GEMS PROPOSAL EVALUATION PLAN

(to check boxes, right click your mouse, click "Properties;" click Default value "Checked")

Basis of evaluation (check one): ☐ **Best Value Trade-Off** ☐ **Lowest-Price, Technically Acceptable**

See Chapter 3, Paragraph 8 of the Task Order Guidelines for an explanation of each method.

Non-Cost Factors

Remember to ensure that the total of all non-cost factors equals 100%

List the specific areas of your past performance requirements to be evaluated. These areas should correspond with, and relate to, specific SOW requirements

1. Past Performance.	____ %
a.	
b.	
c.	
d.	

List the specific areas of your technical/management requirements to be evaluated. These areas should relate to specific SOW requirements.

2. Technical/Management Approach.	____ %
a.	
b.	
c.	
d.	

List any other evaluation criteria important to you, and the associated weights, below.

3. Other Factors (if applicable).	____ %
a.	
b.	
c.	
d.	

Cost Factor

Percentages are applied to past performance, technical/management approach and any other non-cost factors for which you may want to evaluate contractor proposals. Note that balancing cost against the non-cost factors is how you make your best value trade-off decision, and as a result, a percentage is not applied to the cost factor. Indicate whether **all non-cost** evaluation factors, when combined:

☐ **Are significantly more important than:** ☐ **Approximately equal to:** ☐ **Significantly less important than:**

...the Cost Factor

In addition, indicate whether or not you want the estimated total dollars available for this requirement to be disclosed to the vendors.

☐ **YES** - disclose available funds $ _____ *(amount)* ☐ **NO** - do not disclose available funds

Indicate type of technical proposal requested: ☐ **Oral** ☐ **Written**

If an oral technical proposal is requested, indicate any additional guidance for the vendor. It is recommended you review Section G.6 of the GEMS contracts to determine if any other requirements should be included in the vendors' technical oral presentations (i.e. cost, security, etc). Please indicate whether the additional information should be part of the oral presentation or hard copy to be passed out following the oral presentation. Also, indicate the amount of time to be allowed the vendor to conduct the presentation (include additional time for questions and answers). **Note: The TM or POC is responsible for scheduling vendor proposal presentations to include time and place.**