

SAMPLE – Section M for Stewardship Evaluation Factors

Evaluation Criteria - Offerors will be notified in the solicitation to submit offers as follows:

I. Technical Proposal Instructions:

Technical proposals will be evaluated to determine the ability of the contractor to meet the requirements of the Government. Therefore, the technical proposal must present sufficient information to reflect a thorough understanding of the requirements and a detailed description of the organization, techniques, procedures and program for achieving the objectives of the specifications/statement of work. Proposals that merely paraphrase the requirements of the Government's specifications/statement of work, or use such phrases as "will comply" or "standard techniques will be employed" will be considered unacceptable and will not be considered further.

II. As a minimum, the proposal must clearly provide the following:

Technical Approach:

- a. Contractor shall provide a plan of operations for both restoration service type work activities and product removal including the timeline (start and completion dates) and the rationale for work activities to ensure all contractual work will be completed by the contract end date. Contractor shall describe all staff and/or subcontractors that will be utilized and any diverse removal and delivery systems. Contractors are advised to review the solicitation for additional operational requirements and restrictions. Also, describe how you plan to organize, schedule, and staff woody biomass removal if included in the contract.
- b. Contractor shall provide a quality control plan for service type work items and product removal and the measures you will use to ensure the plan is followed. Contractor shall also provide a safety plan that discusses the multiple hazards inherent in the work identified in the sample contract. Contractor shall include mitigation measures in the safety plan.
- c. Contractor shall provide resumes for the contract manager and the on-the-ground supervisor to be assigned to this project. Contractor shall describe their ability to complete the multitude of activities listed within this project including product removal and all restoration type work activities. If multiple subcontractors will be used, Contractor shall describe their plan for managing all subcontractors.
- d. Contractor shall provide a list of equipment to be used on this project and all equipment capability. Contractor shall also prepare a response to each of the end results indicating how Contractor will use and deploy your equipment and personnel, and/or subcontractors, in achieving the specified end results.
- e. Contractor shall describe their production capability to accomplish this project within the specified contract time i.e. how many logging subcontractors will be needed to complete the required work?

III. Relevant Past Performance: The technical proposal must address past performance for both the Offeror and any proposed major subcontractors (subcontractors performing at least 15% of the work). Offerors shall provide the information listed below. Performance information will be requested from references provided and other known clients. Contractor shall submit a list of similar project work that was completed by their firm or any of their proposed subcontractors in the last 3 years. Emphasis will be placed on past work specifically related to the work elements in the solicitation. Contractors may also describe past accomplishments that indicate the firm's ability to perform the work required by this solicitation.

a. Contractors shall provide:

- Names, telephone numbers, and FAX numbers of principal officials in charge of the project who are familiar with Contractor's performance.
- A description of the work performance,
- The agency/company or individuals they worked for,
- The size (value) and location of the contracts,
- Contract numbers.

Contractor shall provide information on any problems encountered on the identified contracts and corrective actions taken.

Individuals or businesses without prior contracts as a business entity, shall list contracts and subcontracts completed under other names or by their employees.

At the option of the offeror, this list of past performance references may be provided prior to the due date of proposals, reference Block 9 of the Solicitation, Offer and Award Form.

However, the list **MUST** be provided **NO LATER** than the due date/time of Proposals.

The Office of Management and Budget (OMB) has authorized Federal agencies to collect past performance information under OMB clearance number 9000-0142. Both this information provided in the proposal, and Government records will be used to evaluate the offeror's past performance; however, references other than those listed may also be contacted.

- 1. Key Personnel.** Contractor shall provide the resume of the person to be designated as the Project Manager. Contractor shall include a list of projects managed by this individual within the last three years, including reference names and phone numbers for these projects.

2. **Benefit to Local Community** *(In accordance with the authority granted under Section 347 Omnibus Consolidated Appropriations Act of FY 1999, as Amended by Sec. 323 of P.L. 108-7, 2003)*
“Local” community for this project is defined as _____ Counties, _____ State.
3. **Forest Products Processing in the Local Community** –Provide the name and location of all processing facilities. Identify the percent of product processed locally by product type such as saw timber, chips and biomass, and whether the offeror will assist in establishing local processing capacity if it is not currently available in the local area.
4. **Jobs and Job Quality in the Local Community** – Provide the location of the prime contractor’s place of business. Provide the location of all sub-contractors’ locations. Provide detailed information on the offeror’s and all subcontractors’ workforces. Provide job title and city location of each employee who will work on this project. Describe any new jobs that will be created, the number of jobs that will be retained, any enhancements that will be created, and any training of local workforce where necessary skills are lacking. Be sure to list all job types, such as managerial, mechanical, and manual labor. List the percentage of local workforce compared to the prime’s and subcontractors’ overall workforces to be used on this project.
5. **Involvement of Other Local Community Groups** – Describe the type and amount of involvement of any other local community groups that will be involved in this project. List the percentage of the overall project that will be accomplished by these entities.