

Best Value Guidance

FF&E procurements of \$3,000 or less: For any procurement in the FF&E package with a value of \$3,000 or less, the interior designer may utilize any BPA holders. If the BPA holders can not supply the item(s), then any other manufacturer may be utilized.

FF&E procurements greater than \$3,000 and \$100,000 or less: For any procurement in the FF&E package with a value greater than \$3,000 and \$100,000 or less, the contractor's interior designer shall always review pricing from at least three manufacturers and solicit UNICOR. UNICOR (Federal Prison Industries) must always be solicited, which is done by sending an email with the requirements and evaluation criteria. Refer to Attachment for F for specific information for contacting UNICOR. In addition to the review of published list prices, the contractor's interior designer must obtain written pricing from the vendor. In the selection process, other reasonably available information about the supply or service offered, such as delivery term, should also be considered. The prime contractor's proposal for FF&E shall provide the Contracting Officer with the proper documentation to determine that the FF&E requirements are procured using competitive means, where applicable. Should the required number of sources not be available for any of the systems or components, the contractor is required to provide written documentation or rationale. In addition, the proposal must clearly document the best value determination justification for the recommended supplier/vendor. Attachment G is a template document for the proposal submission and best value determination justification for procurements greater than \$3,000 and less than \$100,000.

FF&E procurements greater than \$100,000: In accordance with DFARS PGI 208-405-70, for each procurement with a value greater than \$100,000, the contractor's interior designer shall solicit proposals from all of the BPA holders under the applicable group. UNICOR (Federal Prison Industries) must always be solicited, which is done by sending an email with the requirements and evaluation criteria. Refer to Attachment F for specific information for contacting UNICOR. When soliciting the BPA holders, the BPA holders should be forwarded the statement of work and the selection criteria. The contractor's interior designer is required to receive actual quotes from vendors. The prime contractor's proposal for FF&E shall provide the Contracting Officer with the proper documentation to determine that the FF&E requirements are procured using competitive means, where applicable. In addition, the proposal must clearly document the best value determination justification for the recommended supplier/vendor. Attachment H is a template document for the proposal submission and best value determination justification for procurements greater than \$100,000.

As indicated in Part 6 of this RFP on Attachments G and H, the prime contractor's proposal for each FF&E procurement shall include the following:

1. Description of item(s), system(s) or component(s) being procured.
2. Verification that UNICOR was provided an opportunity to be considered as a provider.
3. List the names of the suppliers/vendors who were contacted for quotes. Identify the appropriate Navy BPA number, Federal Supply Schedule, etc., as appropriate. Where all Navy BPA holders under a particular schedule were contacted, indicate "All BPA holders under FSS XXX for XXX".
5. Copy of all pricing for the system or component.
6. Recommended source with price, including any applicable discounts given by the supplier/vendor.
7. Identify criteria used to recommend a source.
8. Best Value Determination narrative justification when recommending a source based on other than lowest price.
9. Signature of prime contractor's interior designer on Submitting Official Line.

In addition to price, when determining best value, the recommendation rationale may consider, among other factors, the following:

- Past performance
- Special features of the supply or service required for effective program performance
- Trade-in considerations
- Probable life of the item selected as compared with that of a comparable item
- Warranty considerations
- Maintenance availability
- Environmental and energy efficiency considerations
- Comfort/suitability of the system and/or component
- Compatibility with existing furniture and/or products
- Product performance
- Delivery terms

The specific criteria that will be used for each procurement shall be identified to the suppliers/vendors during the quotation process.

Attachment F

Contacting UNICOR

All Micro Purchasing research and purchasing (3000K<) can be done on the UNICOR website www.unicor.gov. Products at this level can be viewed on the 30 day catalog. Customer Service can also be reached at 800-827-3168. Market research can also be done on the website for under 10K

10K> For Market Research and/or issuance of Requests for Quotes, Contact the UNICOR Regional Sales Manager listed below. Please note that the "State" indicated is based on the "ship to" address:

Diane Stabinski (diane.stabinski@oei-inc.com): If Ship to address is:
DE,IL,1D,DC,VA,WV,TN,NC,SC,GA,AL,MS,GA,FL,PR,VI

Katherine Allen (katherine.allen@oei-inc.com) : If Ship to address is:
LA,AR,KS,AZ,NM,CO,TX,UT,WY,OK

David Sharapata (david.sbarapata@oei-inc.com) : If Ship to address is:
CA,OR,NV,HI,WA,ID,MT,AK,ND,SD,NE,MN,IA,MO,IL,WI,IN,MI,OH,KY,ME,MA,VT,NH,
CT,RI,NY,PA,NJ

Inquiries will be forwarded to the local sales rep in the territory for response.