**Disclaimer:** This is a sample document. Agencies are encouraged to tailor the contents to fit their individual needs.

Cloud Migration Services

Request For Quote (RFQ)

## Government Points of Contact

|  |  |
| --- | --- |
| Contracting Officer/ Contract Specialist | {{CO Name}} |
| Contracting Office | Office Name |
| Email | {{Email address}} |
| Correspondence  | Any emails related to this RFQ shall use the email subject heading {{Cloud Migration Project - Vendor’s Name}} |

##

## Important Dates, Time, and Posting Information

|  |  |
| --- | --- |
| RFQ Posting Date | {{Date}} |
| RFQ Due Date | {{Closing Date}}. Phase 1 quotes due after 1 week from posting date. The due date for Phase II quotes will be provided via a solicitation amendment. |
| RFQ Posting Location | {{eBuy/Email/GitHub}} |
| Questions Due | {{Date}} |
| How to Submit Questions | Email to the Contracting Officer |
| Posting Location for Answers | {{eBuy/Email/GitHub}} |
| Communications during RFQ Posting  | The only method by which any terms and conditions of this RFQ may be changed is by a formal amendment generated by the CO. No other communication made whether oral or in writing will modify or supersede the terms of the RFQ. All communication related to the RFQ shall be directed to the CO through email. |

## Acquisition Vehicle Overview

|  |  |
| --- | --- |
| Contract Action | Task Order |
| Contract Vehicle | GSA MAS - Category 54151S - Information Technology Professional Services*Note: For this example, we decided to issue a task order against GSA Schedules.* |
| Set-aside | TBD*Note: It is the agency’s discretion to do a small business set-aside.* |
| NAICS Code | 541511 Custom Computer Programming Services |
| FSC/PCS Product Code | DA01 IT and Telecom - Business Application/application Development Support Services (labor) |

## RFQ Attachments

|  |  |
| --- | --- |
| Attachment A | [Performance Work Statement (PWS)](https://coe.gsa.gov/docs/CloudMigration/AttachmentA_PWS.docx) |
| Attachment B | [Vendor Price Sheet](https://coe.gsa.gov/docs/CloudMigration/AttachmentB_VendorPriceSheet.xlsx) |
| Attachment C | [Quality Assurance Surveillance Plan (QASP)](https://coe.gsa.gov/docs/CloudMigration/AttachmentC_QASP.docx)  |
| Attachment D | [Organizational Conflicts of Interest](https://coe.gsa.gov/docs/CloudMigration/AttachmentD_ConflictOfInterest.docx) |
| Attachment E | [FAR 52.204-24 Representation](https://coe.gsa.gov/docs/CloudMigration/AttachmentE_FAR52.204-24Representation.docx) |

## Introduction of Evaluation Factors

|  |  |
| --- | --- |
| Factor 1 | Corporate Experience |
| Factor 2 | Technical Approach |
| Factor 3 | Staffing Plan |
| Factor 4 | Price |

## Quote Instructions

The {{US Government Agency/Office}} hereby issues this solicitation as a Request for Quote (RFQ) under Federal Acquisition Regulation (FAR) 8.405-2(c) to procure IT professional services, specifically cloud migration services.

Quotes will be submitted in two phases for this RFQ. The Phase 1 quote submission will consist of Volume 1 - Technical Quote. The Phase 2 quote submission will include a Volume 2 - Technical Quote and a Volume 3 - Business Quote. The technical quote volumes shall not include any cost or pricing information. Note to vendors: One or more aspects of a vendor's quote may be incorporated into the task order resulting from this solicitation.

Quote volumes shall be organized and divided by the following sections:

|  |  |  |
| --- | --- | --- |
| **Volumes**  | **Quote Section**  | **Page Limitations\*** |
| **Phase 1 - Volume 1 Technical Quote** | I – Cover Letter and Table of Contents  | 1 Page |
| II – Record of Corporate Experience  | 1-2 Pages for each record |
| **Phase 2 - Volume 2 Technical Quote** | I – Cover Letter and Table of Contents  | 1 Page |
| II - Technical Approach | 3 Pages |
| III - Staffing Plan  | 2 Pages |
| IV - Qualifications for Key Personnel  | 3 Pages Per Resume |
| **Phase 2 - Volume 3 Business** **Quote** | I – Cover Letter and Table of Contents | No Page Limit |
| II – Organizational Conflicts of Interest |
| III – Non-Price Related Exceptions |
| V – Price Quote (Attachment B – Pricing Sheet) |
| VII- 52.204-24 Representation |  |

**\*Quote Formatting**: The quotes shall be submitted on 8 ½" x 11" pages, using no less than ten (10) point font character size, and no less than a 3/4" around each page for margins. Tables and figures shall use no smaller than ten (10) point character size and must be clear and readable. Excel file submissions are not required to adhere to the page margins previously noted. **Vendors are required to adhere to all page limitations identified in the table above.** All pages in excess of the page limits specified in this solicitation will NOT be evaluated.

6.1 Phase 1- Volume 1: Technical Quote Instructions

1. **COVER LETTER AND TABLE OF CONTENTS**

The cover letters for each volume shall include the following information:

* Offering vendor’s name;
* Company address, CAGE, Unique Entity Identifier, and TIN relevant
* Solicitation number;
* GSA contract number;
* Volume Title;
* Date of Submission;
* Vendor’s point of contact information (name, address. phone number, and email address);
* Sub-contractors or teaming partners that conduct at least 20% of the overall proposed work must be listed with their Unique Entity Identifier and TIN.
1. **CORPORATE EXPERIENCE**

The vendor shall provide all the necessary information to facilitate the Government’s consideration of Factor 1 – Corporate Experience. The vendor shall describe its recent and relevant corporate experience performing work similar in size and complexity to the activities and objectives described in Attachment A - Performance Work Statement. “Recent” is defined as relevant experience performed anytime within three (3) years from the date of the issuance of this RFQ. “Relevant” experience is defined as experience where the vendor has performed the same or similar work to the requirements of this solicitation.

At a minimum, the vendor shall provide the following information for its quoted record of corporate experience:

* The name and UEI number of the vendor performing the contract/order; - Contract/order number;
* Contract/order title;
* Performance dates;
* Dollar value;
* Government organization or company that issued the contract;
* The name, title, and contact information for a point of contact whom the Government may contact if it desires additional information;
* A concrete description of the project demonstrating experience of cloud migration services for a federal customer; and
* A description of the outcome of the project.

The vendor should provide 1-2 records of corporate experience (no more than 2 records should be submitted). If a vendor does not have recent and relevant corporate experience, they will still be eligible for award but will be assigned a rating of Low Confidence for this factor.

6.2 Phase 2- Volume 2: Technical Quote Instructions

1. **COVER LETTER AND TABLE OF CONTENTS**

The cover letters for this volume should follow the same format described in Phase 1.

1. **TECHNICAL APPROACH**

The vendor shall provide all the necessary information to facilitate the Government’s evaluation of Factor 2 – Technical Approach. The vendor shall describe its technical capabilities to successfully perform the requirements of the solicitation. The vendor shall provide clear and concise descriptions of its capability. The Technical Approach must explain the following:

* A proposed approach to providing the tasks required in Attachment A: PWS’s Section 2.1.2 including the programming language(s) and frameworks and how those could integrate within the PWS Overall Objectives (Section 2.1).
* How the vendor will work in an open and agile manner including plans for user research, human centered design, and open source code.
* A clear demonstration that the vendor understands the details of the project requirements.
* List any operating constraints and proposed solutions the vendor may have during the performance of this project.

The Technical Approach must be accepted by the Government prior to award and will be incorporated into the final task order documents.

1. **STAFFING PLAN**

The vendor shall provide all the necessary information to facilitate the Government’s consideration of Factor 3 – Staffing Approach. The Staffing Plan shall clearly delineate the quoted labor categories, functional roles and qualifications of the labor categories. The quote shall clearly delineate the mix of labor and level of effort to accomplish all of the requirements in the solicitation and Attachment A – Performance Work Statement.

This section should be no more than 2 pages (Key Personnel Qualifications do not count towards this page limit. Each resume can be up to 3 pages). The Staffing Plan must explain the following for the base and option periods:

* Proposed approach to staffing the requirements of this project.
* Methodology for retaining and replacing personnel (both key and non-key) during performance of the project.
* Names and qualifications of the proposed individuals who will fill the Key Personnel role(s) of [Section 3.1](https://docs.google.com/document/d/1wLjV4coDhvt5BB6JGN0FIABgzPSuFXxREsd8o8alVDI/edit#heading=h.1ksv4uv) (resumes, if any, are not included in Staffing Plan page limit).
* Labor category descriptions for non-key personnel roles.

In addition, the vendor shall provide its narrative and assumptions to explain its rationale for the quoted staffing approach, including: rationale for full time or part time FTEs, and why the project staffing model supports the capability to deliver the requirements of the solicitation. The vendor shall include the qualifications for Key Personnel as an attachment to the Volume 2 - Technical quote. Submitted qualifications shall clearly describe the personnel’s background and experience and how it meets the Key Personnel requirements found in Attachment A – Performance Work Statement.

The Staffing Plan must be accepted by the Government prior to award.

6.3 Phase 2- Volume 3: Business Quote Instructions

1. **COVER LETTER AND TABLE OF CONTENTS**

The cover letters for this volume should follow the same format described in Phase 1.

1. **ORGANIZATIONAL CONFLICT OF INTEREST (OCI)**

Vendors shall complete and provide the OCI document in order to certify, to the best of its knowledge and belief, that it is not aware of any information bearing on the existence of any potential organizational conflict of interest (OCI).

1. **NON-PRICE RELATED EXCEPTIONS**

The vendor shall clearly describe all non-price related exceptions the vendor is taking with respect to the solicitation and its requirements. If the vendor is taking no exceptions, the vendor shall clearly state that it takes no non-price related exceptions to the solicitation and its requirements. The Government reserves the right to determine that a quote is non-responsive and will no longer consider it for award if a non-price related exception results in a failure to meet a material requirement of the solicitation, or is otherwise not in the best interest of the Government.

1. **PRICE QUOTE**

The vendor shall provide a Time & Materials (T&M) price quote that reflects its proposed solution to the government’s requirement. As part of the Volume 3 - Business Quote submission, the vendor will use Attachment B - Vendor Price Sheet to submit pricing. The government will evaluate the proposed labor mix, including the proposed labor categories and the level of effort, as well as the associated rates and overall cost provided in the pricing sheet. The vendor must show the hourly pricing breakdown (anticipated full time employee (FTE) = 2,080 hrs/yr, Half time = 1,040, etc.). The vendor shall provide a narrative of all the assumptions it used in developing its price quotation. The vendor may submit any additional documentation with respect to price related assumptions or the basis of estimate.

Vendors shall also submit a copy of the current MAS Pricing list for the PoP. Vendors are advised to consider providing additional discounts to their published GSA schedule contract labor rates.

1. **52.204-24 REPRESENTATION**

The vendor shall include the FAR 52.204-24 representation as part of its Volume 3 - Business Quote. See **Attachment E** for an executable copy of the provision.

## Basis of Award

The Government will utilize a multi-phase advisory notification procedure for the evaluation of quotes. The following evaluation phases and evaluation factors will be used for this procurement:

|  |  |
| --- | --- |
| Phase 1 | Factor 1: Corporate Experience |
| Phase 2 | Factor 2: Technical ApproachFactor 3: Staffing PlanFactor 4: Price |

In Phase 1 of the evaluation, the Government will evaluate quotes based upon Factor 1 - Corporate Experience. After the Phase 1 evaluation, the Government will use an advisory notification process to advise vendors on whether their quote was highly rated and recommended for a Phase 2 quote submission, or whether the quote was not among the most highly rated, it is unlikely that the quote will be accepted, and therefore it is not recommended for a Phase 2 quote submission. Vendors are not prohibited from submitting a Phase 2 quote based upon the Government’s advisory notice.

In Phase 2 of the evaluation, the Government will evaluate quotes based upon Factor 2 - Technical Approach, Factor 3 - Staffing Plan and Factor 4 - Price. After the evaluation of the Phase 2 quotes, the basis for award will utilize a best-value decision developed from a trade-off analysis, considering the evaluation of factors from both Phase 1 and Phase 2. For the trade-off analysis, the Factor 2 - Technical Approach, Factor 1 - Corporate Experience, Factor 3 - Staffing Plan will be utilized as the technical/non-price related factors in the analysis, and are listed in descending order of importance. All non-price factors, when combined, are significantly more important than Factor 4 - Price.

An award will be made to the vendor who provides the best-value to the Government. The Government reserves the right to enter into exchanges with vendors; however, the Government anticipates selecting the best-value quote from the initial quote submissions, without engaging in exchanges with vendors. Vendors are strongly encouraged to submit their best technical and price quote in response to this RFQ. If the Government determines that one quote is the best-value, the Government reserves the right to communicate with only that vendor to address any remaining issues, if necessary, and finalize a task order with that vendor. These issues may include aspects of the technical and price quotes. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the Government, the Government reserves the right to communicate with the next best-suited vendor based on the original analysis and address any remaining issues.

## Explanation of Evaluation Factors

The Government will perform a compliance check upon receipt of quotes to ensure that all quotes received met the material requirements of the solicitation. The Government will evaluate the vendor’s Volume 3 - Business quote for OCI, non-price related exceptions, and FAR 52.204-24 representation. The Government may reject a quote if it has an OCI, non-price related exception, or does not conform to solicitation instructions.

Each quote will be evaluated according to the following price and non-price factors:

**Factor 1 - Corporate Experience - Phase 1**

The Government will assess its level of confidence that the vendor will successfully perform the task order requirements through the evaluation of examples of recent and relevant corporate experience providing services similar in size and complexity to the requirements of the solicitation. “Recent” is defined as relevant experience performed anytime within three (3) years from the date of the issuance of this RFQ. “Relevant” experience is defined as experience where the vendor has performed the same or similar work to the requirements of this solicitation.

**Factor 2 – Technical Capability Statement - Phase 2**

The Government will assess its level of confidence that the vendor will successfully perform the requirements through the evaluation of the degree to which its technical capability statement proposes a sound technical solution to the Government’s requirements. The Government will evaluate whether the vendor’s response to the PWS explains specific techniques and methods to be used by the vendor to successfully perform the requirements.

**Factor 3 – Staffing Approach - Phase 2**

The Government will assess its level of confidence in the vendor’s staffing approach to determine if it has the appropriate labor categories, mix of labor, and level of effort to accomplish the requirements in the solicitation. The Government will also evaluate the qualifications of the quoted Key Personnel to make sure they meet the requirement set-forth in Attachment A - Performance Work Statement.

**Factor 4 – Price – Phase 2**

Price refers to the total quoted price of performing the requirements of the solicitation. The Government will evaluate quoted prices as a criterion under a trade-off source selection approach to determine the best-value for the Government. The Government will evaluate the vendor’s total quoted price to determine if the price is fair and reasonable. The Government will evaluate total price inclusive of all options. The Government reserves the right to conduct a balanced price analysis and/or a price realism analysis. The Government will use the last option period pricing to evaluate for the additional 6-month period IAW FAR 52.217-8.

  