

**ATTACHMENT 1  
TECHNICAL PROPOSAL**  
(CNF version March 29, 2018)

Instructions: See “**Remarks**” section if additional space is needed to supplement this form.  
See “**Instructions from Bid Form and Prospectus**” at the end of this form for additional content guidance.

**Offeror/Bidder Information:**

List Business Name and Address:  phone: email:	Type of Business: (mark with <b>X</b> appropriately) <input type="checkbox"/> Company <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Co-Partner <input type="checkbox"/> Non-profit
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What is your business’s primary line(s) of work:

How many years of experience do you have in this line of work:

How many years of experience as a Primary-contractor:

How many years of experience as a Sub-contractor:

How many miles is your main or branch office located from Cass Lake, MN:

What is the number of employees on your payroll that you regularly employ:

How many miles is the majority of your business’s workforce located from Cass Lake, MN:

List the Experience of the principal individuals of your business.

Name:	Position(s):	Years of Experience:	Type of Work:

List Credit References. (Information required to complete a financial responsibility determination if the apparent successful offeror.)

Company Name/Address:	Point of Contact:	Phone Number:	Type of Work:

List Banking Information. (Information required to complete a financial responsibility determination if the apparent successful offeror.)

Company Name/Address:	Point of Contact:	Phone Number:	Type of Work:

**A. Technical Approach:**

1. Describe your plan of operations for both timber harvest and stewardship project work. Include a timeline and the rationale for the work activities identified to ensure all contractual requirements will be completed by the termination date.

2. Describe your quality control plan for both the harvesting and stewardship projects. Also, specifically address frequency of inspections and inspection procedures.

3. Provide names and resumes for your contract manager and your on-the-ground supervisor(s).

3a. Contract Type (ex. logging/roads/etc...):

Manager/Supervisor Name:

Phone:

Resume:

3b. Contract Type (ex. logging/roads/etc...):

Manager/Supervisor Name:

Phone:

Resume:

3c. Contract Type (ex. logging/roads/etc...):

Manager/Supervisor Name:

Phone:

Resume:

4. Describe the equipment you propose to use to accomplish this contract, including both harvest and stewardship projects.

5. Define your production capability to accomplish this contract within the contract period.

6. Describe methods and plans to protect resources, maximize utilization of harvested material including both sawtimber and non-sawtimber, and to minimize the number of entries into stands to be treated.

**B. Capability and Past Performance:**

1. Provide a list of the experience of your key personnel who will actually be working on this contract.

2. Identify all subcontractors you propose to use for this contract and the work activities planned for subcontracting. Describe subcontractor's past performance using the criteria identified in B3. If any subcontractors are certified in their area of expertise, provide information as to when, what, and by whom they are certified.

2a. Sub-contractor Type (ex. logging/roads/etc...):

Name:

Address:

Phone:

Certifications:

Description of Past Performance (ex. \$amounts/volume/acres/miles/period of performance/etc...):

2b. Sub-contractor Type (ex. logging/roads/etc...):

Name:

Address:

Phone:

Certifications:

Description of Past Performance (ex. \$amounts/volume/acres/miles/period of performance/etc...):

2c. Sub-contractor Type (ex. logging/roads/etc...):

Name:

Address:

Phone:

Certifications:

Description of Past Performance (ex. \$amounts/volume/acres/miles/period of performance/etc...):

3. Submit a list of similar or related contracts that your firm has completed in the past 3 years. This listing must include the contract type; contract amount or contract size; location, the year completed, the Agency, company or individual contracted with, and a current telephone number. Have you ever failed to complete any work awarded to you (yes/no. If yes, explain)?

3a. Contract Type (ex. logging/roads/etc...):

Amount (\$):

Size (ex. volume/acres/miles):

Location:

Period of Performance:

Point of Contact (agency/name/address/phone):

Description of Task(s):

3b. Contract Type (ex. logging/roads/etc...):

Amount (\$):

Size (ex. volume/acres/miles):

Location:

Period of Performance:

Point of Contact (agency/name/address/phone):

Description of Task(s):

3c. Contract Type (ex. logging/roads/etc...):

Amount (\$):

Size (ex. volume/acres/miles):

Location:

Period of Performance:

Point of Contact (agency/name/address/phone):

Description of Task(s):

3d. Contract Type (ex. logging/roads/etc...):

Amount (\$):

Size (ex. volume/acres/miles):

Location:

Period of Performance:

Point of Contact (agency/name/address/phone):

Description of Task(s):

3e. Contract Type (ex. logging/roads/etc...):

Amount (\$):

Size (ex. volume/acres/miles):

Location:

Period of Performance:

Point of Contact (agency/name/address/phone):

Description of Task(s):

**C. Utilization of Local Workforce:**

1. Local labor is defined as beginning within the immediate Chippewa National Forest boundary community level and expanding outwards through adjacent boundary communities, Northern Minnesota, rest of Minnesota, Wisconsin and Michigan (in that order). Identify how you intend to utilize labor, subcontractors, and other workforce from the local area. Additional evaluation preference will be given for the use of labor, subcontractors, and other workforce located closest to the contract area.

Provide additional information here if you would like to further define your Utilization of Local Workforce.

**Remarks:** (Note that additional remarks may be added here and sheets may be attached to supplement this form.)

**CERTIFICATION: I certify that all of the statements made by me are complete and correct to the best of my knowledge and that any persons named as references are authorized to furnish the Forest Service with any information needed to verify my capability to perform this project:**

Name:	Title:	Date:

## **Technical Evaluation Instructions from Bid Form (summarized).**

### INSTRUCTIONS TO OFFERORS

#### **I. Technical Proposal.**

The technical proposal will be used to make an evaluation and arrive at a determination as to whether the proposal will 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 techniques, procedures, and program for achieving the objectives of the specifications/statement of work. Proposals which merely paraphrase the requirements of the Government's specifications/statement of work, or use phrases such as "will comply" or "standard techniques will be employed" will be considered unacceptable and will not be further considered. Technical proposals will be evaluated and ranked on the basis of the following criteria. As a minimum, the proposal must clearly provide the following:

#### **A. Technical Approach.**

1. Describe your plan of operations for both timber harvest and stewardship project work. Include a timeline and the rationale for the work activities identified to ensure all contractual requirements will be completed by the termination date.
2. Describe your quality control plan for both the harvesting and stewardship projects.
3. Provide names and resumes for your contract manager and your on-the-ground supervisor(s).
4. Describe the equipment you propose to use to accomplish this contract, including both harvest and stewardship projects.
5. Define your production capability to accomplish this contract within the contract period.
6. Describe methods and plans to protect resources, maximize utilization of harvested material including both sawtimber and non-sawtimber, and to minimize the number of entries into stands to be treated.

#### **B. Capability and Past Performance.**

1. Provide a list of the experience of your key personnel who will actually be working on this contract.
2. Identify all subcontractors you propose to use for this contract and the work activities planned for subcontracting. Describe subcontractor's past performance using the criteria identified in B3. If any subcontractors are certified in their area of expertise, provide information as to when, what, and by whom they are certified.
3. Submit a list of similar or related contracts that your firm has completed in the past 3 years. This listing must include the contract type; contract amount or contract size; location, the year completed, the Agency, company or individual contracted with, and a current telephone number.

#### **C. Utilization of Local Work Force.**

1. Local labor is defined as beginning within the immediate Chippewa National Forest boundary community level and expanding outwards through adjacent boundary communities, Northern Minnesota, rest of Minnesota, Wisconsin and Michigan (in that order). Identify how you intend to utilize labor, subcontractors, and other workforce from the local area. Additional evaluation preference will be given for the use of labor, subcontractors, and other workforce located closest to the contract area.

## **Technical Evaluation Instructions from Prospectus (summarized).**

### INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS

**(A) General Instructions.** Proposals submitted shall be furnished in the following format with the numbers of copies as specified below.

1. The proposal must include a technical proposal and price proposal. Each of the parts shall be separate and complete so that evaluation of one may be accomplished independently from evaluation of the other. The technical proposal must not contain reference to cost.
2. Offerors must submit a proposal that meets all requirements specified in the sample contract. No alternate proposals will be accepted.
3. The Government will evaluate proposals in accordance with the evaluation criteria set forth below.
4. Offerors shall submit their proposal(s) in the following format and the quantities specified: (i.) One copy of the completed, signed offer form FS-2400-14BV or FS-2400-14BVU provided by the Forest Service for this contract, and (ii.) Three copies of the technical proposal.

**(B) Technical Proposal Instructions.** Technical proposals will be evaluated to determine the ability of the Contractor to meet the requirements of the Government. Refer to offer form for Technical Proposal Instructions.

#### EVALUATION CRITERIA

The evaluation factors for this contract and their relative importance are listed below. All sub-factors within a factor are equal in weight.

Technical evaluation factors may be weighted in only one of the following two ways:

1. They may be ranked in numerical order of importance, where 1 is most important. Equal rank indicates approximately equal importance; or
2. They may be weighted as an approximate percentage of 100%. Method (2) may be used any time, but it must be used if any factor is disproportionately weighted.

All technical evaluation factors (I. below), when combined, are significantly less important than price (II.).

<b>I. <u>Technical Evaluation Factors</u></b>	<b><u>Ranking of Importance</u> or <u>Approximate Weight</u></b>
A. Technical Approach	40%
1. Plan of Operations	
2. Quality Control	
3. Contract Manager and On-the-Ground Supervisor(s)	
4. Equipment	
5. Production Capability	
6. Other Subfactors: Plans of Protection and Utilization	
B. Capability and Past Performance	40%
1. Key Personnel	
2. Subcontractors	
3. Past Contacts	
4. Other Subfactors: N/A	
C. Utilization of Local Workforce	20%
1. Other Subfactors: Local Labor	