



Request for Quotation (DRAFT)

RFQ# 849054

Establishment of

Government-Wide Multiple Blanket Purchase Agreements for

**Maintenance, Repair and Operation Supplies for the
General Supplies and Services' Global Supply Requisition Channel**

Solicited to:

**GSA Multiple Award
Schedule 51 V Contract Holders**

**Special Item Numbers 105 001, 105 002,
550 001, 600 001, and 613 001**

Issuing Agency:

**United States General Services Administration
Federal Acquisition Service
Center for Innovative Acquisition Development
1800 F Street, NW, Room 3300
Washington, DC 20405**

February 6, 2014

CONTRACTOR'S NOTES

1. Request for Quotation

This is a draft Request for Quotation (RFQ) under Federal Acquisition Regulation (FAR) 8.405-2, Ordering Procedures, to establish multiple Blanket Purchase Agreements (BPAs) by FAR 8.405-3 in support of the Federal Strategic Sourcing Initiative (FSSI) for Maintenance, Repair, and Operations (MRO) supplies for Federal Government agencies to support requisitions submitted to GSA (normally to the office of GSA Global Supply). In the requisition business, agencies submit their requisitions to GSA. GSA, in turn, places orders with the contractor, normally through use of this pre-established solution. In short, Contractors should understand that GSA's goal is to focus Federal spend through strategically sourced solutions, and will aggressively try to alleviate policy and authorization issues required during the life of this program.

2. GSA's Goal of Focused Spend

GSA extends the goal of also ensuring small businesses' success. During the Industry Meetings for the Purchasing Channel in January and May 2013 for the MRO Purchasing Channel, there were discussions about the RFQ for the FSSI MRO Supplies BPAs to include three (3) basic channels, dividing the requirement into core areas of concentration. Following the Industry Meetings, the Government determined that it would separate the three channels into three separate RFQs; Purchase Channel, General Supplies and Services' (GSS) Global Supply Requisition Channel, and 4th Party Logistics (4PL) Channel. The three separate RFQs will be covered by the FSSI MRO umbrella.

In furtherance of the Government's goals, the following structure has been established:

- a. GSA is publishing this draft RFQ to make available to potential source Contractors under Schedule 51V, the agency's mission needs of the MRO Supplies for the Requisition Channel requirement and to introduce the acquisition strategy for doing so. The intent of posting this draft RFQ, is to receive feedback on industry concerns, while also identifying data and performance requirements, evaluation criterion, and feasibility of this requirement;
- b. As prescribed in FAR Subpart 15.2, a non-mandatory pre-solicitation meeting has been scheduled for December 10, 2013 in an effort to exchange information and improve the understanding of the Government's requirement, including information related to planning, ordering, reporting, and other system necessities. This pre-solicitation meeting will also provide additional clarity of the procurement's objectives and goals in relation to the MRO Supplies for the Requisition Channel; and

This draft RFQ in support of the GSA Global Supply business line to support requisition based ordering. The purpose is to solicit suppliers for GSA Global Supply. The other RFQ's are being posted as separate actions. Under the Requisition Channel, there will be a total of two (2) categories for MRO Supplies. The Government intends to establish a maximum of two (2) BPAs for Category One (Hardware) and two (2) BPAs established for Category Two

(Tools and Tool Cabinets). Each of these two (2) categories has one (1) set-aside BPA for small business socioeconomic concerns. If a BPA is established with one Contractor in multiple categories, a single BPA will be established with that Contractor and all sales under the BPA will be included in the calculation of the aggregate discount expected to be applied under the BPA methodology.

The period of performance under the BPAs resulting from the final solicitation will be for a base period of one-year from the date BPAs are established. There will be four one-year option periods for a potential performance period of five years. However, a BPA shall not extend beyond the final contract expiration date; however the government reserves the right to continue the BPA under a successor MAS schedule contract.

It is mandatory that all items included in the MAS 51V Contractor's BPA quotation shall be available on the Contractor's MAS 51 V contract prior to the closing date and time of the final RFQ.

3. **Expectations.** While the solution will be available for use by the entire Federal Government, all requisitions come into GSA and will be placed, on a first pass basis (without further touch) with the appropriate BPA holder. The total spend opportunity anticipated through purchases made under the BPAs established as a result of the three (3) solicitations (purchase, requisition, and 4th party logistics) is estimated to be more than \$1.18 Billion annually, of which approximately \$200 Million purchases annually will be for the Requisition Channel.
4. **BPA Categories.** As part of the GSA's Fiscal Year (FY) 2014 FSSI program for Federal Government-wide use, GSA intends to establish BPAs against MAS 51 V Hardware Superstore under the following Special Item Numbers (SIN):

Hardware Store, Home Improvement Center, or MRO - Store Front – SIN 105 001;
Hardware Store, Home Improvement Center, or MRO - Catalog – SIN 105 002;
Tools Powered – SIN 550 001;
Tool Boxes, Tool Cabinets, Tool Chests and Tool Holders – SIN 600 001; and
Tools, Non-powered – SIN 613 001

These Requisition Channel BPAs will be administered by the GSA Federal Acquisition Service, Center for Innovative Acquisition Development, located at 1800 F Street, NW, 3rd Floor, Washington, DC 20405; over time, the BPAs may be reassigned to another GSA office. BPAs will be made based on a lowest price, technically acceptable selection process. Quotations submitted in response to the Requisition Channel solicitation shall be broken down into two (2) distinct categories for MRO supplies. These categories are as follows:

Requisition via Global Supply MRO Category Descriptions

Category One – The Hardware category includes items that can typically be found at hardware or home improvement stores encompassing items used to perform a variety of maintenance and repair jobs, as well as items used for the purpose of heating, ventilation,

and air conditioning and electrical and power equipment and components. Examples of products represented in the Hardware category include, but are not limited to: screws, ladders, brackets, drill bits, welding equipment, hoses, valves, faucets, rollers, drop cloths, storage containers, protective goggles, earplugs, portable air conditioners, portable heaters, portable fans, humidifiers, dehumidifiers, pumps, compressors, generators, motors, lights, cables, extension cords, surge protectors, switch boxes, lanterns, flashlights, batteries, and battery chargers. The Government intends to establish two (2) BPAs, one (1) of which will be set-aside for small businesses and one (1) other than small business.

Category Two – The Tools and Tool Cabinets category includes hand tools, power tools, and storage specifically designed for tools. Examples of products represented in the Tools and Tool Cabinets category include, but are not limited to: wrenches, shears, screwdrivers, scissors, saws, knives, hammers, drills, tool sets and kits, tool batteries, and tool cabinets. The Government intends to establish two (2) BPAs, one (1) of which will be set aside for small businesses and one (1) other than small business.

5. **Non-Manufacturer Waiver.** An initial Request for Information (RFI) was issued on April 15, 2013 for all FSSI Channels, to determine if there were any Small Businesses Manufacturers that have the capability to fulfill the MRO Supplies requirement, as well as for other planning purposes. Based on the responses received from the RFI, no small business manufactures or processors in the Federal market have the capabilities of producing the market-basket items. Therefore, GSA submitted a request to the U.S. Small Business Administration (SBA) for a class waiver of the non-manufacturer rule (NMR) for the products (listed within the market-basket) for the GSS Global Supply Requisition Channel. The waiver request was submitted to SBA on June 13, 2013 and received a favorable response granting a waiver to the NMR on August 19, 2013. Therefore, this waiver permits small business resellers to offer products from both small and other than small manufacturers, thus increasing small business opportunities under the Requisition BPAs.
6. **Comment(s)/Question(s) Submissions.** All responses regarding this **draft** RFQ should be sent electronically to **FSSI.MRO-Req@gsa.gov** no later than (NLT) Friday, February 21, 2014 at 12:00 PM Eastern Standard Time (EST). Please reference the solicitation number followed by “**Questions**” in response to this FSSI MRO requirement within the subject line. A response regarding timely submitted questions and comments received from all Contractors regarding this draft RFQ shall be published on GSA’s *e-Buy* and *GSA Interact* NLT close of business Friday, March 7, 2014.

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DRAFT

Request for Quotation

Fiscal Year 2014 Maintenance, Repair and Operations Supplies for the Global Supply Requisition Channel

Multiple Award Schedule 51 V Contractors ONLY

1.0 INTRODUCTION

The General Services Administration (GSA), in an effort to continue the initiative began by the Office of Federal Procurement Policy (OFPP) in 2005 through its Chief Acquisition Officer's Council (CAOC) to provide for strategic sourcing on a Government-wide basis, seeks to establish Blanket Purchase Agreements (BPAs) for three (3) Channels, the Purchasing Channel, Global Supply Requisition Channel, and 4th Party Logistics Channel of Maintenance, Repair and Operations (MRO) supplies against GSA's MAS 51 V, Hardware Superstore. Each Channel is being separately solicited; therefore, this requirement is to support the Global Supply Requisition Channel only. Within this Channel, several Special Item Numbers (SINs) shall apply: SIN 105 001 – Hardware Store, Home Improvement Center, or MRO – Store Front; SIN 105 002 – Hardware Store, Home Improvement Center, or MRO – Catalog; SIN 550 001 – Tools Powered; SIN 600 001 – Tool Boxes, Tool Cabinets, and Tool Holders; and SIN 613 001 – Tools, Non-Powered.

2.0 BACKGROUND

The Federal Strategic Sourcing Initiative (FSSI), chartered under the purview of the Federal Government's CAOC, is governed by the Strategic Sourcing Leadership Council (SSLC), and overseen by the OFPP. Many agencies actively participate in FSSI through the Community of Practice and Commodity Councils that provide user-input to various FSSI procurement activities. MRO supplies are one of several commodities for which the FSSI is seeking a more effective Government-wide acquisition approach.

In December 2012, the Office of Management and Budget (OMB) and OFPP further reinforced their FSSI efforts through issuance of Memo M1302: Improving Acquisitions through Strategic Sourcing. One component of this memo directs GSA to implement no less than ten (10) new Government-wide strategic sourcing solutions; five (5) in each of Fiscal Years 2013 and 2014.

Strategic sourcing is a structured, analytical, and collaborative process for optimizing an organization's supply base while reducing total cost of ownership and improving mission delivery. A strategic sourcing effort typically involves the following activities:

- Analyze spend data;
- Analyze the market;
- Develop a strategy;
- Seek and negotiate with suppliers;
- Select and award to successful suppliers;

- Implement strategy; and
- Monitor performance.

In OMB Memorandum Number M-09-25 dated July 29, 2009, entitled Improving Government Acquisitions; OMB mandated that all Federal agencies cut their procurement expenditures by 3.5 percent for both Fiscal Years 2010 and 2011 for a total reduction of 7 percent. In the Acquisition Savings Plans, agencies submitted in response to this memo, many projected savings from the use of agency-wide and Government-wide strategic sourcing. The Government-wide strategic sourcing of MRO supplies under the three FSSI channels is anticipated to assist the Administration in achieving its goal of cutting \$40 Billion a year from procurement spending.

3.0 GOALS AND OBJECTIVES

To achieve the Government's goals, the following objectives are sought through this acquisition:

- Achieve uniform prices and measurable total cost savings while maintaining or improving current service capability levels;
- Obtain significant reporting and transactional data to enable agencies to better manage spend for MRO supplies;
- Provide agencies with available options to meet socioeconomic goals;
- Ensure regulatory compliance in the acquisition of MRO supplies and commodities to include the AbilityOne Program, sustainable purchase requirements, and the Trade Agreements Act;
- Align purchasing with existing agency business practices; and
- Promote easier use.

The overall goal of this Requisition Channel acquisition is to provide the Government with a fast and efficient way for Federal agencies to order MRO supplies and commodities at sharply discounted prices with prompt, cost-effective delivery and effective customer service. Additionally, successful orders will assist with capturing economies of scale, ensuring compliance with applicable regulations, fostering markets for sustainable technologies and environmentally preferable products, simplifying data collection, and promoting opportunities for small businesses.

To meet this goal, GSA intends to implement the FSSI for MRO supplies by establishing multiple BPAs against MAS 51 V (Hardware Superstore) contracts for the Global Supply Requisition Channel, in which other government agencies will submit requisitions to GSA to fulfill.

4.0 SCOPE

Interested GSA Schedule 51 V Contractors are requested to submit quotes for the specific market basket list provided within Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**). The market basket items are made up of historically high volume supplies procured by Federal agencies participating in this BPA action.

The MRO Supplies Requisition Channel Request for Quotation (RFQ) will be designed to specifically maximize opportunities for small businesses.

Each category will be built around a market basket of core-items. The market basket is made up of several hundred high-spend MRO supplies that are used Government-wide. Contractors shall offer discounts on the market basket of core-items. The average of these discounts, plus a discount threshold based on the specific category, will be used in determining the discounts for the thousands of other products covered in the non-market basket items as shown in the Contractors' price lists falling within the same category. All category items, within the contractors schedule price list are included in the BPA as non-market basket items.

The market basket of core-items was developed based on 2012 sales data pulled from GSA Advantage!®, DOD EMALL, and GSA SmartPay® card transactions, and then validated through the working group. Working group members deleted all military specific items and added other essential, high-spend items. An MRO Supplies Quote Sheet was developed to calculate the average discounts of the market basket core-items to be used in establishing the discounts for the non-market basket items.

4.1 Requisition via Global Supply Channel

Requisition is a simple method for agencies to acquire a broad range of products, supplies, and equipment directly from GSA. GSA conducts a competitive procurement, via compliance with Federal Acquisition Regulations (FAR) and other required policies. Agencies submit a requisition to GSA for a simple government-to-government transfer that is quick, safe and compliant. GSA offers product fulfillment, order status, billing support and comprehensive customer service for agencies using the requisition method.

GSA's Global Supply offers approximately 400,000 office supplies, computer products and tools via requisition based ordering. Customers may arrange direct billing using their Activity Address Code (AAC/DoDAAC) or equivalent. When Department of Defense (DoD) customers requisition, the use of Military Interdepartmental Purchase Requests (MIPRs) are permitted. These MIPRs are the funding documents used to obligate funds to meet specific needs for a definitive period of time. These orders provide supplies for special projects requiring a high level of technical expertise, high dollar requirements, or both.

Within the Requisition Channel, there are three categories, general hardware items, tools and tool cabinets, and paints and finishes. Two BPAs will be established for each Channel. The separation of Requisition into three smaller Categories will assist the Government in actively promoting small businesses while efficiently supporting federal agencies globally.

4.1.1 Category One: General Hardware Items and Tools

The Hardware category includes items that can typically be found at hardware or home improvement stores encompassing items used to perform a variety of maintenance and repair jobs, as well as items used for the purpose of heating, ventilation, and air conditioning and electrical and power equipment and components. Examples of products represented in the Hardware category include, but are not limited to: screws, ladders, brackets, drill bits, welding equipment, hoses, valves, faucets, rollers, drop cloths, storage containers, protective goggles, earplugs, portable air conditioners, portable heaters, portable fans, humidifiers, dehumidifiers, pumps, compressors, generators, motors, lights, cables, extension cords, surge protectors, switch boxes, lanterns, flashlights, batteries, and battery chargers.

4.1.2 **Category Two: Tools and Tool Cabinets**

The Tools and Tool Cabinets category includes hand tools, power tools, and storage specifically designed for tools. Examples of products represented in the Tools and Tool Cabinets category include, but are not limited to: wrenches, shears, screwdrivers, scissors, saws, knives, hammers, drills, tool sets and kits, tool batteries, and tool cabinets.

4.2 Applicable Conditions

The FSSI for MRO supplies' pricing and scheduling may be impacted by environmental mandates (e.g. Environmentally Preferable Purchasing Program, the Comprehensive Procurement Guidelines, and Energy Star), statutory mandates (e.g. Section 508 Web Accessibility, and Trade Agreements Act).

The FSSI Requisition Channel for MRO supplies is designed to meet different Federal agencies' requirements to be supported by GSA Global Supply.

Contractors shall note that the FSSI Requisition Channel market basket for MRO is based on the historical purchases through GSA Global Supply. All items quoted by the Contractor shall be available on the Contractor's MAS 51 V contract prior to the closing date and time of this RFQ. Use of the resulting BPAs is open to purchases by all Federal agencies through GSA Global Supply.

5.0 CATEGORY REQUIREMENTS

Currently, GGS has numerous individual established contracts for the provision of MRO supplies. With the intent of saving taxpayer dollars, GSA is undergoing a supply transformation to a new business model, which includes direct Contractor delivery. This new business model will entail reducing the number of contract vehicles and moving towards a strategic sourcing ideology. With the support of participating federal agencies, it is anticipated that pricing to be obtained will be more competitive than that which a single agency can achieve. To this end, the Contractor is strongly encouraged to offer BPA prices that are lower than pricing offered to any other Federal Government agency.

5.1 Requirements Related to Regulatory Compliance

5.1.1 *AbilityOne® Program:*

The BPA requires statutory compliance with the Javits-Wagner-O'Day (JWOD) Act (41 USC 46-48c), which requires the Government to purchase supplies contained on the JWOD procurement list from AbilityOne® participating nonprofit agencies if available within the period required (FAR 8.704). The Contractor shall be an AbilityOne® distributor for procurement list items within the market basket prior to submission of its quotation. (*Note:* Most AbilityOne® purchases by authorized commercial distributors are through an approved AbilityOne® distributor.)

The Contractor shall remain an AbilityOne®-authorized distributor for the MRO products during the BPA's period of performance. Contractors will be notified of any change in the AbilityOne® representation during the course of the BPA.

In the event a commercial item becomes an AbilityOne® item through addition to the JWOD procurement list, the BPA holder is required to automatically substitute AbilityOne® items when Essentially-the-Same (ETS) items are ordered.

5.1.1.1 *Authorized Distributor:*

The Contractor shall be an AbilityOne distributor for procurement list items within the market basket prior to submission of its quotation. Information on the AbilityOne Program can be found at www.abilityone.gov

5.1.1.2 *Addition of Products:*

Based on an addition to the Procurement List or otherwise, if a commercial product is designated "essentially the same" (ETS) in accordance with 41 CFR Chapter 51, the BPA holder is required to update its Schedule contract and BPA to remove the ETS commercial product and add the corresponding AbilityOne product. BPA holders must block the purchase of ETS items by substituting the appropriate AbilityOne product.

5.1.1.3 *Allocation of AbilityOne Orders –*

The NSNs identified in Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**) from AbilityOne's National Industries for the Blind (NIB) are shipped from multiple NIB Non-Profit Agencies (NPAs). NIB manages the NPA allocation percentage for these NSNs and, in accordance with FAR Subpart 8.705-3, Contractors shall execute the allocations as directed by NIB Headquarters ([703-310-0354](tel:703-310-0354), gsa2@nib.org) to

appropriately allocate each order to the appropriate NPA. While SourceAmerica (formerly known as AbilityOne's NISH) does not currently have allocated items, the POC there is Monica Zveare, mzveare@sourceamerica.org; [571-226-4504](tel:571-226-4504).

Within 15 calendar days after establishment of a BPA, the Contractor shall acknowledge to the GSA CO that they have been in contact with NIB in accordance with regarding this coordination process. The Contractor must also provide quarterly reporting to GSA and NIB Headquarters within 30 days of the end of the quarter on allocation results to ensure NPA allocation program integrity.

5.1.1.4 *Allocation Process* –

5.1.1.4.1 When the *direct order process*, has not been authorized, the ordering office shall submit a letter request for allocation (requesting the designation of the AbilityOne participating nonprofit agency to produce the supplies or perform the service) to the central nonprofit agency designated in the Procurement List. Ordering offices shall request allocations in sufficient time for a reply, for orders to be placed, and for the nonprofit agency to produce the supplies or provide the service within the required delivery or performance schedule.

5.1.1.4.2 The ordering office's request to the central nonprofit agency for allocation shall include the following information:

5.1.1.4.2.1 For supplies —Item name, stock number, latest specification, quantity, unit price, date delivery is required, and destination to which delivery is to be made.

5.1.1.4.2.2 For services —Type and location of service required, latest specification, work to be performed, estimated volume, and required date or dates for completion.

5.1.1.4.2.3 For other requirements — e.g. packing, marking, as necessary.

5.1.1.4.3 When an allocation is received, the ordering office shall promptly issue an order to the specified AbilityOne participating nonprofit agency or to the central

nonprofit agency, as instructed by the allocation. If the issuance of an order is to be delayed for more than 15 days beyond receipt of the allocation, or canceled, the ordering office shall advise the central nonprofit agency immediately.

5.1.1.4.4 Ordering offices may issue orders without limitation as to dollar amount and shall record them upon issuance as obligations. Each order shall include, as a minimum, the information contained in the request for allocation. Ordering offices shall also include additional instructions necessary for performance under the order; e.g., on the handling of Government-furnished property, reports required, and notification of shipment.

5.1.2 *Sustainability:*

All the regulations, laws and Government program requirements applicable to the Contractors' MAS 51V contract will apply at the BPA and order level.

5.1.2.1 *Contractors shall provide products that conform to Comprehensive Procurement Guidelines (CPG), when applicable,* Contractors are encouraged to provide an extensive selection of sustainable products. During the BPA period of performance, GSA will begin to require an automatic substitution policy to ensure the Government is buying products that foster markets for environmentally sustainable content and sustainable technologies. BPA holders shall assess the environmentally sustainable content of BPA products at least annually and refresh their product list with the highest-content products. For more details on the Environmental Protection Agency's CPG, please visit www.epa.gov/cpg. Contractors should note that CPGs are minimum content standards and that higher environmentally sustainable content is desired to foster markets for environmentally sustainable products and sustainable technologies.

5.1.2.2 *Federal agencies are required by Executive Orders 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and 13514, Federal Leadership in Environmental, Energy, and Economic Performance, and the Federal Acquisition Regulation (FAR),* to assess and give preference to those products deemed environmentally sustainable through the Environmentally Preferable Purchasing (EPP) program. The EPP program should improve the ability to meet existing environmental goals identified at www.epa.gov/epp/ (see Attachment 2, EPP Product Criteria).

5.1.2.3 *Additional Requirements*, the BPA requires compliance with the Resource Conservation and Recovery Act (RCRA), Section 6002; the BioPreferred Program, Design for the Environment (DfE) Safer Product Labeling Program; EPP; Federal Energy Management Program (FEMP); ENERGY STAR; WaterSense; and Section 508 of the Rehabilitation Act of 1973; and DFARS Subpart 225.7002, “Restrictions on food, clothing, fabrics, and hand or measuring tools” (the Berry Amendment).

The BPA CO will identify any new federal environmental requirements applicable to this BPA. The Contractors shall update their product offerings to include compliant products within 90 days of this notification (unless otherwise notified).

5.1.3 *Trade Agreements Act:*

The BPA requires compliance with the Trade Agreements Act (TAA) of 1979 (19 U.S.C. § 2501–2581).

5.1.4 *Commercial Items:*

The MRO supplies are identified as, and determined to be, commercial items readily available in the commercial marketplace. Consequently, the items have no inherent special capabilities and characteristics above and beyond its commercial standards.

5.2 **Contractor Administration Requirements**

GSA will evaluate quotations of the market basket items. However, the BPA holder's full catalog of the Requisition Channel MRO supplies provided under its underlying GSA MAS contract will be included and available under the resulting BPAs, with the exception of items specifically excluded from the BPAs. The three Requisition Channel categories are mutually distinct based on the structure of the evaluation factors assigned to each designated category as described further in this RFQ (see subsection “Non-price Evaluation Factors”).

Price quotations for the BPAs shall be inclusive of all shipping charges for the items offered under each Category. Specific delivery requirements include the following:

5.2.1 *Contractor Business Requirements*

Contractors are expected to maintain all key business requirements throughout the BPAs’ performance period(s). These include key business requirements shall include:

- Provide real time order status;

- Offer standard delivery anywhere in the Contiguous United States (CONUS) and the District of Columbia up to four (4) calendar days, after receipt of order (ARO) where applicable;
 - Civilian Agencies: Ability to pack, package, mark, and label for CONUS deliveries using FED-STD-123;
 - Department of Defense: Ability to pack, package, mark, and label for CONUS deliveries using MIL-STD-129; and
 - Delivery required to end customer within four (4) calendar days;
- Ultimately bound for delivery Outside the Contiguous United States (OCONUS), including Alaska, Hawaii, U.S. Territories and Possessions customer orders with delivery to a stateside delivery point, within seven (7) calendar dates; ARO;
 - Civilian Agencies: Ability to pack, package, mark, and label using FED-STD-123;
 - Department of Defense: Ability to pack, package, mark, and label for DTS Container Consolidation Point (CCP) deliveries following MIL-STD-129; and
 - APO/FPO orders: If package meets U.S. Air Force/Army Post Office (APO) / Fleet Post Office (FPO) requirements, able ship to APO/FPO location using the U.S. Air Force/Army Post Office/Fleet Post Office. Contractors are should note that APO/FPO restrictions shall apply see (<https://www.usps.com/ship/apo-fpo-guidelines.htm>); and
- Identify all MRO supplies via a standardized system by wholesale standard or common manufacturer part number(s).

Contractors are encouraged to note that APO/FPO restrictions shall apply (<https://www.usps.com/ship/apo-fpo-guidelines.htm>)

5.2.2 CONUS Shipment Terms (Civilian Agencies & DOD)

Delivery terms, which are common commercial practice(s), will be specified and included as part of this CONUS requirement and consist of the following:

- Standard delivery anywhere CONUS within 4 calendar days (ARO where applicable)

5.2.3 APO/FPO Orders

For all APO/FPO orders: If package meets the restrictions for U.S. Air Force/Army Post Office (APO) / Fleet Post Office (FPO) requirements, the Contractor shall ship to APO/FPO location using the U.S. Air Force/Army Post

Office/Fleet Post Office. The restrictions can be found at:
(<https://www.usps.com/ship/apo-fpo-guidelines.htm>);

Below are the current guidelines for reference: (GSA is not responsible for fees incurred for Contractor's failure to follow the guidelines.)

The U.S. Post Office has a standard addressing for domestic mail. In order to make Military Mail conform to this procedure, the following was created:

Three Military "States":

AA, which stands for Armed Forces (the) Americas

AE, which stands for Armed Forces Europe

AP, which stands for Armed Forces Pacific

Three "City" equivalents:

APO, which stands for Army Post Office

FPO, which stands for Fleet Post Office

DPO, which stands for Diplomatic Post Office

Based on these constructs, a typical Overseas Military Mail address looks like this:

Name

Postal Service Center + Identifier

APO, AP ZIP

or

Name

Postal Service Center + Identifier

FPO, AP ZIP

In addition to standard U.S. Postal Service mailing restrictions, mail addressed to APO/FPO/DPO addresses is subject to further restrictions regarding content, preparation and handling, in addition to size and weight.

The size and weight restrictions for all packages for deliveries are 108 inches in height and/or width and 70 pounds respectively. When packages are over 108 inches, Contractors would be required to use the *1611 Process* (mentioned in section 5.2.5.1.11 below).

For more detailed information, please contact your local Postmaster, or refer to www.usps.com.

In the event, the package does not meet the U.S. Postal Service requirements, the Contractor shall contact the Southwest Supply Transportation Office at (817) 850-8412 for shipping instructions.

5.2.4 *Shipment OCONUS (Civilian Agencies)*

Contractors shall **not** ship directly overseas. Civilian agency export of Container Load and Less than a Container Load Shipments will be routed and shipped via the Government Bill of Lading (GBL) method. Details for the GBL method can be found at <http://gsa.gov/graphics/fas/FreightHandbook2012.pdf>

Contracts shall be notified via GSA Transportation Office's instructions, requiring delivery/shipping needs.

- Standard delivery anywhere OCONUS, via a CONUS CCP location, is within 7 calendar days (ARO where applicable) to a freight forwarding point.

5.2.5 *Shipment OCONUS (Department of Defense)*

Contractors shall **not** ship directly overseas. Delivery terms, which are common commercial practice(s), will be specified and included as part of this OCONUS requirement, consisting of the following:

- Standard delivery anywhere OCONUS, via a CONUS Consolidation Point location, is within 7 calendar days (ARO where applicable) to CCP.

Orders for overseas activities shall be mailed or shipped to a designated APO/FPO address or state-side location identified on the *notices to deliver* within CONUS. Items ordered by Government customers from overseas locations are often routed through military freight processing centers and transportation channels. Special procedures relate to the recognition, packing/packaging, labeling, marking, and routing of such shipments. For export orders over 800 cubic feet or 10,000 pounds, the Contractor will contact the designated GSA Point of Contact (POC) to be identified and arranged with sea van booking. Packaging for shipments to OCONUS locations must be suitable for export shipping without requiring additional preservation, or packing/packaging materials.

5.2.5.1 *Export Procedures*

5.2.5.1.1 General: Marking shall be clear, legible, permanent, and in English. All required marking shall be located at least on one side or face of the package. The preferred side or face is the end panel, but any of the four faces of a carton may each display the complete marking requirements. Required marking shall be orientated in a palletized load so that it is visible to the handler. Transport packages and unit loads shall not be marked on the top or bottom of the carton. Material regulated by Federal law or regulation shall be marked in accordance with those requirements. Labels and tags shall be securely attached to the item or package when the surface will not support the necessary marking.

5.2.5.1.2 Routing Instructions: At time of award, Contractors shall register with the GSA Value Added Network System (VANS) Program Management Office (PMO) for electronic transmission of *notices to deliver* information from GSA to the Contractor and for Contractor transmission of requests for shipping instructions to a GSA Transportation Office. The appropriate GSA transportation office will determine the method and mode of shipment.

Contractors shall comply with the instructions from the GSA transportation office, and are subject to payment of any charges or penalties incurred due to the Contractors' failure to comply with or deviation from GSA Transportation Office's instructions.

5.2.5.1.3 General Routing Determination: A Container-Load (CL) shipment is defined as a shipment that is 800 cubic feet (ft³) in volume or greater and/or 10,000 lbs or greater in weight, otherwise, any shipment which will occupy at least half of a standard 20 feet dry sea van, when the volume and weight of the container contents are evenly distributed over the floor of the container.

5.2.5.1.4 DoD DTS Export Shipments to DoD Consignees: Shipping instructions for surface export LCL (Less than Container-Load) shipments will be provided in block 10 of the GSA notice to deliver. Routing information for export air, export CL shipments, and shipments consigned to US Navy vessels will be provided by a GSA Transportation Office. Contractors will be directed to move LCL surface (water) shipments to a DoD's CCP. The GSA Transportation Office will obtain instructions from the Department of Navy for LCL shipment instructions to Navy vessels, and then pass these instructions on to the Contractor.

5.2.5.1.5 Contractor Shipping Responsibilities: Contractors shall not ship any CL shipments to a depot. CL shipments shipped to a depot will be refused and diverted to a temporary safe haven or shall be booked directly to a vessel and delivered to a water port. Contractors shipping CL shipments to depots are in violation and will be responsible for reshipment charges and/or any charges for rerouted shipments. Contractors will need to make sure that their Transportation Service Provider (TSP) is approved in SDDC's Carrier Appointment System (CAS) to make delivery appointments at the CCPs and other DOD facilities. The TSP will need a PKI to gain access in SDDC's system to make their delivery appointments.

5.2.5.1.6 Freight On-Board (FOB) Destination Shipments: FOB destination CL shipments will be booked directly to a vessel and will be routed to a CONUS water port, or in the case of shipments

to Canada and areas south of CONUS, shipments will be booked to the point at or near the border at which the shipment will exit the CONUS. In the case of Navy shipments to vessels, the contractor will be directed to deliver CL or LCL shipments to a designated receipt point.

5.2.5.1.7 Transportation and Related Charges: Transportation and related FOB Destination charges are the Contractor's responsibility. Contractors are responsible for all charges to port-in-gate (delivery of and transit through the port gate to ocean carriers' port terminals). Transportation and related charges after port-in-gate are the responsibility of the overseas customer. Stuffing charges are not to be passed on to the customer unless the Contractor can prove that a monetary benefit will accrue to the Government/customer.

5.2.5.1.8 Rollovers and Advances: GSA CL surface export shipments are booked directly to a designated vessel. There are schedule cutoff dates in which vessels are expected to dock and ship-out at predetermined times. Cutoff schedules will be supplied to all Contractors prior to the notice to deliver request is released. When booking, reserving a container on a vessel, the Contractor is responsible of notifying the GSA Transportation Office, no later than (NLT) 48 hours prior to a vessel's cutoff date, of any shipping requirements. Additionally, the GSA Transportation Office also requires 48 hour, advance notification of rollover requirements, in which rebooking of a shipment to a later vessel is required. In accordance with FAR Subpart 11.5 "Liquidated Damages", Contractors will be subject to applicable penalties due to probable damages, delivery delays and/or failed notifications to the GSA Transportation Office. Contractors are required to notify a GSA Transportation Office for advance booking or rollover of a shipment within 48 hours of the vessel cutoff date when needed.

5.2.5.1.9 Shipping and Customs Documents: Upon booking, the GSA Transportation Office will furnish the Contractor with shipping and customs documents for completing and complying with prior to CL shipments. Contractors shall comply with all directions and instructions contained therein.

5.2.5.1.10 Special Instructions for CENTCOM Consigned Containers: Sea van(s) consigned to the Central Command (CENTCOM) area of operations (e.g. Afghanistan, Kuwait, Iraq, Qatar) are required to be fitted with a Radio Frequency Identification (RFID) tag having approximately 72 inch cable seals and ¼ inch bolt seals. In the event, the Contractor receives a PO of

this nature, the Contractor shall contact the Monitor Section at the 7FL Monitor Fax mailbox on GEMS-07-01, fax number: (817) 574-2548 or telephone (817) 850-8412.

5.2.5.1.11 1611 Process (Applicable to DoD Export Orders): If General Services Administration (GSA) issues a Purchase Order (PO) that exceeds 800 cubic feet or 10,000 pounds, the FSS19 system should place a 1611 requirement statement in Block 10 of the PO. There may also be occasions when a PO will be issued with the 1611 statement, if the product requires special handling as with Hazard, High Priority, etc. When a PO of this nature is received the Contractor /shipper provides GSA Form 1611 or VANS application to the Monitor Section at the 7FL Monitor Fax mailbox on GEMS-07-01, telephone number: (817) 574-2548.

When the Contractor receives a PO with the phase in block 10, "PLS. UTILIZE WEB BASED 1611 PROGRAM", based on the agreement with the issuing Acquisition Center, the Contractor submits the completed 1611 form back to GSA with Notice of Availability (NOA) for this shipment. The NOA should be based on the Contractor's production or acquisition of the product, and not the "Deliver by" or "Ship by" date in block 9B of the PO. The completed 1611 form will have the total weight, total cube of the shipment.

Processing release unit size surface shipments and freight on board (FOB) term origin purchase orders for the 1611 or VANS application will be entered into IBS based upon the Notice of Availability (NOA) date provided by the Contractor. The Contractor shall provide a 1611 or VANS application with a future NOA date no more than 45 days from the date of application.

Once the information is entered into IBS, an Export Traffic Release Request (ETRR) is generated. It may take up to 7 or 8 business days before a response from IBS, in the form of an Export Traffic Release (ETR) is generated.

Once the ETR is received, the Transporter will generate a draft Shipping Instructions (SI) document, and provide the document to the shipper/Contractor or their designated sub-Contractor if the shipper is a drop-shipper.

The shipper/Contractor will be responsible for coordinating delivery of the freight with his over-the-road carrier to ensure that the cargo is delivered to meet the port call cut-off date.

Once the freight is delivered to the port by over-the-road carrier, the shipper/Contractor has fulfilled his obligation. The Container Freight Station (CFS) personnel at the commercial water port facility is responsible for port-stuffing the sea van(s) and lifting the container onto the vessel. Note: The Transportation Section will not know your product size or how many Units of Issue (UI) can be placed on a single pallet for your product.

Consolidating Purchase Orders

When consolidating purchase orders to form a Release Unit (RU) (shipping container), the orders must be going to the same consignee. Multiple consignees cannot be consolidated into a container. If the Contractor wishes to consolidate multiple purchase orders for the same consignee to make a RU shipment, then the Contractor must submit a GSA Form 1611 to GSA with the applicable details and NOA date.

Palletization Clause

Pallets only apply to Export (OCONUS) orders that are less than RU (shipping container) size and that cannot be consolidated with another order (for the same consignee) to become a RU. Orders on the same pallet must be going to the same consignee. Any order that isn't containerized at the Contractor's facility and is going Export (OCONUS) should be palletized and sent to the CCP at New Cumberland, PA. There will not be any shipping instructions issued for palletized orders. The Contractor will make the transportation arrangements to ensure safe delivery to the CCP.

5.2.5.1.12 Special Instructions for OCONUS Hazmat Orders: DOD orders requiring Material Safety Data Sheet (MDS) and/or Hazmat certification are currently routed through the GSA Distribution Centers for final Hazmat certification. The Contractor shall be notified by contract modification in the event this process and/or location changes.

5.2.5.1.13 Specialized Shipments – Foreign Military Sales (FMS): If GSA issues a PO that is designated for FMS, the FSS19 system should place a 1611 requirement statement in Block 10 of the PO. In the event the Contractor receives a PO of this nature, the Contractor shall contact the Monitor Section at the 7FL Monitor fax mailbox on GEMS-07-01 number (817-574-2548 or 817-850-8412). The Contractor shall be notified by the contract modification in the event this process changes.

5.2.5.2 Marking and Labeling

5.2.5.2.1 Vendor Shipping Module – Shipping Labels: GSA Global Supply is planning to use DLA's Vendor Shipping Module (VSM) for all shipping labels. The term VSM, formerly known as the distribution planning and management system (DPMS), is a Defense Logistics Agency (DLA) web-based distribution and transportation system available for the purpose of obtaining current shipping addresses, two dimensional bar coded shipping labels in accordance with military standard (MIL-STD) 129P, bills of lading, packing lists, and other shipping documentation. VSM replaces the need for the contractor to contact the DLA transportation office, prior to shipping, when directed in DLA contracts. Evidence of technical compatibility may be in the form of an Internet Explorer 6.0, or higher, screen image and confirmation that all 5 elements in the list below are met.

Contractors using VSM must possess the following minimum information technology capability:

- Pentium personal computer or equivalent system sufficient to access the Internet;
- Compatible laser printer with two megabytes of memory;
- Internet Explorer 6.0 or higher;
- Adobe Acrobat 8.0 or higher; and
- Minimum 56 Kbps internet connection

Contractors will be required to use VSM for all shipping labels including CONUS & OCONUS (except for APO/FPO orders being shipped by U.S. Air Force/Army Post Office/Fleet Post Office)

5.2.5.2.2 Packing/Packaging, Marking, Labeling and Documenting: Pack/Packaging, marking, labeling and documenting shall be in accordance with the requirements in the MAS contract, and the information provided as follows:

5.2.5.2.2.1 Packing/Packaging - Packing shall be in accordance with commercial packing requirements established in Title 49 of the Code of Federal Regulations (CFR) and provided within the American Society for Testing and Materials' (ASTM) standard packing/packaging practices, D 3951-10 "Standard Practice for Commercial Packaging". Additionally, packaging requirements for compliance are available at <http://www.astm.org/Standards/D3951.htm>

5.2.5.2.2.2 Marking and Labeling for Civilian Agencies - All unit, intermediate, transport packages and unit loads shall be marked for delivery to Civilian Agencies in accordance with the commercial practices outlined in the ASTM's standards. Additionally, all unit, intermediate, transport packages and unit loads shall be marked and labeled for delivery into a GSA distribution facility in accordance with FEDSTD-123.

5.2.5.2.2.3 Marking and Labeling for Military Agencies - All unit, intermediate, transport packages and unit loads shall be marked and labeled for delivery to military activities, including all orders destined for OCONUS, in accordance with the latest version of MIL-STD-129P, "Military Marking for Shipment and Storage" as per GSAM 552.211-73 (FEB 1996).

Contractors shipping activities will apply address markings using a bar coded MSL for all cargo shipments that will enter the DTS. This includes shipments moving within the CONUS, between the CONUS and OCONUS, or conversely between OCONUS and the CONUS. Shipments originating at non-military facilities moving to or through any DTS node, to include origin, consolidation, transship, a receiving terminal, or a TO or supply receiving function will be considered to have "entered the DTS" and must be marked with a Military Shipping Label (MSL). Shipments that will not enter the DTS will have address markings applied as specified by the identified activity.

MIL-STD-129P requires that a MSL be affixed to the outside of the container-load. The label shall include the requisition number (REQN), priority code (PRI), project code (PRO J), required delivery date (RDD), and transportation control number (TCN), and ship date; (Contractors may view the sample military shipping label for additional details and guidance in Chapter 208 – Packaging and Handling accessible via the link below). All labels attached to boxes that will be shipped OCONUS shall be of water resistant grade paper, and protected with a clear coating that will not interfere with scanning or reading printed information. Federal Standards and Military Standards can be accessed on-line via the <http://www.transcom.mil/dtr/part-ii/chapters.cfm>

5.2.5.2.3 Documenting - The Contractor shall produce one of two different types of shipping documentation, commercial and FEDSTRIP/MILSTRIP. The commercial documentation requirements is a shipping document (packing/packaging list) will be produced and provided for all packages for orders designated as commercial. The commercial shipping document will list all items included in packages or CLs shipped. The FEDSTRIP/MILSTRIP documentation will be required for all OCONUS shipments. Additionally, a Department of Defense (DD) Form 1348, Single Line-Item Requisition Document as an issue release/receipt document, will be provided with these orders. Federal Standards and Military Standards can be accessed on-line via the <http://www.transcom.mil/dtr/part-ii/chapters.cfm>

5.2.5.2.3.1 *Commercial Documentation Requirement* - A shipping document (packing list) will be produced and provided for all packages within CLs for orders designated as commercial. All variable data will be either transmitted to the Contractor on the Electronic Data Interchange (EDI) 850 *notice to deliver* or derived from the Contractor's internal cataloging or product information. The commercial shipping document will be furnished with each shipment. In a one-package shipment the commercial shipment document shall be affixed to the exterior of the package using an adhesive, packing list envelope. Multi-package shipments will be clearly labeled in a manner to reference the commercial shipping document, which shall be affixed to the lead carton. For "multi-packs", boxes containing more than one type of product a copy of the commercial documentation shall additionally be included in the box clearly identifying box contents. Additional EDI details are available at <https://vsc.gsa.gov/EDIUser/eddiven.cfm>

5.2.5.3 *Status Reports of Orders and Shipment GSAM 552.242-70 (Feb. 2009)*

The Contractor shall furnish to the CO a report covering orders received and shipments made during each calendar month of contract performance. The information required by the Government shall be reported on GSA Form 1678, Status Report of Orders and Shipments, in accordance with instructions on the form. The information required by the GSA Form 1678 may also be submitted in an automated printout form if authorized by the CO. Alternatively, the required information may be reported by an EDI using ANSI standards. For further information, contact a GSA Regional Global Supply Center, Acquisition Division or the POCs listed within the Government's Project POC. Reports shall be forwarded to the CO no later than the 7th workday of the succeeding month.

A copy of GSA Form 1678 will be forwarded to the Contractor with the contract. Additional copies of the form, if needed, may be reproduced by the Contractor.

5.3 Contractor Inventory Management Requirements

This section details Contractor responsibility for inventory management and catalog coverage.

National stock number (NSN) standardization is a key goal of this acquisition. Standardizing on NSNs will facilitate direct comparisons of offered products against the manufacturer's part number or the standard wholesaler part number, and over the length of the BPAs, which will aid GSA in driving down prices. Additionally, this process will aid the Contractor in obtaining better pricing from its supplier(s). Only manufacturer part numbers or standard wholesaler part numbers will be permitted. In the event that the same item has more than one NSN, the BPA holder shall contact the GSA Contracting Officer (CO) for identification of the standard part number, of which the Contractor shall then use in its quotation (and orders, if awarded).

With respect to the federal cataloging system of NSNs, it will be the Contractors responsibility to match their product offerings to currently available NSNs via the technical specifications of each item. The applicable NSNs will be provided by GSA. Contractors will be expected to provide a comprehensive list of products aligning with the NSNs that are of benefit to the federal customer.

Upon initial contract establishment, GSA will coordinate with Contractors to verify the company's self-identified NSN matches. In addition, a list of commercially available part numbers matched to NSNs will be provided by GSA for quick reference and catalog matching. Thereafter, the Contractor will be contracted to provide the NSN, rather than a specific part number. It will be their

responsibility to fulfill NSNs on their list even as part numbers change. Should a viable product become unavailable given the NSN requirements, they will notify GSA of a full discontinuation of that NSN/product as it relates to their catalog.

Contractors will be responsible for keeping up to date catalog information for contract items, and ensuring that GSA is privy to this list. If they are contracted to provide an NSN, part number(s) must be listed in accordance. Contractors may still provide products not linked to an NSN in their list of offerings, but will remain contracted by part number for those goods. National Stock Numbers (NSNs) and Item Purchase Descriptions (IPDs) will be used to provide the salient characteristics of the items in the Market Baskets. To be considered items offered must meet the salient characteristics identified in the IPDs attached to this solicitation in Attachment 3.

With respect to NSN application, the Contractor is expected to cover 90% of NSNs in their applicable supply categories to be considered. In addition, the Contractor must be able to meet the NSN requirements at a restricted price ceiling. Each NSN will have a listed price ceiling, provided along with the initial part-number match list for reference. NSN price changes will only be made/considered twice annually.

Following the initial NSN to part-number match in contract set-up, Contractors will be responsible for ongoing verification that new products match the requirements. If questioning a product's match, Contractors can send to it their Government POC/COR for agency verification. GSA will conduct periodic audits of various NSNs to verify that Contractors are meeting the specifications. GSA will also respond to customer feedback via the National Customer Service Center (NCSC) regarding incorrect product complaints. Contractors will be measured on their thoroughness and accuracy in meeting NSN specifications. Contractors will be responsible for providing a catalog of items with NSN matches in response to this draft RFQ.

5.4 Ordering Requirements & Procedures

5.4.1 Order Placement

Rotational Ordering Process. The two (2) BPA holders in each category will have rotational coverage, as an "ordering procedure." The Contractor contacted for an order will have 24 hours to notify the GSA ordering official of their inability to fulfill the order for any reason. A non-response in notifying the ordering official within this timeframe shall result in penalty up to the maximum practicable amount not more than 1% of total order or an amount determined by the

Contracting Officer (CO). The ordering procedure example shall follow a sequential process for each purchase order received. The examples are as follows:

- Order 1 goes to Contractor A; Order 2 goes to Contractor B; Order 3 goes to Contractor A; Order 4 goes to Contractor B; and ongoing;
- Should Contractor B not be able to fulfill an order received, Contractor A will be required to fulfill the order;
- In the case that Contractor A has to fulfill an order not able to be fulfilled by Contractor B, the next order received shall be fulfilled by Contractor B in an effort to ensure fair opportunity for both awarded Contractors.

For these reasons, the same Contractor cannot hold two (2) BPAs in the same category.

While the requirements for the Requisition Channel will be received by GSA via FedStrip/MilStrip or Military Interdepartmental Purchase Request (MIPR), the actual placement of an order to a Contractor will be issued from GSA. The Contractor will receive orders directly from GSA Global Supply via EDI transactions.

5.4.2 *Order Responsiveness*

For any orders placed as outlined above, the Contractor shall provide the following:

- Electronic acknowledgement within 8 hours to the customer that the order was received;
- Electronic acknowledgement within 8 hours of the order being shipped;
- Electronic acknowledgement of credit returns or refunds within 48 hours; and
- Out-of-stock/backorder notification within 24 hours informing the customer when an item will be available. Customers will determine if they wish to wait for the back-ordered item or order from another BPA holder. If no response is received from the customer within 24 hours of notification of a back-ordered item's delivery estimate, the Contractor shall default to "Kill" for the line item.

5.4.3 *Partial Orders – Fill or Kill*

In the "fill" or "kill" phase, Contractors are required to obtain affirmative acknowledgement from the customer, GSA Global Supply, on all orders received. Should an order fail to be able to be fulfilled by the Contractor at the time order is placed, the Contractor shall provide notification to GSA Global Supply that the intended order cannot be filled within the time specified and provide (when applicable) backorder details regarding the order. Should the customer fail to acknowledge to the Contractor to move forth with the requested items placed on backorder, the Contractor shall "kill" (not fulfill) the order within 24 hours of the

Contractor's response to the customer's backorder. Otherwise, Contractor's receipt of acknowledgment to move forth with the backorder for the agreed date of fulfillment, the Contractor shall "fill" the order as requested, agreed, and acknowledged.

Fill or Kill applies at the line-item level, not at the order level. The Contractor must:

- Notify the GSA ordering Contracting Officer placing the order within 24 hours if there are any problems filling an order;
- Provide any anticipated wait time; and
- Allow the customer to cancel that item or wait for the later delivery.

Notification and agreement with the customer must be in writing or through the ordering portal. The Contractor shall automatically deliver items available and notify customers within 24 hours of order placement when a backordered item can be delivered at a later date/time. Customers will determine if they wish to wait for the backordered item or order from another BPA holder. If no response is received from the customer within 24 hours of notification of a backordered item's delivery estimate, the Contractor shall default to "Kill" for the line item.

5.4.4 *Order Tracking*

The Contractor shall maintain an order tracking system that permits the Government to ascertain the location of an order between the time the order leaves the Contractor's facility and delivery and acceptance at destination.

5.4.5 *Order Minimum*

The minimum order amount shall be \$0.00. In the Requisition Channel, expedited deliveries and/or fees will not be required nor permitted.

5.4.6 *Contractor Invoice Submission*

After shipment, Contractors shall submit invoices via mail to:

GSA Accounts Payable Branch
PO Box 419018
Kansas City, MO 64141

Contractors having any inquiries regarding payment details and status may contact GSA representatives at (816) 926 – 7287 during normal operating hours.

5.4.7 *Tax Exemption*

Purchases made directly on behalf of the Federal Government are exempt from imposition of most taxes. In accordance with FAR 52.212-4(k) - *Taxes*, the BPA price shall include all applicable Federal, State, and local taxes.

5.5 Electronic Data Interchange

5.5.1 System Interface and Integration

The following information is provided to assist Contractors who plan to communicate with GSA via EDI.

5.5.1.1 EDI Transactions

GSA communicates using American National Standards Institute (ANSI) X12 transaction sets as follows: (details are available at <http://vsc.gsa.gov/ediuser.eddven.cfm>)

- 810 Invoice
- 850 Purchase Order
- 855 Purchase Order Acknowledgement
- 856 Advance Shipment Notice
- 860 Purchase Order Cancellation
- 997 Functional Acknowledgement
- 214 Transportation Carrier Shipment Status Message (not an initial requirement, but may be phased in at a later date)
- 846 Inventory Inquiry/Advice (not an initial requirement, but may be phased in at a later date)

GSA purchase orders are transmitted hourly to the Contractor. The Contractor is required, at a minimum, to acknowledge all purchase orders within 24 hours of receipt.

5.5.1.2 *Electronic Communications with GSA*

GSA will on-board the awarded Contractors directly to the GSA EDI Gateway or a GSA provided third party service provider using the standards of EDI business documents detailed below. GSA personnel will coordinate the on-boarding activities with the Contractor.

5.5.1.3 *Government-to-Business Communications* – GSA communicates using American National Standards Institute (ANSI) X12 transaction sets as follows:

- 810 Invoice
- 855 Purchase Order Acknowledgement
- 856 Advance Shipment Notice

- 865 Purchase Order Change Acknowledgment (not an initial requirement, but may be phased in at a later date)
- 997 Functional Acknowledgement
- 214 Transportation Carrier Shipment Status Message (not an initial requirement, but may be phased in at a later date)
- 846 Inventory Inquiry/Advice (not an initial requirement, but may be phased in at a later date)

GSA purchase orders are transmitted hourly to Contractors. Contractors are required, at a minimum, to acknowledge within 24 hours, receipt of all purchase orders; (details are available at <http://vsc.gsa.gov/ediuser.eddven.cfm>).

5.5.1.4 Government-to-Business Transactions Using EDI – This section provides additional details regarding Government-to-Business transactions using EDI

5.5.1.4.1 Purchase Order, Electronic Data Interchange (EDI) 850 - GSA will submit purchase orders to Contractors via the GSA EDI Gateway utilizing EDI.

The EDI Purchase Orders generated by GSA utilize the EDI 850 transaction set and use, at a minimum, version 3010. EDI 850 transaction sets are transmitted hourly, seven days a week, providing the data needed to identify, process, and track all orders.

5.5.1.4.2 Purchase Order Cancellation, EDI 860. An EDI 860 Cancellation transaction set cancels a customer order in its entirety or for the full quantity of a line item. GSA receives a cancellation status if the cancellation was successful or a shipment status if the cancellation was unsuccessful. An EDI 860 Change Request (Buyer-Initiated) transaction set initiates an overage shipment transaction (the customer desires to retain and pay for the extra items received) and provides the data necessary to generate an invoice that GSA can process. The Contractor is required to provide a status, using the Ship Notice/Manifest, EDI 856, or Purchase Order Acknowledgement, EDI 855 detailed below, within 24 hours after a Purchase Order Cancellation or Purchase Order Change Request (Buyer Initiated) was received.

5.5.1.5 Business-to-Government Communications – This section provides additional details regarding Business-to-Government communications with GSA personnel

5.5.1.5.1 The Contractor shall communicate with GSA to:

- Acknowledge receipt of a purchase order
- Acknowledge receipt of a purchase order change
- Provide purchase order status including, but not limited to, cancelled, backorder, and shipped
- Invoice for orders fulfilled
- Correct erroneous information provided to GSA on the disposition of a purchase order
- Provide shipment information including tracking number
- Provide delivery information including, but not limited to date of delivery and order signatory (not an initial requirement, but may be phased in at a later date)
- Provide inventory information (not an initial requirement, but may be phased in at a later date)

5.5.1.5.2 Data exchange between the awarded Contractor and the GSA EDI Gateway shall occur via EDI or XML only. The Contractor shall communicate information back to GSA using ANSI X12 transaction sets as follows:

- 810 Invoice
- 855 Purchase Order Acknowledgement
- 856 Advance Shipment Notice
- 865 Purchase Order Change Acknowledgment (not an initial requirement, but may be phased in at a later date)
- 997 Functional Acknowledgement
- 214 Transportation Carrier Shipment Status Message (not an initial requirement, but may be phased in at a later date)
- 846 Inventory Inquiry/Advice (not an initial requirement, but may be phased in at a later date)

Contractors will be directed to contact the GSA EDI Helpdesk at 703-605-9444 for any Electronic Commerce (EC)/EDI clarifications needed (details are available at <https://vsc.gsa.gov/EDIUser/eddven.cfm>)

5.5.1.5.3 Contractors are required to work with GSA to understand and adhere to GSA business rules and requirements as they relate to:

- Processing of backorders
- Purchase order acknowledgements
- Shipment information
- Delivery information
- Delivery documentation
- Accuracy of data provided to GSA

- Contractor cancellations
- Customer cancellations
- Interpretation of GSA data in order to meet GSA shipping documentation guidelines
- Processing of emergency purchase orders

5.5.1.6 Business-to-Government Using EDI – This section provides additional details regarding Business-to-Government transactions using EDI

5.5.1.6.1 Functional Acknowledgement Transaction, EDI 997: Contractors are required to transmit a Functional Acknowledgement Transaction, EDI 997, to GSA within 24 hours upon receipt of the Purchase Order. This is required for all Purchase Orders. This process differs from that utilized by GSA *Advantage!* for MAS Contractors.

5.5.1.6.2 Purchase Order Acknowledgement, Version 4010, EDI 855: Contractors may use Purchase Order Acknowledgement, Version 4010, EDI 855 in place of the Advance Ship Notice Manifest, EDI 856, as described below.

5.5.1.6.3 Advance Ship Notice/Manifest, Version 4010, EDI 856: Advance Ship Notice/Manifest, Version 4010, EDI 856 – Contractors are required to provide additional shipping notification using the Advance Ship Notice/Manifest, Version 4010, EDI 856 within 24 hours after an order has been shipped to a customer. This *process differs* from that utilized by GSA *Advantage!* for MAS Contractors. The EDI 856 transaction set provides the shipment status (ship, cancel or backorder) of an order. For export shipments that cannot be mailed, this transaction set informs GSA of the Export Packing Facility or the Consolidation and Containerization Point that received the shipment. The EDI 856 transaction set should always display full line-item accountability

5.5.1.6.4 Invoice, EDI 810: In order to invoice GSA, Contractors must utilize either Invoice, EDI 810 transaction set, using version 3010; or the FedPay portal at <http://apps.ocfo.gsa.gov/Contractorpayment/index.htm>. If using EDI, the 810 transaction set is sent to FedPay to initiate payment to the Contractor. Contractors shall note that invoicing shall occur at the time of shipment.

5.5.1.6.5 Communication Protocol: Contractors may choose a Value Added Network (VAN) or Secure File Transfer Protocol

(SFTP) to conduct business with GSA; i.e., sending and receiving EDI or Extensible Markup Language (XML) transactions.

5.5.1.6.6 Additional Technical Information for Transactions: Specifically, at a minimum, GSA will use the Reference Number (REF) segment with '2I' qualifier to receive the tracking number and carrier information of the shipment; the Date/Time Reference (DTM) segment with qualifiers '011' for shipped dates and '139' estimated ship dates, and the PRF segment will house the contract number and the release/delivery order number in PRF01 and PRF02, respectively. GSA will be notified once the Purchase Order has been received, via the EDI 997 transaction set and once the order has been shipped, via the EDI 855 or 856 transaction set. (This *process differs* from that utilized by GSA *Advantage!* for MAS Contractors.) Contractors shall note that other EDI transactions may become mandatory as the program evolves.

5.5.1.6.7 Resources: The following website is available as a resource for researching detail on the above *Business-to-Government* and *Government-to-Business* transactions:
<https://vsc.gsa.gov/EDIUser/eddven.cfm>

5.5.1.6.8 Testing: Prior to contract award, GSA personnel may test the Contractor's ability to transact via EDI as a material requirement of the RFQ. Post award, GSA personnel will coordinate assessments with the Contractors on end-to-end testing with GSA systems and Contractors' systems.

At a minimum, the following EDI transactions will be tested:

- 850 Purchase/delivery order
- 997 Functional acknowledgement
- 855 Purchase order acknowledgement
- 856 Advance ship notice/manifest
- 860 PO cancellation/buyer initiated change
- 810 Invoice

GSA may select up to 20 items from the Contractor's catalog for end-to-end testing and may select to conduct testing with live (production) orders.

For any EC/EDI clarifications please contact the GSA EDI Helpdesk at 703-605-9444.

6.0 ADDITIONAL DELIVERY INFORMATION

6.1 Delivery

Except when otherwise specified in the order, all orders shall be delivered within the contiguous United States (CONUS); within four (4) calendar days after receipt of order. Delivery to outside the continental United States (OCONUS), including Alaska, Hawaii and U.S. Territories and possessions are not to exceed seven (7) calendar days. Requirements for expedited delivery shall not be requested or provided under the Requisition Channel MRO supplies BPA.

6.2 Freight on Board (FOB) Destination

The Contractor shall ensure delivery to locations specified by GSA Global Supply as delineated on the order.

6.3 Packing Slip

The Contractor shall prepare a packing slip for each order placed under the BPA and provide it with the order. The Contractor shall ensure the delivery ticket or packing slip contains the following minimum information:

- Name of BPA Contractor;
- BPA contract number, order, or call number;
- Government employee/purchaser and activity address;
- Government Order or Requisition number
- Date of purchase;
- Itemized list of supplies shipped;
- Manufacturer's part numbers;
- National Stock Number (NSN); and
- Quantity, unit price, and total cost of each item shipped.

The name of the Government employee/purchaser and the agency name shall appear in all "ship-to" address blocks of packing slips and invoices.

Contractors shall also note that the current established rate is \$150.00 for the first man-hour or fraction thereof. Each additional hour is \$70.00 per hour with a minimum charge of 2 hours per incident. The Contractor will also be charged for material costs, if incurred.

6.4 Material Safety Data Sheet

The material safety data sheet (MSDS) shall be submitted in accordance with the latest revision of Federal Standard No. 313. For shipments to the customer, the Contractor shall provide one copy of the MSDS inside or affixed to the outside of each transport package as defined in FED-STD-123. If affixed outside, the MSDS must be placed in a weather-resistant envelope.

6.5 Damaged Goods

Damaged goods are the Contractor's responsibility and liability. If ordered items are received in damaged condition, the Contractor must replace items within 3 business days after receipt of notification of damage, at the Contractor's expense.

The Contractor must provide a returned merchandise authorization (RMA) and prepaid shipping label with each replacement order. The cardholder or Government employee/purchaser will document damage on shipping documents.

6.6 Returns

The Contractor shall allow the return of items in the original packaging and in sellable condition up to 30 days from the date the item was delivered. The Contractor shall provide a full refund, less any applicable restocking fee, for such items within 30 days of receipt of the returned item.

6.7 Restocking Fees

The Contractor may assess a restocking fee in accordance with the established schedule restocking fee amount from their MAS 51 V contract. However, the BPA restocking fee shall capped at no more than 10 percent of the item cost when the Contractor incurs additional costs due to customer ordering error. There shall be no restocking fees assessed when the item is returned due to unacceptable item condition or Contractor error.

6.8 Reliability

The Contractor shall maintain a 98 percent on-time delivery record. On a rolling 90-day basis, delivery must occur within the required timeframes for at least 98 percent of orders placed during the period (see Attachment 4 – *Performance Requirement Summary*).

The 98 percent on-time delivery baseline will not include any items for which the Contractor has notified the customer of stock outages or delivery problems at time of order placement.

6.9 Price Adjustments

Price adjustments on a BPA must be approved by the GSA Contracting Officer before becoming effective. No price increases will be permitted for the first year of the BPA. In approving any request for a price increase, the GSA Contracting Officer will consider price changes to the underlying MAS contract, but will also conduct a horizontal and vertical price comparison. A price increase on the Contractor's MAS contract will not be sufficient cause for approving a price increase under the BPA.

At no time during the BPA's period of performance shall a product price exceed the calculated BPA price using the percentage discount established by the BPA.

Contractors shall charge the product price appearing in the BPA catalog at the time an order is placed, unless a more advantageous price is available to the Government, in which case the lower price shall be charged. Contractor shall consider timeframes that are required to make pricing and product changes to the BPA.

6.10 Aggregated BPA Discounts

Contractors are encouraged to propose additional aggregate tiered discounts based on Government-wide determined aggregated dollar purchase thresholds. These thresholds will be based on aggregated BPA Government-wide spend across all categories of the full catalog for each individual BPA holder. Such additional aggregate tiered discounts become effective per the instructions in Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**). Aggregated BPA discounts will be applicable within 30 days from the end of the calendar month in which the aggregate threshold is reached. Once a tiered discount threshold is reached on cumulative purchases from all participating Federal agencies, and the next tiered discount is earned, the following tiered discount shall be applied to all orders for the remaining life of the BPA. The pricing structure shall not be reset to lower thresholds at the exercise of option periods.

For purposes of price evaluation, GSA will calculate the expected market basket cost of each offer using the proposed pricing and estimated volume levels of the core items listed within each category.

6.11 Customer Service

The Contractor shall provide a customer service contact(s) operational 24 hours a day, 5 days a week (Monday through Friday) excluding all Federal holidays. These hours of operation shall be those of the location of the customers in the 48 contiguous United States and the District of Columbia, Alaska, Hawaii, and Puerto Rico. Customer service personnel shall be knowledgeable of the Federal Government's purchase procedures and those procedures specifically tailored to the BPA. The Contractor shall have dedicated agency managers available to speak with Federal agency officials during these operational hours. The same manager(s) may serve multiple agencies. The Contractor shall provide training on ordering to agency personnel when requested by the Agency Project Officer. Training may be provided online.

6.12 Quality Control

The Contractor shall ensure quality control at a proper level of performance, including procedures employed throughout the BPA's period of performance, that ensure items provided conform to BPA performance standards (e.g., delivery time, location, dates, and deliverables reporting submissions).

The Government reserves the right to inspect any and/or all surveillance at the Contractor and/or Government facility, as may be necessary to determine supplies conform to BPA requirements.

7.0 PROGRAM MANAGEMENT

7.1 Deliverables

The Contractor shall adhere to the following schedule of deliverables, which will be used by the GSA Contracting Officer's Representative (COR) to monitor timely progress of the established BPA. All references to workdays are business days (Monday through Friday) with the exception of Federal holidays (mentioned below) or days the Government may otherwise be closed. When the due date is a non-business day, the deliverable is due NLT the next business day.

The Contractor shall provide the Contracting Officer, Project/Program Officer, or designee(s) with a primary and alternate POC within 3 to 4 business days after establishment the BPA. The Contractor shall provide updated information for POC/alternate as changes occur.

Within 10 business days of BPA establishment, the Contractor must submit its most current full-line catalog reflecting BPA established pricing catalog in electronic format (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer or designees.

The following schedule of deliverables will be used by the GSA Contracting Officer's Representative to monitor timely progress of the established BPA. All references to days are work/business days. When the due date is a non-work day, the deliverable is due by the next work day.

Milestone/Deliverable	Action Provided From	Planned Completion Date
Kickoff Meeting	Contractor /Government	NLT 5 days after BPA effective date
Primary and alternate POC	Contractor	NLT 5 days after BPA effective date

7.2 Program Management Review

The GSA Contracting Officer, GSA Program Officer, and/or designees, shall call quarterly program review meetings for the first year and quarterly or bi-annually for the option period(s), at the Contracting Officer's (CO) discretion. Such meetings will be held in any format directed by the CO, either in person, by webinar, or conference call and may include all BPA holders, representatives from prospective customer agencies, a combination of current and prospective customer agencies, or individual BPA holders. Program management review meetings will be held at no additional cost to the Government.

7.3 Industrial Funding Fee and Administrative Service Fee Remittance

The GSA Program Funding Fee reimburses GSA for the costs of procuring and administering the BPA. The GSA Program Funding Fee is comprised of the Industrial Funding Fee (IFF) due on sales under the Contractor's MAS contract and an Administrative Service Fee (ASF) due on sales under the BPA. The Contractor shall incorporate into its total BPA unit price(s) and remit to GSA in accordance with the MAS contract IFF provision, a GSA Program Funding Fee. This program funding fee shall be comprised of the GSA IFF, currently set at 0.75 percent (.0075), and an additional 1.25 percent (.0125) ASF for the BPA, for a total of 2.0 percent (.02). The GSA Program Funding Fee may be subject to revision(s) at any time, upon notice by the GSA Contracting Officer. Upon revision, the Contractor shall be required to adjust BPA prices up or down by the applicable percentage to reflect any future change in the GSA Program Funding Fee structure.

Remittance of the GSA IFF portion (.0075) of the Program Funding Fee shall be completed in accordance with the requirements of the Contractor's underlying MAS 51 V contract. Remittance instructions for the Administrative Service Fee portion (.0125) of the Program Funding Fee will be provided to the Contractor within 60 days of BPA establishment by the CO or designee. The Government reserves the unilateral right to change remittance instructions from time to time at no additional cost to the Government, following notification by the CO.

8.0 GOVERNMENT ADMINISTRATION

8.1 Government Point of Contacts

The GSA Contracting Officer and the Contract Specialist are the points of contact for this requirement during the solicitation phase. Address any questions or concerns you may have to Anethra Facione, Contract Specialist any time prior to the Questions submission close date. Written requests for clarification may be sent to the following e-mail addresses:

Bridgette Overbey, Contracting Officer
General Services Administration
Federal Acquisition Service
Center for Innovative Acquisition Development
E-mail: Bridgette.Overbey@gsa.gov

Anethra Facione, Contract Specialist
General Services Administration
Federal Acquisition Service
Center for Innovative Acquisition Development
E-mail: Anethra.Facione@gsa.gov

Any disputes arising from any awards against established BPAs that remain unresolved shall be subject to resolution in accordance with FAR 8.406-6, Disputes, and under the

terms and conditions of the respective Contractor’s Federal Supply Schedule 51V contracts including FAR 52.212-4(d) and FAR 52.233-1.

Assignment of ACOs for this BPA may be changed at any time by the Government without prior notice to the Contractor. However, the Contractor will be notified of the change in writing.

9.0 GENERAL INSTRUCTIONS FOR QUOTATION SUBMISSION

9.1 Format for Quotation Submission

In order to effectively and equitably evaluate all quotations, the Contracting Officer and the Contract Specialist must receive information sufficiently detailed to clearly address submission requirements as outlined below. Please note that at this time, only questions and comments are anticipated in response to this **draft** RFQ. The Government anticipates a solicitation period will be posted at a later date. Questions and comments sought by the “*potential*” solicitation shall be submitted electronically. Each of the Volumes outlined below must be submitted in a separate document when a final solicitation posting is made available to potential Offerors.

Offerors shall be a GSA MAS Schedule 51V Contractor – Hardware Superstore, under the following requiring SINs:

- SIN 105 001 – Hardware Store, Home Improvement Center, or MRO – Store Front
- SIN 105 002 – Hardware Store, Home Improvement Center, or MRO – Catalog
- SIN 550 001 – Tools Powered
- SIN 600 001 – Tool Boxes, Tool Cabinets, and Tool Holders
- SIN 613 001 – Tools, Non-Powered
- SIN 834 100 – Commercial Coatings, Adhesives, Sealants and Related Services
- SIN 834 500 – Stains, Varnishes, Sealers, Shellacs and Lacquers and Related Services

The Offeror’s quotation submission shall consist of three (3) Volumes. These required Volumes are provided in the table as follows:

Volume Number	Submission Volumes Brief Descriptions	File Name	Page Limitations*
Volume I	Administrative requirements (include statements in response to address all compliance requirements and applicable attachments)	Administrative Requirements	6
Volume II	Technical requirements Go/No-Go Factors	Technical Requirements	None
Volume III	Price – MRO-Requisition Quote Summary Sheet (Attachment 1)	Price	None

* The use of hyperlinks in quotation submissions is prohibited.

9.1.1 Volume Descriptions

9.1.1.1 *Volume I* – Administrative Requirements- Offerors shall provide a response addressing all the compliance requirements mentioned in the “Administrative Compliance Requirements Review” section of this draft RFQ, including the following:

- GSAM 552.203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law (Attachment 5);
- Trade Agreement Act (TAA);
- Environmental and Energy Conservation Objectives and Requirements (Attachment 6);
- AbilityOne® Program;
- Berry Amendment; and
- Agency-defined reporting requirements

9.1.1.2 *Volume II* – Technical Factors- Offerors shall propose a detailed approach that addresses the following:

- Provide responses to each Technical Quotation Go/No Go Factors noted in the “Evaluation Requirements” section of this **draft** RFQ (excluding the 100% market basket items);
- Provide information in response to:
 - Attachment 7 – Contractor Cover Sheet;
 - Attachment 1 –Priced Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**);
 - Attachment 8 –Non-Priced Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**); and
 - Attachment 9 – Subcontracting Plan Template (Large Business Only)
- Provide statements regarding Contractors’ compliance in response to:
 - Attachment 2 – Environmentally Preferable Purchasing Criteria;

9.1.1.3 *Volume III* – Price (Firm-Fixed Price)- The Offeror shall complete the Schedule of Supplies of the solicitation and propose a price for all functional categories as proposed within Attachment 1, MRO Requisition Channel Supplies Quote Sheet (**To Be Provided at a Later Date**). The Offeror shall also provide a total cost that combines all required categories and options if exercised. Contractors shall have items available under the relevant SINs on

their GSA MAS 51 V contract prior to submission of its quotation and submit a completed copy of Attachment 1 – MRO Requisition Channel Supplies Quote Sheet (**To Be Provided at a Later Date**)

9.1.2 *Past Performance*

Past Performance information to assess relative risks associated with an Offeror's likelihood of success in fulfilling the solicitation's requirements as indicated by that Offeror's record of performance in past contracts of similar type, size, and scope. The Government will conduct a performance assessment based on the quality, relevancy and recentness of the Offeror's past performance as it relates to the probability of successful accomplishment of the required effort.

Past performance will be determined through review of the System for Award Management (SAM), as well as the Federal Awardee Performance and Integrity Information System (FAPIS), Past Performance Information Retrieve System (PPIRS), ACO Report Cards, and other data obtained from other sources that are considered accurate and relevant. Reports will be retrieved by each Contractor's DUNS number. The Contractor should be aware of any negative past performance information contained in SAM, FAPIS, and PPIRS and, where applicable, should have addressed the issues as permitted by the system. Should the CO obtain negative past performance information from a source to which the Contractor has not had an opportunity to respond, the Contractor will be given the opportunity to submit a one-page explanation for consideration by the CO.

9.1.3 *Electronic Format*

The Contractor shall submit quotes in electronic format. The Contractor shall submit quotation using Microsoft Excel (.xls) file and/or an Acrobat (PDF) file or compatible. Only one electronic quotation shall be provided per Contractor; all categories offered shall be contained within the quotation. All of the proposal files may be compressed (zipped) into one file entitled "quotation.zip" using WinZip version 6.2 or later version or the quotation files may be submitted individually contained within one single email response per Contractor submission.

9.1.4 *Page Format*

The submission shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. Proposal page limitations are applicable to this procurement. The top, bottom, left and right margins should be a minimum of one inch each. Font size should be no smaller than 12-point. Times New Roman fonts are required. Characters shall be set at no less than normal spacing and 100% scale. Tables and illustrations may use a

reduced font size not less than 8-point and may be landscape. Line spacing shall be set at no less than single space. No reduction is permitted except for organization tables, charts or other graphic illustrations. The Contractor shall ensure the print is easily readable. Double spacing is not required for information in tables/graphics. The Contractor shall not use charts, tables, or graphics to subvert the page limits. Page numbers, company logos, and headers and footers may be within the page margins ONLY, and are not bound by the 12-point font requirement. Footnotes to text shall not be used. Pages in violation of these instructions, either by exceeding the margin, font or spacing restrictions or by exceeding the total page limit for a particular volume, will not be evaluated. The page count will be determined by counting the pages in the order they come up in the print layout view.

9.1.5 Basis of Award

This award will be made is on the basis of the lowest evaluated price of proposals meeting or exceeding the acceptability standards for non-price factors. During the evaluation of quotations received, technical and past performance, when combined, are approximately equal to price. BPAs will only be awarded to Contractors meeting the following:

9.1.5.1 *Contractors must* have a valid GSA MAS Schedule 51V contract;

9.1.5.2 *Contractors must* provide all information and statements in response to the Administrative Compliance Requirements as indicated within this **draft** RFQ's subsection 7.1.1.1 (Volume I-Administrative Requirements);

9.1.5.3 *Contractors must* be able to comply with all the technical requirements (including 100% of market basket items) established within this **draft** RFQ as noted in the subsection titled "Evaluation Requirements"; and

9.1.5.4 *Contractors must* provide a price volume contained within Attachment 1 - *Requisition Channel MRO Supplies Quote Sheet (To Be Provided at a Later Date)*.

Please note that quotation revisions shall not be permitted, unless stated otherwise, and therefore, will not be considered.

9.2 Comments Submission Information and Requirements

9.2.1 Draft RFQ Posting for Comments Closing Date and Time

All interested Contractors shall submit their responses to the following e-mail address for consideration: FSSLMRO-Req@gsa.gov. Final responses to this **draft**

RFQ shall be submitted to FSSIMRO-Req@gsa.gov for consideration NLT Friday, February 21, 2014 at 12:00 PM EST. Offerors submitting their responses to this solicitation via any other location will be considered non-responsive. Please note that only one offer shall be submitted per Contractor.

9.2.2 Quotation Submission

Quotation packages in response to this **draft** RFQ will not be permitted at this time. Only comments, questions and concerns should be submitted in response to this **draft** RFQ. Interested Contractors are requested to submit their comments electronically to the following e-mail addresses: FSSIMRO-Req@gsa.gov

Comment submissions in response to this **draft** RFQ must include “**Questions in Response to FSSI MRO-REQ**” in the subject line in order to receive a response. Failure to include the aforementioned information within the subject line of the email may result in the interested Contractor’s comments to not be considered for Government feedback.

9.2.3 Quotation Number Inclusion

The **draft** RFQ Number provided on GSA eBuy shall be included in the subject line of the electronic response of each comment submission.

9.2.4 Comments Submission for Acceptance

Comments received after the scheduled closing date and time will not be accepted and will not be considered for establishment of a BPA. Comments, questions, and concerns in response to this **draft** RFQ do not need to comply with the instructions, specifications, and requirements set forth in this **draft** RFQ.

9.2.5 Authorized Quotation Submitter

The comments submitted in response to this **draft** RFQ must be executed by a representative of the Contractor authorized to commit the Contractor to contractual obligations. The Contractor is responsible for examining and understanding the entire **draft** RFQ document in preparing its comments.

9.2.6 Comments Submission Information

The Contractor should furnish any questions, comments or concerns regarding all requested information proposed within this **draft** RFQ, including verification statements, pricing details, and other pertinent information as required, in response to this **draft** solicitation.

9.2.7 Contractor Size Status Recertification

At this time, interested Contractors may elect to recertify its size status/standards on the cover sheet of its volume submission(s). Socioeconomic Status submission will assist in determining the Offeror’s consideration for BPA establishment under either restricted or restricted awards. Offerors shall submit a statement of compliance that qualifies their business as a Small Business. Offerors are cautioned that they must be registered and certified in the United States Small Business Administration (SBA) (<http://www.sba.gov/>) for proper consideration.

9.2.8 Comments Submission Preparation Cost

The Government shall not be held liable for any cost associated with the Contractor’s preparation to submit comments in response to this **draft** RFQ.

9.2.9 Quotation Validation

Should a final RFQ be established, interested Contractors shall be required to agree to the quoted price submitted, and shall be held firm for 90 days from the final solicitation close date.

10.0 METHODOLOGY FOR ESTABLISHING BPAs AND EVALUATION CRITERIA

10.1 Multiple Award Blanket Purchase Agreements

In each category, there are a maximum number of BPAs to be established as a result of this RFQ and, of the BPAs established in each category, it is the goal of the Government to set-aside a certain number of BPAs for small business concerns, as established within the following table:

Category Number	Maximum Number of BPAs	Unrestricted; Other Than Small	Restricted; Small Business
1 – Hardware	2	1	1
2 – Tools and Tool Cabinets	2	1	1
TOTAL	4	2	2

The Government may establish BPAs without discussion based on initial quotes received. Accordingly, each initial quote should be submitted in as complete a form as possible and without taking exception to any provision.

Method of BPA establishment: BPAs resulting from this RFQ will be established on the basis of lowest price, technically acceptable quotations. Two single-award BPAs will be established within each identified category based on the lowest priced technically acceptable quotations in ranked order, while maintaining the size restrictions for each category. Quotations responding to this solicitation will be evaluated for the Administrative Compliance Requirement, technical Go/No-Go compliance, past performance, socioeconomic status, and price against the evaluation criteria to determine

the lowest price technically acceptable quotations. The Government will evaluate non-priced information and price information contained in the quotations and, if necessary, information obtained by the Government from other sources. GSA intends to run a simplified reverse auction, based on the market basket items. The evaluations will be based on the information presented in each volume of the Contractors' responses to the Non-Price and Price Evaluation Factors presented below.

The Government will perform an in-depth review of the quotes. The Technical Evaluation Team will rate each evaluation factor for each quote against the specified evaluation criteria in the solicitation. A No-Go on any one factor will render the quotation unacceptable, of which no further consideration will be received.

The evaluation process will consist of the administrative compliance requirement review, technical review (including past performance and socioeconomic status), and price evaluation. Only firms found to be compliant with the administrative compliance requirements and technically acceptable will be evaluated for pricing, per the procedures described in the "Price Evaluation Factors" discussed below, and in Attachment 1, *Requisition Channel MRO Supplies Quote Sheet (To Be Provided at a Later Date)*.

10.2 Non-Price Evaluation Factors

10.2.1 Administrative Compliance Requirements Review

The Government will conduct an Administrative Compliance Requirements review to ensure that the Contractor's quotation meets certain administrative requirements of the RFQ. Only quotes found to be compliant with the Administrative Compliance Requirements will qualify for the Technical evaluation phase.

Failure to comply with any of the Administrative Compliance Requirements will result in rejection of the quotation without further consideration for a BPA.

The Administrative Compliance Requirement review consists of an initial examination of the quote by the Technical Evaluation Team against the RFQ requirements. As a part of the technical review, all interested Contractors must complete Attachment 6 – *Non-Priced Requisition Channel MRO Supplies Sheet*. GSA will conduct a random check of the market basket items to ensure the offered products meet the purchase descriptions and all of the regulatory requirements specified in the RFQ.

This review may eliminate quotes that fail to provide all required information and documents in the format and detail specified. This review is to ensure that all required forms and certifications are complete.

The Contractor must meet the following Administrative Compliance Requirements:

10.2.1.1 *Demonstrated ability to meet the GSAM 552-203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law* – The Contractor shall verify that it does not have, or an explanation for having, any past Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law. The quotation shall include a certification that the Contractor does not have, or an explanation for having, any past Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law. If the Contractor fails to provide a complete copy of this document, its quotation will not be considered for further evaluation. (Attachment 5; One page maximum).

10.2.1.2 *Demonstrated ability to meet the Trade Agreement Act (TAA)* – The Contractor shall provide a written statement declaring assurances that the offered item(s) are TAA compliant. If the Contractor fails to provide this documentation concerning its TAA compliance, the quotation will not be considered for further evaluation. (One page maximum).

10.2.1.3 *Demonstrated ability to meet all environmentally sustainability requirements* – The quotation shall include evidence that the MAS contract items meet all environmentally preferable requirements as outlined in FAR Subpart 7.105(b)(17), Environmental and Energy Conservation Objectives. If the Contractor is unable to provide sufficient narrative evidence that it complies with all environmentally preferable requirements, their quotation will not be considered for further evaluation. (Attachment 6; Three pages maximum).

10.2.1.4 *Demonstrated ability to provide AbilityOne® Authorization Letter* – The Contractor shall provide an authorization letter from the AbilityOne® Program as being an authorized product distributor. (Three pages maximum).

10.2.1.5 *Demonstrated ability to comply with the Berry Amendment* – The Contractor shall provide written assurance that the offered item(s) will be in compliance with DFARS Subpart 225.7002 – “Restrictions on food, clothing, fabrics, and hand or measuring tools” (the “Berry Amendment”) - for any affected DOD purchase of services or supplies over \$150,000. If the Contractor fails to provide written assurance that the Contractor shall comply with the Berry Amendment on applicable DoD orders, its quotation will not be considered for further evaluation. (One page maximum).

Quotations meeting all Administrative Compliance Requirements will move on to the technical evaluation.

10.2.2 Technical Quotation Go/No-Go Factors

The quotes will be reviewed to determine if the technical quotation is acceptable. If the quote receives a Go on all the Go/No-Go requirements, it will move to the price evaluation phase. However, if the Contractor receives a No-Go evaluation on any factor, the Contractor's quote will be rejected without further consideration for a BPA. However, quotations that receive a "No-Go" rating on any one or more of the technical sub-factors will move immediately to a second technical review. This second review will allow another technical evaluator to determine if they agree with the rating issued by the initial reviewer that the technical quotation is considered "unacceptable", or if there is sufficient information provided for a "Go" rating.

The Government does not intend to hold discussions during the technical evaluation and will not request revised technical quotations. However, clarifications may be used at the discretion of the CO for proposal revisions. Contractors should note that for core items that do not include the item descriptions and all regulatory requirements specified in the RFQ may result in a quotation being deemed substantially incomplete and eliminated from further consideration of MRO Supplies BPA award.

10.2.2.1 *Technical Quote Rating System* – The following adjectival evaluation rating shall be employed to review the technical sub-factors proposed, including Past Performance and Socioeconomic Status:

10.2.2.1.1 *Acceptable (Go)* – The quotation meets all the requirements; the basis for which the award shall be made;

10.2.2.1.2 *Not Acceptable (No-Go)* – Not Acceptable/No-Go: The quotation does not meet all the requirements; the basis for which the award shall not be made; or

10.2.2.1.3 *Neutral (N)* – The quotation is not evaluated as being favorable or unfavorable in meeting this requirement (applicable to the past performance factor only).

10.2.2.2 *Evaluation Criteria* – A No-Go rating under any of the technical sub-factors will result in a finding that the quote is not technically acceptable and will receive no further consideration. Quotations receiving a Go rating for each of the Technical Evaluation factors will then be evaluated for price and completeness of the market basket offered, in accordance with Attachment 1, *Requisition Channel MRO Supplies Quote Sheet (To Be Provided at a Later Date)*.

10.2.2.3 *Evaluation Requirements* – The Contractor must meet the following technical requirements to be determined acceptable:

10.2.2.3.1 *Demonstrated ability to provide 100 percent of Market Basket items* – The Contractor shall complete

Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**), and Attachment 6, Non-Priced MRO Supplies Sheet (**To Be Provided at a Later Date**), to demonstrate that it can provide 100 percent of the Market Basket items in the particular category being quoted. GSA will perform random sample verification, based on the correct manufacturer or standard wholesaler part numbers, to ensure the products offered meet the descriptions and environmental attributes, are TAA and ETS requirement compliant, and are on the Contractor's MAS 51V contract. A proposal offering less than 100% of the Market Basket items or items that do not meet the Market Basket item descriptions and all regulatory requirements specified in the RFQ shall result in a quote receiving a No-Go rating. (Page Limit: Not Applicable —See Applicable Attachment).

10.2.2.3.2 Demonstrate the ability to comply with Item Purchase Description – The Contractor shall provide a written statement that they have reviewed and comply with the requirements, characteristics and specifications for the Government's Item Product Description (IPD). Contractors' quotations failing to submit this statement will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: One Page).

10.2.2.3.3 Demonstrate the current ability to support a requisition environment – Key requirements to address this ability shall include, but are not limited to: Familiarity with FEDSTRIP / MILSTRIP processes relating to transaction formats, receipt of transactions, processing of shipments and shipment documentation, NSN matching from Contractor Inventory Management Requirements, integration with DoD's VSM network, routing of shipments to specified freight forwarders and DoD consolidation points, water ports and air terminals; ability to comply with DoD's requirements for how shipments are palletized and organized for DoD consolidation point processing (described elsewhere in this solicitation), and ensure appropriate marking, packaging, and labeling. Contractors shall demonstrate in their proposal how their business processes will meet these requirements and demonstrate Contractor capability to conform to the unique needs of the DoD

integrated global distribution system referenced elsewhere in this RFQ (i.e., MIL STD 129; Defense Transportation System; DD Form 1348; interface with GSA to accomplish routing and shipping coordination); and describe any past experience in meeting these capabilities. Contractors that do not address the ability to support this requisition environment will receive a No-Go rating. (Page Limit: Ten Pages)

10.2.2.3.4 Demonstrate the ability to meet the electronic communication capability – The Contractor must be able to conduct business, utilizing a standardized electronic method (either EDI or Web Portal). All transactions will be submitted to and received by the prime Contractor only. Under BPAs Delivery Orders, GSA will not conduct electronic transactions with the prime Contractor's Sub-Contractors or dealers. All electronic communications between GSA and the Contractor will be through GSA EDI Contractor or the GSA EDI Gateway. The quotation shall include a narrative statement as evidence that the Contractor will be able to conduct business utilizing a standard electronic method, via EDI or Web Portal. If the Contractor is unable to provide a sufficient narrative as evidence that it complies with being able to conduct business using a standard electronic method, the quotation will not be considered for further evaluation and shall receive a No-Go rating. (Page Limit: Three Page).

10.2.2.3.5 Demonstrate the ability to utilize VSM – The quotation shall supply evidence of a clear understanding of the Contractor's ability to recognize when to use and the capability of using DLA's VSM. The Contractor shall be able to recognize orders for CENTCOM and meet the supplemental requirements. If the Contractor is unable to provide sufficient narrative evidence demonstrating a clear understanding of this requirement, the submitted quotation will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: Three Pages).

10.2.2.3.6 Demonstrate the ability to offer Fill or Kill status – The quotation shall supply evidence of a clear understanding of the requirement for Fill or Kill at the line-item level. The Contractor will automatically

deliver items available and notify customers within 24 hours of order placement when a back-ordered item can be delivered. Customers will determine if they wish to wait for the back-ordered item or order from another BPA holder. If no response is received from the customer within 24 hours of notification of a back-ordered item's delivery estimate, the Contractor shall default to "Kill" for the line item. If the Contractor is unable to provide sufficient narrative evidence demonstrating a clear understanding of this requirement, the submitted quotation will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: One Page).

10.2.2.3.7 Demonstrate the ability to comply with packing, packaging, marking, labeling, and documenting requirements – The Contractor shall provide evidence of knowledge for all packing/packaging requirements, marking, labeling, and documents (noted within the entire section 5.2.5.2 of this **draft** RFQ). Requirements include, but are not limited to, knowledge of MIL-STD-129 and FED-STD-123. Therefore, Offerors are required to submit with their responses, samples of the packing slips and package labels for both CONUS and OCONUS deliveries. Contractors' quotations failing to provide (**SAMPLE**) evidence of their knowledge of all packing/packaging, marking, labeling, and documenting requirements will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: Ten Pages)

10.2.2.3.8 Demonstrate the ability to secure scannable bar codes (Universal Product Coding (UPC)) – The Contractor shall have the ability to convert products to UPC coding. The Contractor shall ensure that all products are labeled with scannable bar codes (based on SKU, internal item number or Universal Product Code). These bar codes must have the capability of being scanned by the Symbol LS4208 Barcode Scanner, or an equivalent scanner. A written statement declaring the Contractors' ability to convert products to UPC coding must be submitted in response to this factor, declaring assurance that all products are labeled with scanner bar codes. Contractors failing to submit this statement within quotations will not be considered for further evaluation

and shall result in receiving a No-Go rating. (Page Limit: One Page).

10.2.2.3.9 Demonstrate the ability to provide a Subcontracting Plan Requirement, Applicable to Other than Small Business (Socioeconomic) Concerns – A copy of the current approved subcontracting plan shall be provided. If the Contractor has a valid subcontracting plan, the Contractor shall submit subcontracting goals that are greater than those under its existing MAS 51 V subcontracting plan. Quotations that fail to provide subcontracting goals that exceed the Contractor's MAS plan will receive a No-Go rating. (Subcontracting Plan Template -Attachment 8) (Page Limit: Fifteen Pages).

10.2.2.4 Award Decision – The basis of award will be made upon LPTA quotations meeting all the requirements specified within the Requisition via Global Supply MRO Supplies Channel technical factors section of this **draft** RFQ. Contractors must meet all the requirements for the non-price factors in order to move forth to the Price Evaluation phase.

10.3 Price Evaluation Factors

In the price evaluation, there is a potential for multiple rounds of revised pricing submissions. If the Government chooses to allow revised pricing submissions, it may publish the lowest offered pricing to all 51 V MAS Contractors receiving a “Go” rating in Factors One **and** Two. The aim is to aid Contractors in more effectively revising their quotations by having the ability to directly compare their own prices against the best pricing offered in the previous round of pricing submissions. If the CO determines that it is in the best interest of the Government to provide the current best price offerings prior to establishment of the BPAs, the best offered price information will be provided in the form of a single, non-attributable “best total market basket value” figure. No additional quotation information regarding the best total market basket value, such as specific items proposed, individual item pricing, or name of Contractor offering best value, will be provided beyond the single calculated dollar figure.

Once the pricing has been established, Contractors submitting technically acceptable quotes for all sub-factors will be given the opportunity to revise price quotes. It is anticipated that only one revised pricing submission will be permitted at this juncture, and that BPAs will be established with the Contractors offering the best pricing solution. However, the Government reserves the right to request an additional round of revised pricing following the same procedures used for the evaluation of all sub-factors, if deemed necessary by the GSA Contracting Officer.

While the opportunity for revised quotations is anticipated, the Government reserves the right to establish BPAs based on the initial quotes without further revisions. The

Government is not obligated to conduct discussions and may eliminate a quote from consideration or establishment of a BPA without discussions, if deemed appropriate. Therefore, Contractors are urged to carefully complete their quotation packages and to offer their best possible BPA prices in their initial quotations.

Contractors must offer all items in the market basket and non-market basket-items list. This entails proposing item information and pricing for items that meet the requirement descriptions provided in the core-items list. GSA will check a sampling of proposed items during price evaluation to ensure they meet the purchase descriptions and all of the regulatory requirements specified in the RFQ. Quotes of items that do not meet the core item descriptions and all regulatory requirement specified in the RFQ may result in an offer being deemed substantially incomplete and eliminated from further consideration of BPA establishment.

The total-offer expected market basket cost for each quotation will be determined through a weighting of the proposed pricing at the base and aggregated discount tier levels (provided within the “Requisition Channel MRO Supplies Quote Sheet,” *Additional Pricing* tab, Attachment 1-**To Be Provided at a Later Date**). Weightings that will be used for this evaluation are as follows:

		FROM	TO
70%	Base proposed pricing		
10%	First aggregated discount tier pricing	\$12.5 M	≤ \$25M
8%	Second aggregated discount tier pricing	> \$25M	≤ \$37.5M
6%	Third aggregated discount tier pricing	> \$37.5M	≤ \$50M
4%	Fourth aggregated discount tier pricing	> \$50M	≤ \$62.5M
2%	Fifth aggregated discount tier pricing	> \$62.5M	And above

* The aggregate tier levels are based on the sales by Contractors

**M = Million dollars

10.4 Non-Market Basket Items

GSA reserves the right to request that the BPA holder add items within the scope of this BPA as new items are added to the national supply system. Non-Market Basket items available under the Contractor’s MAS contract which are within the scope of this program may be offered as part of the Contractor’s BPA Catalog. Non-Market Basket Catalog items shall be priced at a discount from the current MAS price that is greater than or equal to three (3) percentage points below the calculated Average Discount off of MAS Price across the Market Basket Items. For example, if the Average Market Basket Discount is 10%, then all Non-Market Basket items within that Category must receive at least a 7% discount off of the current MAS price. The Non-Market Basket Discount Threshold will be automatically calculated on Attachment 1, the MRO Supplies Quote Sheet (**To Be Provided at a Later Date**). The Contractor shall enter the word “YES” on Attachment 1, MRO Supplies Quote Sheet (**To Be Provided at a Later Date**), to confirm that it is offering this category discount to all non-market basket catalog items within the category.

For example, the market basket contains approximately 149 items in Category Two: Tools and Tool Cabinets, Miscellaneous Hardware and Finishes. Contractor X offers all of these items in its schedule contract, and has 850 other items on the schedule contract, falling into the same category. If the Contractor's category discount, based on 149 items is 12% off the schedule price, then the other 850 items are on the BPA at a discount of 9%.

10.5 Option Year Pricing

GSA will not separately evaluate option-year pricing. Option-year pricing will be based on changes approved for the Contractor's MAS contract pricing while maintaining the offered BPA discounts. Pricing will be evaluated based on the combination of the offered discounts and all of the offered aggregate volume discounts and aggregate tiers for the base period. The offered price and aggregate volume discounts and aggregate tiers will be evaluated individually to ensure that the pricing is balanced. Evaluation of options shall not obligate the Government to exercise the option(s).

10.6 Reverse Auctioning

The Government may conduct a reverse auction by accepting multiple rounds of revised pricing submissions. If the Government chooses to allow revised pricing submissions, it may publish the best offered price information to all Contractors with the aim of aiding them in more effectively revising their quotations by having the ability to directly compare their own prices against the best pricing offered in the previous round of revised pricing submissions.

The best offered price will be provided in the form of a single, non-attributable "best total extended market basket value" figure if the CO determines that it is in the best interest of the Government to do so prior to establishment of the BPAs. No additional quotation information regarding the best total extended market basket value (such as specific items proposed, individual item pricing, name of Contractor offering best value, etc.) will be provided beyond the single calculated dollar figure.

10.7 Price Quotation Evaluation

The Government will analyze submitted price quotes and evaluate prices as called out in Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**), and as discussed above. However, the Government is not obligated to conduct discussions and may eliminate a Contractor from consideration or establishment of a BPA without discussions if appropriate.

Interested Contractors shall note that all price quotations for items listed in Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**), must be on the Contractor's MAS 51V contract prior to the RFQ's closing date and time.

For purpose of price evaluation, GSA will review the Weighted Total Extended Market Basket Value as shown in Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**). The Weighted Total Extended Market Basket Value is calculated using the Proposed BPA Price, Aggregated Sales Discount levels, and Estimated Volume levels of the market basket items listed within each category. The base price and each of the tiered prices will be multiplied by the estimated volume to determine the extended prices for each item in the category.

The extended prices will be totaled separately for each of the tiers (Base Tier and Tiers 1-5). The system will automatically generate the Total Extended Market Basket Value for each individual column. The Total Extended Market Basket Value is multiplied by the weights assigned to each tier. The spreadsheet will total the weighted extended market basket values for each tier (Base Tier and Tiers 1-5) to arrive at the Weighted Total Extended Market Basket Value for each category.

Pricing for non-Market Basket items will be established based on the category discount model discussed under paragraph 10.4, *Non-Market Basket Items*. Discount levels for these items will be automatically calculated to be equal to the Contractor's average discount (percentage off MAS prices) by category on the market basket items list. See Attachment 1, Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**), for more information on how these discounts will be calculated.

GSA will not separately evaluate option-year pricing. Option-year pricing will be based on the Contractor's MAS 51 V contract pricing as set forth in the RFQ, except as limited by Price Adjustments. However, pricing will be evaluated based on the combination of the offered discounts and all of the offered volume discounts and aggregate tiers. The offered price and volume discounts and aggregate tiers will be evaluated individually to ensure that the pricing is balanced.

APPLICABLE PROVISIONS AND CLAUSES

<i>Clause No</i>	<i>Clause Title</i>	<i>Date</i>
Provisions and clauses incorporated by reference:		
<i>Provisions</i>		
52.204-6	Data Universal Numbering System Number	(JUL 2013)
52.209-7	Information Regarding Responsibility Matters	(JUL 2013)
552.233-70	Protests Filed Directly with the General Services Administration	(MAR 2000)
<i>Clauses</i>		
52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights	(SEP 2013)
52.204-2	Security Requirements	(AUG 1996)
52.204-9	Personal Identity Verification of Contractor Personnel	(SEP 2007)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	(JUL 2013)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	(AUG 2013)
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	(JUL 2013)
52.217-9	Option to Extend the Terms of the Contract (fill-in date: 365 days after BPA establishment)	(MAR 2000)
52.219-28	Post-Award Small Business Program Rerepresentation	(JUL 2013)
52.222-3	Convict Labor	(JUN 2003)
52.222-21	Prohibition of Segregated Facilities	(FEB 1999)
52.222-26	Equal Opportunity	(MAR 2007)
52.222-36	Affirmative Action for Workers With Disabilities	(OCT 2010)
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving	(AUG 2011)
52.225-13	Restrictions on Certain Foreign Purchases	(JUN 2008)
252.201-7000	Contracting Officer's Representative	(DEC 1991)
552.211-73	Marking	(FEB 1996)

11.0 ATTACHMENTS/APPENDICIES

- Attachment 1: Priced Requisition Channel MRO Supplies Quote Sheet (**To be Provided at a Later Date**)
- Attachment 2: Environmentally Preferable Purchasing Criteria
- Attachment 3: Item Product Description Listing
- Attachment 4: Performance Requirement Summary
- Attachment 5: GSA Class Deviation – 552.203-72– Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law (DEVIATION) (APR 2012)
- Attachment 6: Environmental and Energy Conservation Objectives and Requirements
- Attachment 7: Contractor Cover Sheet
- Attachment 8: Subcontracting Plan Template (Large Businesses Only)
- Attachment 9: Non-Priced Requisition Channel MRO Supplies Quote Sheet (**To Be Provided at a Later Date**)

ACRONYMS

AAC	Activity Address Code
APO	Agency Program Officer
ASF	Administrative Service Fee
BPA	Blanket Purchase Agreement
CAOC	Chief Acquisition Officers Council
CFO	Chief Financial Officer
CO	Contracting Officer
CONUS	Contiguous United States
CPG	Comprehensive Procurement Guidelines
DfE	Design for the Environment
DOD	Department of Defense
EPA	Environmental Protection Agency
ET	Eastern Time
ETS	Essentially-the-Same
FAPIIS	Federal Awardee Performance and Integrity Information System
FAR	Federal Acquisition Regulations
FEMP	Federal Energy Management Program
FOB	Freight on Board
FSSI	Federal Strategic Sourcing Initiative
GSA	General Service Administration
GSS	Global Supplies Services
IFF	Industrial Funding Fee
JWOD	Javits-Wagner-O'Day
MAS	Multiple Award Schedule
MRO	Maintenance Repair Operations
NLT	No Later Than
NSN	National Stock Number
OCONUS	Outside the Contiguous United States
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
POC	Point of Contact
PPIRS	Past Performance Information Retrieve System
RCRA	Resource Conservation and Recovery Act
RFI	Request for Information
RFQ	Request for Quotation
RMA	Returned Merchandise Authorization
SAM	System for Award Management
SBA	Small Business Administration
SIN	Special Item Number
SSLC	Strategic Sourcing Leadership Council
TAA	Trade Agreements Act

DEFINITIONS

Agency Program Officer: Government official who supports the Contracting Officer to define the agency's needs and ensure that the contract outlines the capabilities of meeting those needs.

Aggregated Sales Discounts: Additional discounts that go into effect upon reaching a cumulative level of spend Government-wide under the entire BPA.

Aggregate Threshold: The cumulative spend level used to define when aggregate tiered discounts will apply.

Authorized Ordering Officials: Customer Agency Contracting Officers and GSA SmartPay Purchase Card holders who are authorized to purchase.

BPA Holders: Companies that have been selected for a specific requirement having the capabilities of providing the products/services described within the BPA.

Contiguous United States (CONUS): The 48 adjoining states in North America, south of Canada and north of Mexico, and the District of Columbia.

Contracting Officer: A Government official having the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The GSA Contracting Officer is responsible for administering the BPAs. Customer Agency Contracting Officers are authorized ordering officials.

Damaged Goods: Goods/Products that have been injured, spoiled, or were destroyed and are no longer valued at market cost.

Direct Order Process: Once a commodity or service is added to the Procurement List, the central nonprofit agency may authorize the contracting activity to issue orders directly to a nonprofit agency without requesting an allocation for each order.

Electronic Data Interchange: Is a document standard which when implemented acts as a common interface between two or more computer applications in terms of understanding the document transmitted.

End-User: The person who actually uses a particular (final) product.

Government Bill of Lading Method: Method for which goods are transported for any agency of the federal government; view the following link for details - <http://gsa.gov/graphics/fas/FreightHandbook2012.pdf>

Green Products: Products that are made from environmentally sustainable materials relative to comparable products.

Market Basket: The entire market basket items product list required under the BPA. The Contractor's quote must include 100% of the Market Basket items. The market basket of market basket items required under the BPAs are broken down into three categories of Maintenance, Repair, and Operations (MRO) Supplies. The three categories of MRO BPAs are Category One (Hardware), Category Two (Tools and Tool Cabinets), Category Three (Paints, Adhesives, and Sealants). Market Basket items within each category do not overlap with items in the other categories.

Non-Market Basket: Items available under the Contractor's MAS contract that are clearly within the scope of this BPA program that are offered as part of the Contractor's BPA catalog.

Outside the Contiguous United States (OCONUS): All United States' possessions, territories, and states outside of the contiguous United States, including, but not limited to, Alaska, Hawaii, Puerto Rico and Guam.

Ordering Office: The office within an agency where a purchase order originates.

Program Office: The office within an agency that defines and maintains the objectives of the purchase order.

Proposed BPA Prices: Prices submitted by Contractors for market basket items on Attachment 2, MRO Supplies Quote Sheet.

UPC-A: UPC-A is used for marking products which are sold at retail in the USA. The barcode identifies the manufacturer and specific product so point-of-sale cash register systems can automatically look up the price.

Weighted Total Extended Market Basket Value: The Weighted Total Extended Market Basket Value is calculated by multiplying the Proposed BPA Price and the Aggregated Sales Discounts by the Estimated Annual Volume of each item. These values are then multiplied by the assigned weight for the base tier as well as the additional five (5) aggregate tiers. The Weighted Total Extended Market Basket Value is the sum of all the extended tier prices for all items within a category, as described in Section 8.2 and calculated in Attachment 2, MRO Supplies Quote Sheet.