

## INSTRUCTIONS TO OFFERORS AND EVALUATION CRITERIA

1. The documents to be returned to the Exchange in this Request for Proposal are listed below:

- Form 4450-002 - Solicitation/Proposal/Award
- Company Letter Head
- W-9 form
- Blank invoice
- Exhibit E, Price Schedule
- Executive Summary

**2. Proposal Submission.**

a. Proposal will be submitted in the following sections, which are discussed in greater detail in subparagraph c. below.

- i. Price Schedule
- ii. Executive Summary
- iii. Performance

b. Proposals should be typed, on standard 8 ½ x 11 paper, 12 pt. font minimum, for Exhibit E Price Schedule the pages should be on 8 ½ x 11 paper, 12 pt. font minimum.

c. The proposals must contain the below sections. Proposals that do not comply with the response requirements of this paragraph may provide a basis for the contracting officer to determine that the proposal is non-responsive and may not be further considered.

- i. Price Schedule: Contractor must complete all sections of Exhibit E Price Schedule. Two completed copies of Exhibit E must be submitted to the contracting officer. The price proposal must be accompanied by a complete and verifiable description of fees for performing all required work. Fees will be evaluated by the lowest bidder.
- ii. Executive Summary: The Executive Summary must contain a clear and concise summary demonstrating the offeror's ability to satisfy the requirement. The Executive Summary must be limited to fifteen (15) pages. Describe how you will meet or exceed the minimum expectations of Exhibit C. This will be a pass/fail technical evaluation.
  - Describe your company's history and mission statement.
  - Describe your staffing capabilities and training procedures for armored car personnel.
  - Explain how you will furnish, equipment and supplies to provide armored car services for the locations indicated in Exhibit E.

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- Describe how your armored car vehicles meet the industry specifications.
- Provide a minimum of three (3) references, including: name, title, telephone number, and e-mail address of point of contact.

iii. Performance: Offeror must submit at least 3 references current or past clients that are most similar in size and scope of this solicitation that you have performed in the past three years. The Exchange may contact some or all of the provided references. The Past Performance reference shall include the following information:

- Company Name
- Point of Contact (POC) Name and Title
- POC Phone Number
- POC E-Mail Address, if available

iv. Evaluation Criteria: Offeror's Executive Summary and Past Performance will be used to determine pass/fail requirements.

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