



Type of Contract: FWS Contract F17PA0002* Task Order

Vendor: ****

Location: Arctic National Wildlife Refuge, Alaska

| Bureau of Land Management | RFQ Point of Contact | Contracting Officer (CO) |
|---------------------------|--|--------------------------|
| Name: | Patrick Euler | Patrick Euler |
| Email: | peuler@blm.gov | |

Questions Due: All questions must be submitted in writing to the RFQ Point of Contact listed above no later than **15 March 2018 at 4:00p.m AST**. No questions will be accepted verbally.

Award Selection Process:

Best Value Trade-Off

Submission Deadline: 26 March 2018 at 3:00p.m AST

Table of Contents

| | | |
|-----|------------------------------------|---|
| 1.0 | GENERAL INFORMATION | 2 |
| 2.0 | CONTRACT ATTACHMENTS | 2 |
| 2.1 | ATTACHMENTS | 2 |
| 3.0 | QUOTE SUBMISSION INFORMATION | 2 |
| 3.1 | RESTRICTIONS ON CONTACTS | 2 |
| 3.2 | QUOTE FORMAT INSTRUCTIONS | 2 |
| 4.0 | EVALUATION OF QUOTES | 3 |
| 4.1 | BASIS FOR CONTRACT AWARD | 3 |
| 4.2 | EVALUATION CRITERIA | 4 |
| 5.0 | ADDITIONAL LOCAL CLAUSES | 4 |

1.0 GENERAL INFORMATION

The Bureau of Land Management (BLM) is preparing an Environmental Impact Statement (EIS) for the Coastal Plain Oil and Gas Leasing Program for the U.S. Department of the Interior (DOI) as directed by Title II, Section 20001 of the Tax Cuts and Jobs Act of 2017 (Tax Act).. **Attachment 1.0 Performance Work Statement** contains the performance requirements and deliverables to be satisfied by the Contractor.

2.0 CONTRACT ATTACHMENTS

2.1 ATTACHMENTS

The following Attachments **ARE** a part of the contract:

| ATTACHMENT # | DESCRIPTION |
|----------------|----------------------------|
| Attachment 1.0 | Performance Work Statement |
| Attachment 2.0 | Award Basis Factors |

3.0 QUOTE SUBMISSION INFORMATION

3.1 RESTRICTIONS ON CONTACTS

Prospective vendors shall refrain from contacting any government employees associated with this requirement to discuss this Request for Quote (RFQ). Vendors, including subcontractors and teammates, shall not attempt such contacts from the date of release of the RFQ through contract award. All correspondence shall be through the designated RFQ Point of Contact.

3.2 QUOTE FORMAT INSTRUCTIONS

Quotes shall contain the following:

A) A cover page with the following information:

- Prime Contractor's Name
- DUNS
- Contact Information:
 - Name

- Phone
- Email or Fax #
- Address
- Sub Contractor's, Partners and/or Joint Ventures Names
- Request for Quote number

B) Technical Approach to Performance Work Statement

The Technical Approach section will be limited to fifteen (15) pages. The Technical Approach shall describe the vendor's approach to the performance requirements that maximizes efficiencies. Resumes are not considered as part of this page limitation. This section shall address:

- (1) Description of the Contractor's capacity to provide all personnel and resources necessary to complete the PWS.
- (2) Description of Contractors experience with EIS's. Key personnel information shall be provided to include resumes and levels of responsibility. The Offeror shall denote which individuals will fulfill the following roles: project manager, assistant project manager, and quality control manager. Qualified individuals may perform multiple roles.
- (3) Description of the how the contractor will approach each of the Tasks outlined in Section 7 of the PWS.
- (4) A project plan and milestone schedule demonstrating an organized and efficient plan for completing the work using PWS Appendix A: Tentative Schedule.

C) Past Performance

Past Performance references shall be provided utilizing the template provided in Exhibit 1. The list of references shall include no more than five (5) recent and relevant projects for which the vendor had responsibility. The response must include the following information and is limited to seven (7) pages.

- Current Contact Information for the Reference
- Contract/Order Number
- Project Title and Brief Description of Work
- Contract Type
- Original Award Amount
- Final Contract Amount
- Original Award Dates
- Actual Completed Dates
- Whether work was performed as the Prime Contractor, Sub-Contractor, or Key Personnel.
- Point of Contact's Information for Owner, Contracting Officer, Contracting Officer Representative or Project Manager) to include Name, Title, Agency, physical and e-mail addresses, and telephone number

Vendors lacking relevant past performance experience may submit information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement if such information is relevant to this undertaking.

D) Pricing

Vendors shall identify firm fixed pricing and provide detailed pricing schedule information by task in sufficient detail to be evaluated. Vendors may expand upon pricing by providing clear and concise narrative correlating to the technical approach and demonstrating cost effectiveness. Vendors must propose on all contract line items to be considered responsive.

4.0 EVALUATION OF QUOTES

4.1 BASIS FOR CONTRACT AWARD

- (a) This acquisition will utilize the Trade-Off procedures to make a best value award. This is a competitive best value trade-off. Evaluations will utilize the factors in Attachment 2.0 for award determination.
- (b) The Government intends to make ONE firm-fixed price Task Order based on evaluation of proposals submitted in response to this solicitation. Award will be made to the responsible vendor whose proposal conforms to all solicitation requirements, such as terms and conditions, representations and certifications, technical requirements, and also provides the best value to the Government based on the results of the evaluation.

4.2 EVALUATION CRITERIA

(a) Technical Approach To Scope of Work

Each vendor's technical proposal will be evaluated to determine if the Offeror provides an efficient approach that demonstrates a thorough knowledge and understanding of the performance requirements. Technical ratings shall focus on strengths, uncertainties, and deficiencies in the proposal. Technical shall be rated at the subfactor level, and an overall technical factor rating is not assigned.

- a. Sub factor 1: Capacity The offeror must demonstrate adequate personnel and resources are available to complete the PWS.
- b. Sub factor 2: Experience. The offeror must demonstrate successful experience with development of EIS's that consider oil and gas development and/or leasing and regulations specific to Alaska (e.g., ANILCA).
- c. Sub factor 3: The proposal must address all tasks outlined in Section 7 of the PWS and indicate the process for completing such tasks.
- d. Sub factor 4: The proposal must provide an acceptable project plan and milestone schedule demonstrating an efficient plan for completing the work.

(b) Price

A best value determination will consider the sum of the total price for the basic requirement and all optional requirements. The Government may determine that an offer is unacceptable if optional prices are significantly unbalanced. Evaluation of optional prices shall not obligate the Government to fund and award optional requirements. Award will be made in the best interests of the Government on the basic requirement and any combination of optional requirements for which funds are determined to be available at the time of the award or within 90 days of option exercise date.

(c) Past Performance

The evaluation of past performance information will take into account past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.

5.0 ADDITIONAL LOCAL CLAUSES

DIAR 1452.201-70 – Authorities and Delegations (Sep 2011)

- (a) The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.
- (b) The Contracting Officer will designate a Contracting Officer's Representative (COR) at time of award. The COR will be responsible for technical monitoring of the contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment.
- (c) The COR is not authorized to perform, formally or informally, any of the following actions:
 - (1) Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
 - (2) Waive or agree to modification of the delivery schedule;
 - (3) Make any final decision on any contract matter subject to the Disputes Clause;
 - (4) Terminate, for any reason, the Contractor's right to proceed;
 - (5) Obligate in any way, the payment of money by the Government.
- (d) The Contractor shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority. The Contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR has taken an action or has issued direction (written or oral) that the Contractor considers to exceed the COR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the Contracting Officer's response issued under paragraph (e) of this clause.
- (e) The Contracting Officer shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.

- (f) The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.
- (g) Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of Clause)

DOI Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) (Apr 2013)(DIAPR 2011-4)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

**Contractor shall attach a copy of subject invoice to the IPP submission.
Invoice shall itemize activities taken during the invoice period.**

The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) prior to the contract award date, but no more than 3 – 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email ippgroup@bos.frb.org or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Addendum)

Contractor Performance Assessment Reporting System (July 2010) (DIAPR 2010-14, Amendment 3)

- (a) FAR 42.1502 directs all Federal agencies to collect past performance information on contracts. The Department of the Interior (DOI) has implemented the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation. One or more past performance evaluations will be conducted in order to record your contract performance as required by FAR 42.15.
- (b) The past performance evaluation process is a totally paperless process using CPARS. CPARS is a web-based system that allows for electronic processing of the performance evaluation report. Once the report is processed, it is available in the Past Performance Information Retrieval System (PPIRS) for Government use in evaluating past performance as part of a source selection action.
- (c) We request that you furnish the Contracting Officer with the name, position, title, phone number and email address for each person designated to have access to your firm's past performance evaluation(s) for the contract no later than **30 days after award**. Each person granted access will have the ability to provide comments in the Contractor portion of the report and state whether or not the Contractor agrees with the evaluation, before returning the report to the Assessing Official. The report information must be protected as source selection sensitive information not released to the public.
- (d) When your Contractor Representative(s) (Past Performance Points of Contact) are registered in CPARS, they will receive an automatically-generated email with detailed login instructions. Further details, systems requirements, and training information for CPARS is available at <http://www.cpars.csd.disa.mil/>. The CPARS User Manual, registration for Online Training for Contractor Representatives, and a practice application may be found at this site.
- (e) Within 60 days after the end of a performance period, the Contracting Officer will complete an interim or final past performance evaluation and the report will be accessible at <http://www.cpars.csd.disa.mil/>. Contractor Representatives may then provide comments in response to the evaluation, or return the evaluation without comment. Comments are limited to the space provided in Block 22. Your comments should focus on objective facts in the Assessing Official's narrative and should provide your views on the cause and ramifications of the assessed performance. In addition to the

ratings and supporting narratives, blocks 1 – 17 should be reviewed for accuracy, as these include key fields that will be used by the Government to identify your firm in future source selection actions. If you elect not to provide comments, please acknowledge receipt of the evaluation by indicating “No comment” in Block 22, and then signing and dating Block 23 of the form. Without a statement in Block 22, you will be unable to sign and submit the evaluation back to the Government. If you do not sign and submit the CPAR within 30 days, it will automatically be returned to the Government and will be annotated: “The report was delivered/received by the Contractor on (date). The Contractor neither signed nor offered comment in response to this assessment.” Your response is due within 30 calendar days after receipt of the CPAR.

- (f) The following guidelines apply concerning your use of the past performance evaluation:
- (1) Protect the evaluation as “source selection information.” After review, transmit the evaluation by completing and submitting the form through CPARS. If for some reason you are unable to view and/or submit the form through CPARS, contact the Contracting Officer for instructions.
 - (2) Strictly control access to the evaluation within your organization. Ensure the evaluation is never released to persons or entities outside of your control.
 - (3) Prohibit the use of or reference to evaluation data for advertising, promotional material, pre-award surveys, responsibility determinations, production readiness reviews, or other similar purposes.
- (g) If you wish to discuss a past performance evaluation, you should request a meeting in writing to the Contracting Officer no later than seven (7) days following your receipt of the evaluation. The meeting will be held in person or via telephone or other means during your 30-day review period.
- (h) A copy of the completed past performance evaluation will be available in CPARS for your viewing and for Government use supporting source selection actions after it has been finalized.

(End of Notice)