

# **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**
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**VENDOR (Business Name):** \_\_\_\_\_

**Vendor Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Alt Phone:** \_\_\_\_\_

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**Agency:** Coos County Area Transportation District (CCATD)      **Date:** 1/6/2021

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

**Email Address:** [dhope@coostransit.org](mailto: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:

1/6/2021 - RFQ posted online <http://www.coostransit.org/current-solicitations/>

2/3/2021 - Quotes due 3:00 PM PST

2/9/2021 - Award announcement

**REQUIRED SPECIFICATIONS**

<b>Requesting Agency's Required Specifications Description</b>	<b>Location</b>
Past Performance	Excel "Best Value Disinfecting Equip References" Attachment A
Technical Approach	Excel "Best Value Disinfecting Equip Instructions" Attachment B
Management Approach	Excel "Best Value Disinfecting Equip Instructions" Attachment C
Cost Proposal	Excel "Best Value Disinfecting Equip Instructions" Attachment D

**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](mailto: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 17 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 question allows up to 500 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.
- References are due no later than February 3, 2021