

## PART II

### EVALUATION CRITERIA, CONTRACT AWARD AND CONTRACT EXECUTION

---

SECTION	TITLE
---------	-------

---

F	Evaluation Criteria
G	Contract Award
H	Contract Execution



## SECTION F

### EVALUATION CRITERIA

---

#### F.1 EVALUATION CRITERIA

The Selection Committee will review and evaluate all proposals using the following criteria and weighting scheme:

Evaluation Criteria		Point Value
A.	Demonstrated ability to meet or exceed the requirements of the scope or services and RFP.	50
B.	Demonstrated experience of the firm and key personnel.	45
C.	Best efforts to employ certified disadvantaged business enterprise(s).	5
	<b>TOTAL POINTS</b>	<b>100</b>



# SECTION G

## CONTRACT AWARD

---

### G.1 AWARD SELECTION

- A. Offerors will be rank ordered. Selection shall be made of one (1) Offeror deemed to be the best for the project on the basis of the evaluation factors.
- B. A selection panel will review the proposals using written score sheets. As the panel may require a personal interview with the *highest ranked* Offerors, the *date and time specified on Page 1* of this RFP shall be reserved for possible interviews. Interviews will be held at the VRE Offices, 1500 King Street, Suite 202, Alexandria, Virginia 22314.
- C. The interview will provide an opportunity for the Offeror to clarify their proposal in response to questions from the Selection Committee. This is a fact-finding and explanation session only and does not include negotiation.
- D. As the interviews are *optional* for VRE, Offerors should treat their proposals as a final product.
- E. Negotiations shall commence with the selected Offeror in order to achieve a binding price and agreement on contract terms. If negotiations with the top-ranked Offeror are not successful, discussions will commence with the next highest ranked Offeror, and negotiations will continue in this manner until an agreement is reached.
- F. The award document will be a Contract incorporating by reference the Request for Proposals, Terms and Conditions, Contract Provisions, Scope of Services and/or Technical Specifications, and the Contractor's proposal as negotiated.
- G. VRE may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).



## **G.2 NOTICE OF INTENT TO AWARD**

In addition to any verbal notice that VRE may make to Offerors, proposal results will be posted on the VRE Website at [www.vre.org](http://www.vre.org). VRE will post the Notice of Intent to Award on its website for a minimum of ten (10) days. Notice of Intent to Award shall not be construed as a “Notice-To-Proceed (NTP).”

## **G.3 NOTICE OF AWARD**

A Notice of Award will be posted on the VRE website at [www.vre.org](http://www.vre.org). The successful Offeror will be notified in writing.



# SECTION H

## CONTRACT EXECUTION

---

### **H.1 EXECUTION OF CONTRACT**

- A. The successful Offeror shall execute and deliver the Contract and Insurance Certificates to VRE not later than ten (10) calendar days after receipt of the Contract and Notice of Intent to Award.
- B. The Contract shall be in writing and shall be executed in the number of copies required by VRE. One (1) fully executed original shall be delivered to the Contractor.

### **H.2 FAILURE TO EXECUTE CONTRACT**

Should the successful Offeror fail to execute the Contract within ten (10) calendar days after receipt and submit the required Insurance Certificates, VRE may, at its option, determine that the Offeror has abandoned the Contract, and thereupon the proposal and acceptance shall be null and void, and may also seek all available remedies at law and equity.

### **H.3 NOTICE-TO-PROCEED**

A Notice-To-Proceed (NTP) will be issued separately upon execution of the Contract. Contract performance shall begin on the date set forth in the written Notice-To-Proceed.

