[Insert ITQ Contract Name]

INVITATION TO QUALIFY CONTRACT

RECOMMENDATION FOR BEST VALUE SELECTION

**Date:** [DATE]

**To:** Contract File

**From:** [ISSUING OFFICER NAME]

Issuing Officer

**RE:** Evaluation of Quotes Submitted in Response to

[INSERT PROJECT NAME] RFQ

RFQ # [INSERT NUMBER]

**PART I.**

The Issuing Office designated to conduct the **[Insert name of services]** best value selection for this project has completed its evaluation in accordance with Commonwealth policies and procedures. As further described below, **[Insert name of selected Contractor]** is recommended as the best value contractor for this project. This memorandum documents that all necessary steps were taken in conducting the best value selection in accordance with the provisions of the **[Insert ITQ Contract Name]** Invitation to Qualify (**Insert ITQ Contract Name**) Contract Solicitation Requirements and Evaluation Process.

**PART II.**

1. **Method of Selecting Best Value Contractor.**
   1. **[Provide a brief description and purpose for the project]**.
   2. Consistent with the Commonwealth’s strategic procurement objectives and policies to evaluate contractor technical capabilities, small diverse business and small business participation, along with cost, in making best value selections from multiple award contracts, [USING AGENCY] issued a Request for Quotation (RFQ) to make a best value selection from the **[Insert ITQ Contract Name]** Services ITQ Contract as authorized by Section 517(f) of the Commonwealth Procurement Code.
   3. [**Delete this paragraph if not applicable. If applicable, indicate whether the RFQ was divided into lots**.] The RFQ was divided into **[Insert number]** “lots” for which contractors were free to propose in any combination: **[List the description of each lot]**. The Commonwealth reserved the right in **[Insert where in the RFQ this was reserved]** to make a selection either by individual lots or on a total lot basis if in the best interests of the Commonwealth.

1. **Notice.** Notification of the RFQ was sent through the JAGGAER software tool at [Insert link] on **[Insert Date**] to all of the Contractors qualified in the applicable service commodity or commodity codes.
2. **Evaluation Committee.** An evaluation committee was established to evaluate the quotes.

**PART III.**

1. **Evaluation Criteria.** The Issuing Office established the relative importance of the major evaluation criteria prior to opening the proposals, consisting of technical **[Insert percentage]** **%**, cost **[Insert percentage]** **%** and Small Diverse Business and Small Business participation **[Insert percentage] %**.

**NOTE**: Up to three percent (3%) bonus points were available to committing to Domestic Workforce Utilization (DW)

1. **Results of Evaluations**.
   1. **Technical Submittal Evaluation.** The evaluation committee reported the results of its technical evaluation to the Issuing Office.
   2. **75% Technical Threshold.** As indicated in the Overall Scoring, **[Indicate number of contractors i.e. Two (2)]** Contractors’ technical submittals **[Insert Contractor Name(s) in parenthesis i.e. (Name)]** failed to score at least 75% of the available technical points and were not considered for selection for Best and Final Offers or final selection as the best value contractor. [**OR, use the following if all Contractors met the threshold** - As indicated in the Overall Scoring,all of theContractors’ technical submittals scored at least 75% of the available technical points.]
   3. **Small Diverse Business and Small Business Participation Evaluation.** BDISBO opened and scored the SDB/SB participation submittals of those Contractors which passed the 75% technical threshold and reported the scores to the Issuing Office.
   4. **Cost Submittal Evaluation.** The Issuing Office opened and scored the cost submittals of those Contractors which passed the 75% technical threshold.
   5. **Domestic Workforce Utilization Evaluation.** The Issuing Office scored commitments to Domestic Workforce Utilization made by those Contractors which passed the 75% technical threshold.
   6. Combined Scores: The Issuing Office combined the technical scores, cost scores, Small Diverse and Small Business scores and Domestic Workforce Utilization scores of those Contractors which passed the 75% technical threshold.
   7. **Best and Final Offers Phase:** **[Delete this paragraph if not applicable.]** **[Indicate number of contractors i.e. Two (2)]** Contractors’ proposals **[Insert Contractor Name(s) in parenthesis i.e. (Name)]** achieved overall combined scores placing them within the competitive range of quotes determined to be reasonably susceptible of being selected to provide the best value to the Commonwealth. As authorized in the RFQ, these Contractors were selected to proceed to a “Best and Final Offers” phase of the evaluation process. All Contractors were accorded fair and equal treatment during discussions and revisions of their quotes. There was no disclosure of any information derived from quotes submitted by competing Contractors.

**[Provide a brief description of the Best and Final Offers process that was used.]**

* 1. **Overall Scoring:** The overall scoring for this RFQ concluded as follows:

**[RANK IN ORDER FROM HIGHEST TO LOWEST OVERALL SCORE]**

**[SUPPLIERS NOT MEETING 75% ENTER TECHNICAL SCORE ONLY]**

**[PRESS THE TAB BUTTON AFTER EACH ENTRY FOR MORE SUPPLIERS]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Contractor*** | ***Technical Score*** | ***Cost Score*** | ***SDB/SB Score*** | ***DW Bonus*** | |  | ***Overall Score*** |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
| ***Contractor(s) NOT meeting 75% Technical Threshold*** | | | | | | | |
|  |  | n/a | n/a | n/a |  | | n/a |
|  |  | n/a | n/a | n/a |  | | n/a |

* 1. **Lot Recommendation:** **[Delete this paragraph if not applicable. If applicable, provide the reasons for choosing to award by total lot basis or by individual lot].** Therefore, the Issuing Office recommends that the Commonwealth make the best value selection for this project on an **[Indicate whether total or individual]** lot basis.
  2. **Highest Overall Scores:** After combining the final technical scores, final cost scores, final Small Diverse Business and Small Business Participation scores and final Domestic Workforce Utilization scores in accordance with the relative weights assigned to these areas and fixed prior to the opening of the quotes, the quote submitted by **[Insert Contractor Name]** received the highest overall score.
  3. **Small Diverse Business and Small Business Commitments:** As part of its quote, **[Insert Contractor Name]** has committed to subcontracting with **[Indicate number (X)]** small diverse and small businesses for products and project services over the entire project timeframe. **[Insert name of Contractor]** is committing **[XX] %** of the total value of its offering to **[Insert name of SDB/SB(s)]**. This represents approximately **$[XX]** over **[XX]** years contingent upon purchase and service volume.
  4. **Domestic Workforce:** As part of its quote, **[Insert Contractor Name]** has certified that **[XXX]** % of the work for this project will be performed in the United States or member WTO countries. **[IF NOT 100%, ADD THE FOLLOWING SENTENCE.]** **[XX]** % of the work will be done in **[Insert Country]**.
  5. **Contractor Responsibility:** **[Insert Contractor Name]** and its subcontractors required to be disclosed or approved by the Commonwealth have been verified as responsible contractors in accordance with management directives, the Procurement Handbook and the Procurement Code, as applicable.

**PART IV.**

**Recommendation:** As the Issuing Officer, I recommend that **[Insert Contractor Name]** be selected as offering the best value to the Commonwealth. This recommended selection is based upon the results of the evaluation and review of the quotes as summarized above. Based on the cost submittal of this Contractor, the value of the purchase order is estimated to be **[Insert Dollar Amount for initial term]**. **The term of the purchase order will be [Insert number of years (X)] years with [Insert number (X)] additional renewals.**

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Issuing OfficerDate