ten questions not answered
 - One or more of the ten questions given a score outside of the range of 0 to 100.

Critical error resolution

- CCATD staff will notify the proposer of any errors and or omissions in references and allow three days (72 hour window) from the time the email was sent by CCATD to the proposer to cure.
- The proposer may contact the reference company and explain the error or omission.
- The proposer may request that the reference company resolve the error or omission and send the revised reference to CCATD via email within the 72 hour window.
- Should the reference company not resolve the issue, the proposer would not be considered further.