

**TERM-QUANTITY SALE OF ELECTRONIC SCRAP IN CONTINENTAL UNITED STATES LOCATIONS**

DLA Disposition Services

TECHNICAL PROPOSALS STEP 1 OF 2

RFTP NO. **8124**

REQUIREMENTS AND CRITERIA FOR TECHNICAL PROPOSALS

PROPOSAL RECEIPT DEADLINE: **1:00 pm EST 16 March 2020**

# TERM SALE OF ELECTRONIC SCRAP AT LOCATIONS NATIONWIDE

## REQUIREMENTS AND CRITERIA FOR TECHNICAL PROPOSAL AND BID

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## 1. EXECUTIVE SUMMARY

The DLA Disposition Services is planning to offer current and future generations of Electronic Scrap Property at a per pound fixed price. This contract will provide exclusive access to this material (Military grade and commercial grade) for a base period of 36 months with two option periods of up to one year each for a maximum of five years, subject to both DLA Disposition Services and the Purchaser's option to cancel the contract earlier if the Purchaser does not achieve an objective minimum performance threshold. Property locations include multiple Department of Defense (DOD) installations throughout the Continental United States.

This initiative supports the Government's focus on partnering with industry. Under the Invitation for Bids (DRAFT IFB) that accompanies this RFTP, DLA Disposition Services will provide the Purchaser exclusive rights to the Electronic scrap Property described herein to Purchaser and payment is received from Purchaser. (Excluded Electronic scrap Property designated as material bearing precious metals and other strategic materials.) The Government anticipates that this business arrangement will provide benefit to the Government in lower disposal/recycling costs and an increase in net sales proceeds to the U.S. Treasury.

The Electronic Scrap locations offered and the FY19 weights for this RFTP are set forth in part one, the DRAFT IFB, under the REMOVALS section.

Accordingly, you are invited to submit a technical proposal In Accordance With the following Requirements and Criteria for Technical Proposal for the sale described in the attached DRAFT IFB. This RFTP identifies how the technical proposal is to be organized, evaluation factors, and specifics on the Business Plan and Operational Plan that are required to be included in the proposal. Unless otherwise indicated, capitalized terms are defined in the DRAFT IFB.

Bidders are advised to submit technical proposals that respond to the requirements of DRAFT IFB and are complete without additional explanation or information, since the Government may make a final determination whether a proposal is acceptable or unacceptable solely on the basis of the proposal as submitted and may proceed directly with the Award of this sale without requesting or permitting the submission of further information from any bidder.

This Request for Technical Proposals is not binding on the Government and does not in any way commit the Government to pay for any costs incurred in the preparation and submission of the requested technical proposal nor does it commit the Government to contract for the Property described in the DRAFT IFB. Proposed contractual requirements (e.g., terms and conditions) will be contained in the published IFB.

Each bidder shall submit two copies of its technical proposal to:

DLA Disposition Services Hart-Doyle Federal Center,  
Room 2-6-5C  
74 Washington Avenue N.  
Battle Creek, MI 49017-3092  
ATTN: Sales Bid Room, **Tech Proposal 8124**

Your technical proposal and per pound bid shall be received no later than 1:00 pm EST on **Monday, 16 March, 2020 to be considered.**

## 2. REQUIREMENTS AND CRITERIA FOR TECHNICAL PROPOSALS

### a. FORMAT

To maximize efficiency and minimize the proposal evaluation process, each bidder shall submit its technical proposal in accordance with the format provided below. DLA Disposition Services believes that sufficient latitude is provided such as not to prejudice or limit the comprehensiveness of the proposal.

Each bidder shall submit only one technical proposal (two copies) in response to this solicitation subject to the following requirements and limitations:

- i. Title Page: "Technical Proposal." The title page of the technical proposal shall include: (a) the solicitation number of the Request for Technical Proposal (8124); (b) the company name and name of the bidder; (c) the bidder shall identify those portions of its technical proposal that contain copyrighted or proprietary or similar proposal data, and shall also clearly mark each page of its proposal that contains such data with a restrictive legend indicating the protectable type of data contained therein.
- ii. A table of contents, identifying the major sections of the total proposal as set forth below, by volume (if applicable, although multiple volumes are neither required nor expected) and by page, shall be placed in the front of each volume.
- iii. The technical proposal shall be submitted in three ring notebooks to permit removal of sections for the purpose of separate evaluation. The company name of the bidder shall appear only at the top of the first page and nowhere else in the proposal except in appendices. Each page of the proposal that contains company proprietary data shall so state.

The technical proposal is the primary basis for the evaluation of: (a) the degree to which the bidder's claims of performance capacity are supported, and (b) the ability of the bidder to perform in accordance with the requirements. The technical factors to be considered are those discussed herein.

Each bidder is cautioned to pay particular attention to the following factors in preparing its technical proposal and to provide sufficient detail in the proposal to demonstrate its complete understanding of the scope of the work involved, including the requirement to comply with all Federal, State, and local laws and regulations.

The technical proposal shall be sufficiently detailed, specific and complete as to enable Government personnel to make a thorough evaluation of the proposal and a sound determination that the bidder will have a reasonable likelihood of meeting the requirements and objectives of the Government. The Government's objectives are to increase proceeds and lower Governmental costs through an overall change in its business practices while complying with all applicable Federal, State and local laws and regulations.

Only bidders that are found to have acceptable technical proposals will be afforded the opportunity to continue on to step two with the bid process and submit their monetary bids.

The following technical proposal organization is required to facilitate the technical evaluation:

- I. TITLE PAGE
- II. TABLE OF CONTENTS
- III. EXECUTIVE SUMMARY
- IV. OPERATIONAL PLAN
- V. BUSINESS PLAN
- VI. LIST OF APPENDICES
- VII. IDENTIFICATION OF MARKETING CONSULTANTS/ADVISORS

b. EXECUTIVE SUMMARY

The executive summary shall highlight the bidder's approach and summarize the key capabilities and general features of the bidder's resources, its financial capacity, its experience and its understanding of the business and of the operational efforts required by this solicitation.

c. OPERATIONAL PLAN

Provide a description of your technical approach that demonstrates the capability to transport, store, Demilitarize and maintain either R-2 or E-Stewart standards from award and throughout the term of the contract, as well as the quality assurance practices planned to ensure compliance with all federal, state, and local laws and regulations.

Make explicit the assumptions upon which the plan is based. (In developing a technical approach, bidders should take particular note of the requirement in the DRAFT IFB that all Affiliate Transactions are forbidden except for the very few Permitted Affiliate Transactions that are expressly identified as such in the DRAFT IFB.) The technical approach should additionally address the following:

i. Procedures Demonstrating Capability

Provide procedures to be followed when performing under the contract, including how the Purchaser will transport, process, secure, store and recycle the electronic property.

ii. Removal and Facilities/Storage

Provide a plan or description showing how the bidder proposes to handle the transportation, removal, security, demilitarization/mutilation and storage of electronic scrap property. The

plan should meet the removal and sale deadlines under the contract. Describe the planned arrangement of facilities to accommodate the flow of property and accommodate a minimum of three embedded DLA employees. Include sufficient information to provide an understanding of how the inventory flow will be incorporated into the proposed facilities (i.e., when Property will be stored, where and for how long).

iii. Safety Procedures, Licenses, Permits

Provide a plan for compliance with safety procedures required by appropriate OSHA standards, describe how you intend to obtain any necessary licenses and permits and address how you intend to comply with the environmental requirements identified in the DRAFT IFB. Describe how you intend to incorporate the DLA personnel on site into your safety plans. (Offerors should note that a host installation and/or a DLA safety program may require safety procedures that exceed OSHA requirements.)

iv. Accountability

Provide a plan to meet the requirements of the contract for maintaining accountability of Property, including, for example:

- a. Tracking all Property that has been removed from DLA Disposition Services locations.
- b. Controlling and tracking all Demilitarization/Mutilation required property until property is properly demilitarized or mutilated as required by DOD regulations.
- c. Controlling and tracking Demilitarization/Mutilation scrap until certificates are signed and title transfer is complete.

v. Software

Identify the particular software package(s), for property reports and property review, that you expect to use or that you are considering using for meeting applicable inventory management, review and reporting obligations and provide a plan, if needed, for an interim system to use for these purposes until the permanent system is in place. (Permanent system must be fully mission capable within 60 days of award)

vi. Internal Controls

Provide a plan for quality control (internal controls) regarding Property transportation and removal, inventory accountability and security, property review and other applicable parts of your technical proposal and the requirements of this contract. Include security plan and specific facility security that will be in place as described in the DRAFT IFB, (Fencing, cameras, cages etc.).

vii. Post-Award Period and Phase-In Period

Provide a plan for the steps that you will take, including hiring of personnel, any acquisition of facilities, equipment and software, and other steps, during the pre-award phase between the bid open and pre-award to the Start of Work Conference and the initial Pickup, and for becoming fully mission capable in the **six (6) month**. Include any logistical issues that you

anticipate with respect to establishing procedures and working relationships with field personnel and adapting procedures to the initial Property flow. Your plan should be based upon an expectation that you will need to cooperate Government personnel at each approved location.

### 3. BUSINESS PLAN

#### a. Management and Organization

The proposal shall demonstrate that the corporate and project organizations of both the Contractor and the Purchaser (to be formed by the Contractor to satisfy the requirements of the contract) support the level of effort required to improve the net proceeds received upon re-sale of the Property to be acquired under the proposed contract. Make explicit the assumptions upon which the plan is based.

#### b. Project Organization

The bidder shall describe its own, the Purchaser's and any proposed subcontractor organizations' plans for managing the contract, including the services to be provided by subcontractors, with respect to both Purchaser duties and Purchaser operations. The relationship of the Purchaser's organization to other Purchaser management structures up to and including senior management, the responsibilities of the Purchaser's management and its authority to commit corporate resources to overcome obstacles, the Purchaser's authority to draw upon Purchaser funds to fulfill the requirements of the contract, the Purchaser's relationship to, and control of, major subcontractors, and the proposed method of liaison with the Government (apart from required written reports) are examples of issues that could be addressed. (Bidders should note, however, that all Affiliate Transactions are forbidden except for the very few Permitted Affiliate Transactions that are expressly identified as such in the DRAFT IFB.) If the prospective bidding entity is newly formed for the purpose of performing this contract, provide either a copy of the joint venture agreement or other organizing documents in the appendices to the technical proposal or an organizational description.

#### c. Key Personnel and Staffing

Supply names and business contact information of the Company Executive Officer (s) and all other Key Persons required to successfully support the requirements of the proposed contract, by function. Designations of Key Persons, DEMIL/MUT Certifiers, will be incorporated into the contract once the official award is made. The Purchaser will be permitted to revise such designations only with the coordination and approval of the Sales Contracting Officer.

#### d. Risk Factors

Discuss the important risk factors that you believe are involved in successfully completing this contract, such as related to requirements, scheduling, workforce, logistics and financial capacity.

e. Financial Plan

Provide financial projections for the contract that demonstrate an understanding of the scope of the work and the financial requirements of the contract. Provide an estimate (or an estimated range) of the Purchaser working capital required to fund the financial requirements of the contract. State all important assumptions underlying the financial plan. You do not need to include any hypothetical Bid Price in your plan.

f. Financial Capacity

The bidder must provide as part of its business plan, with reference to its financial plan and the bidder's projected working capital requirements for satisfactory performance of the contract, evidence of (a) sufficient financial capacity to fund the Purchaser's operations, and (b) the source(s) of the required capitalization. Your demonstration should show that the prospective Purchaser has reasonably sufficient financial capacity to meet financial requirements and contingencies associated with performing the contract. Provide as much financial information as is necessary to support your demonstration of financial capacity to assist DLA Disposition Services in its evaluation.

Prospective bidders should note that pre-payment will be required 10 working days after official notification of contract award. The pre-payment calculations are outlined in the DRAFT IFB.

g. Experience

Provide the name, address, phone number, contract number (if applicable) and a brief description of comparable services, for commercial clients, government agencies or on the bidder's own account, that the bidder has rendered within the last five years.

4. APPENDICES

Provide a five year financial history (annual income statements and balance sheets) and any other supplemental or supporting technical or financial information deemed necessary by the bidder. If your business structure is such that additional financial information is necessary to establish the requisite financial capacity, such as financial statements of general partners or joint ventures for a newly formed entity, include that information.

5. IDENTIFICATION OF MARKETING CONSULTANTS/ADVISORS

To assist DLA DISPOSITION SERVICES in screening for potential organizational conflicts of interests, including conflicts of interest with any non-Governmental employee who may provide review, analysis, or verification of data in connection with the evaluation of technical proposals, all bidders must identify any marketing consultant or advisor used in the preparation of its proposal, as addressed below, or state that no such advisor or consultant participated in the preparation of the proposal. All offerors submitting technical proposals are required to complete the certification below. This information will not be used in the process of evaluating technical proposals.

a. Definitions

"Marketing consultant" and "advisor" are used interchangeably herein to mean any independent contractor who furnishes advice, information, direction, or assistance to a bidder/offeror in support of the preparation or submission of a proposal, bid, or offer for a Government contract by that bidder/offeror. An independent contractor is not a marketing consultant/advisor when rendering

- I. Routine engineering and technical services (such as installation, operation, or maintenance of systems; equipment, software, components, or facilities);
- II. Routine legal, actuarial, auditing, and accounting services; or
- III. Training services.

A firm or individual is not an independent contractor within the: Context of this provision if the advice, information, direction, or assistance rendered is offered within the context of its/his own independent analysis and due diligence regarding whether to extend credit, financial services or support, or bonding to the bidder/offeror

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance of advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

The term "solicitation" as used in this provision includes use of the RFTP and DRAFT IFB to solicit bidders for the sale of electronic scrap Property proposed by this RFTP.

b. Use of Marketing Consultants or Advisors

An individual or firm that employs, retains, or engages contractually one or more marketing consultants or advisors in connection with a solicitation or contract, shall submit to the Sales Contracting Officer, with respect to each marketing consultant or advisor, the information requested below, with respect to this RFTP.

Name(s) of marketing consultant/advisor: (If none, so state; if more than one, use a separate sheet, if necessary.)

Taxpayer Identification Number of the marketing consultant/advisor.

Name, address, and telephone number of a responsible officer or employee of the marketing consultant who has personal knowledge of the marketing consultant or advisor's involvement in the contract.

A description of the nature of the services rendered or to be rendered by the marketing consultant or advisor.

The name, address, and telephone number of the client or clients, and the name of a responsible officer or employee of the marketing consultant/advisor who is knowledgeable about the services provided to such client(s), and a description of the nature of the services rendered to such clients,

if, based on information provided to the bidder/offeror by the marketing consultant, any marketing consultant is rendering, or has in the twelve months preceding the closing date of this RFTP, rendered services respecting the same subject matter of the instant solicitation, or directly relating to such subject matter, to the Government or any other client (besides the bidder/offeror).

In the event that it is determined that a conflict of interest may exist, the Sales Contracting Officer (SCO) may require the apparent successful bidder to provide a certificate signed by the marketing consultant stating that the consultant has received the guidance contained in Federal Acquisition Regulation (FAR) Subpart 9.5 and Office of Federal Procurement Policy Letter 89-1, and the marketing consultant has made inquiry, and to the best of the consultant's knowledge and belief, the consultant has provided no unfair competitive advantage to the bidder/offeror with respect to the services to be rendered in connection with the solicitation, or that any unfair competitive advantage that, to the best of the consultant's knowledge and belief, does or may exist, has been disclosed.

6. SUBMISSION OF PROPOSALS, LATE SUBMISSIONS AND MODIFICATIONS OF TECHNICAL PROPOSALS UNDER TWO-STEP FORMAL ADVERTISING

Technical proposals and modifications thereof must be delivered by **1:00 pm EST on Monday, 16 March, 2020** to DLA Disposition Services, Federal Center, Room (2-6-5C), 74 Washington Avenue N., Battle Creek, MI 49017-3092, ATTN: Bid Room. Any technical proposals or modifications thereof received after **1:00 pm EST on Monday, 16 March, 2020** will not be considered.

7. EVALUATION CRITERIA

The evaluation of the Operational and Business Plans will consider completeness and clarity, degree of compliance with the RFTP, and the likelihood that the approach will meet the Government's objectives. The Operational and Business Plans are considered to be of equal importance. Each factor will be rated as acceptable, reasonably susceptible of being made acceptable, or unacceptable. The introduction and any supplemental information provided will be evaluated only in conjunction with the whole technical proposal and only to the extent that they support the individual plans discussed above. A technical proposal will not be technically acceptable unless it is determined technically acceptable for each plan. If a proposal contains a significant deficiency for a plan, it will not be considered technically acceptable for that specific plan. A deficiency is defined as that part of a bidder's proposal that would not meet the Government's objectives on this contract. Acceptability of each bid and technical proposal will be based upon one: compliance with the requirements of the foregoing paragraphs concerning the per pound bid price and content of the technical proposal including, at a minimum, information satisfying the elements in each paragraph or subparagraph of the operational and business plans, and two the technical proposal, clearly demonstrating that the bidder understands the scope and nature of the DRAFT IFB requirements.

8. ORAL OR WRITTEN DISCUSSIONS

The Government may request clarifying or supplemental information and/or conduct oral or written discussions with bidders whose technical proposals are rated reasonably susceptible of being made acceptable. The Government may, however make a final determination whether a

proposal is acceptable or unacceptable solely on the basis of the bid and proposal as submitted and proceed directly to the award without requesting or permitting the submission of further information from any bidder. Therefore, each bid and technical proposal submission should contain the bidder's best bid and best terms from a technical standpoint.

9. NOTICE OF UNACCEPTABLE PROPOSALS OR BID

When a technical proposal is rated unacceptable (either initially or after clarification/discussions), the DLA Disposition Services Sales Contracting Officer will notify the bidder of the basis of the determination and that a revision of the proposal will not be considered if not submitted within the required time deadline.