SCHEDULE

1) **PURPOSE:** This is a multi-award solicitation for the supply of hangers listed in Exhibit C to the Army and Air Force Exchange Service (Exchange).

2) **PERIOD OF CONTRACT AND EFFECTIVE DATE:** The contract will be for three (3) base years with two (2) one (1) year option periods unless sooner terminated according to the contract provisions. The effective date will be the date of award shown on the face of the contract, Exchange Form 4450-02. No representation that this contract will be extended beyond its original period is binding on the Exchange unless in writing signed by the contractor and contracting officer.

3) **EVALUATION FOR AWARD OF CONTRACT:** There is a possibility that multiple contracts will be awarded to responsible offerors who are responsive to the solicitation and whose proposal represents the best advantage to the Exchange. If during proposal evaluation, the evaluator(s) determines discussions are needed; offerors in the competitive range will be advised and offered an opportunity to enter into discussions and to revise proposals. An offeror may also be given the opportunity to make clarifications and minor or clerical adjustments to its proposal, as well as to confirm its proposal. Proposals will be evaluated on the basis of lowest price, technically acceptable. Vendor specification sheets will be evaluated against the minimum specifications listed in Exhibit D to determine technical acceptance.

   a. The documents to be returned to the Exchange in this Request for Proposals are listed below:
      - Exchange Form 4450-002
      - Exhibit B, Buy American Act
      - Exhibit C, Item/Price Listing
      - W-9
      - Sample Invoice
      - Company Letterhead
      - Vendor Spec sheet and/or catalog of items listed in Exhibit C that must meet Exhibit D Specifications

4) **OPTION TO EXTEND-INCENTIVE:** Contract options/extensions will be based on contractor's previous year contract performance being satisfactory or better as defined in the paragraph named **Contractor Scorecard** and Exchange's determination of continued need. Contractor will receive written notification a minimum of thirty (30) days before the contract expires, advising contractor of Exchange intent to extend the term of the contract into the next option period. If Exchange exercises this option, a unilateral amendment will be issued by the contracting officer.

5) **PRICE/ITEMS:** Payment Terms, FOB terms, discounts, allowances and prices are listed in Exhibit C. Unit cost price includes packaging, packing and labeling for shipment.

6) **PRICE PROPOSAL:**

   a. Offeror must submit a price for each item listed on Exhibit C, Item/Price Listing to include appropriate weight and cube. All prices submitted will be reflective as FOB Origin pricing.
   b. The price must include all expenses to perform full contract requirement as listed in Specifications, Exhibit D, and anywhere else within this solicitation.

7) **QUANTITIES:**

a. The Exchange will issue delivery orders processed by each store in our Oracle system and sent directly to the awarded offeror.

b. The Exchange is obligated to purchase only those quantities actually ordered, received and accepted.

8) **PRICE CHANGE REQUESTS:** The prices established in this contract, and in any subsequent renewal, will remain firm for the period of contract or period of renewal unless the parties hereto mutually agree to an adjustment. Price change requests are subject to the following:

a. All proposed changes in pricing must be submitted to the contacting officer in writing, 45 days before any proposed price increases. Such requests must provide sufficient factual information and date to substantiate the proposed revision, including clear and definite identification of existing cost factors which could not be identified at the time of entering into contact or renewal.

b. Any price adjustment under this provision is subject to negotiation and mutual agreement of the parties and the accomplishment of a finalized written amendment to the contract.

c. No request for price increase will be considered within six months of the contract effective date.

d. The contracting officer reserves the right to reject contactor requests for price increases.

e. Price changes will become effective with date of fully executed contract amendment.

9) **EXCHANGE ORACLE ADVANCED PROCUREMENT APPLICATION (AOPA):**

a. Unless another clause within this contract states otherwise, most non-retail Exchange orders and agreements will be issued, received and processed through the AOPA. All Exchange suppliers are able to use this application at no charge. Access to this application requires a standard personal computer, an internet connection, and an invitation to register for iSupplier. Since we have instituted AOPA, we need our suppliers to use this system to make the process work to its capability. Our non-retail product and service suppliers will use this application to receive purchase orders, agreements, respond the Exchange Contracting Officer Requests for Information (RFI), Requests for Quotation (RFQ), Reverse Auctions and to communicate with the Exchange Contracting Officers.
b. Suppliers will use the iSupplier module to submit change requests and to input advanced shipping notices (ASNs) so that Exchange personnel can monitor the progress of these orders.
c. You may contact the PZ Help Desk for more information at CPSupport@the Exchange.com or speak to your Exchange Contracting Officer.

10) **UNILATERAL AMENDMENTS:** The contracting officer may make unilateral amendments to the contract to incorporate administrative changes, provided such changes are within the general scope of the contract and the changes have no cost impact on the contractor. For example, internal Exchange code number changes, nomenclature or sell price changes. In addition, the contracting officer may make unilateral amendments to the contract cost prices and/or other changes when such amendments incorporate contractors written requests for revision.

11) **SPECIFICATIONS/PURCHASE DESCRIPTIONS:** The specifications/ purchase descriptions specified in Exhibit D of this contract represent the minimum quality standards of items to be furnished.

12) **BUY AMERICAN ACT – TRADE AGREEMENTS ACT:** The items listed in Exhibit C are subject to Exhibit B.

13) **TRANSITIONING TO THE EXCHANGE:** The Army and Air Force Exchange Service (AAFES) is transitioning to a new corporate logo and commercial name (as used in commerce) the "Exchange". Our legal name remains the Army and Air Force Exchange Service and the "AAFES" acronym still exists, except in the case of "Commander, AAFES" which is changed to "Commander, Army and Air Force Exchange Service."

14) **NON-EXCLUSIVITY:** The contract will not establish the contractor as the sole supplier on any military installations and any Exchange properties. The Exchange reserves the right to obtain the same goods and services through other contracts.

15) **CONTRACTOR SCORECARD:** The Exchange depends on the professional service of our contractors to support our requirements. To maintain competent and dependable contractors, Exchange contracting officers and the on-site Exchange personnel involved with the program will evaluate how well our contractors have performed. The basic evaluation criteria by which the Exchange will evaluate the contractor to ensure quality performance are consistent with stated expectations include, but are not limited to, how well the contractor achieved: technical requirements, responsiveness to change, customer assistance, response time, contacts and escalation, subject matter expertise, future technologies, innovation, productivity gains, cost savings, maintaining a good working relationship, and stability. Once the Exchange has completed the rating, the results will be maintained by the contracting officer and this information will be one of the factors used to determine the exercising of option periods and may contribute to future contract eligibility for awards. The Exchange will use the evaluation but is not bound to the scorecard rating, ex.; there is no guarantee that the Exchange will exercise the options for satisfactory or exceptional ratings. Conversely if a contractor cures a deficiency, the Exchange will reserve the decision of exercising a contract option. The standard contract administration will occur along with the use of the scorecard. Letters of concerns, warnings and cure letters will be handled for contract deficiencies.

A score of 55-80 (Satisfactory) or better denotes that the contractor is meeting the minimum contract **Performance.** A score of less than 55 (Satisfactory) denotes contractor is not meeting minimum contract standards. These ratings will be sent annually to the Contracting Officer Representative (COR) or designated representative and the completed copy will be provided to the contractor.

//LAST ITEM//