



SARI / Energy

RFP Number:
2010-01

RFP Title:
Training for Transmission System Engineers – Ceylon Electricity Board

RFP Response Due Date and Time:
February 19, 2010
15:00 Eastern Standard Time (USA)

Number of Pages: 16

PA CONTACT INFORMATION

Michael Ellis, Managing Consultant

Issue Date:
January 27, 2010

PA Consulting Group

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INSTRUCTIONS TO OFFERORS

Return Proposal to:

Michael Ellis

Via e-mail to the address listed above

Mark E-Mail Subject Line:

RFP Number: 2010-01

Special Instructions:
None

IMPORTANT: SEE PA STANDARD TERMS AND CONDITIONS

OFFERORS MUST COMPLETE THE FOLLOWING

Offeror Name/Address:

Authorized Offeror Signatory:

(Please print name and sign in ink)

Offeror Phone Number:

Offeror FAX Number:

Offeror E-mail Address:

OFFERORS MUST RETURN A SCANNED SIGNED COVER SHEET WITH RFP RESPONSE

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INSTRUCTIONS TO OFFERORS

It is the responsibility of each offeror to:

Follow the format required in the RFP when preparing your response. Provide accurate responses to all sections in a clear and concise manner.

Provide complete answers/descriptions. Read and answer **all** questions and requirements. Please do not assume the evaluator(s) will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with SARI/Energy. The proposals are evaluated based solely on the information and materials provided in your response.

Use the forms provided, i.e., cover page, sample budget form, certification forms, etc.

Submit your response on time. Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are **never** accepted.

**The following items MUST be included in the response to be considered responsive.
Failure to include any of these items may result in a nonresponsive determination.**

1. Signed Cover Sheet
2. Point-by-Point response to all sections and subsections
3. Complete answers to all requirements of Sections 3 and 4

SCHEDULE OF EVENTS

| <u>EVENT</u> | <u>DATE</u> |
|---|--------------------------|
| RFP Issue Date..... | <u>January 27, 2010</u> |
| Deadline for Receipt of Written Questions | <u>February 5, 2010</u> |
| RFP Response Due Date | <u>February 12, 2010</u> |
| Intended Date for Contract Award | <u>March 15, 2010</u> |

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

PA Government Services, Inc. (PA) is the USAID institutional contractor managing the USAID funded South Asia Regional Initiative for Energy (SARI/Energy) Program. The SARI/E program promotes energy security in South Asia through three activities areas: (1) cross border energy trade, (2) energy market formation, and (3) regional clean energy development. Through these activities SARI/E facilitates more efficient regional energy resource utilization, works toward transparent and profitable energy practices, mitigates the environmental impacts of energy production, and increases regional access to energy.

As part of this program, USAID will be providing training for transmission system engineers at the Ceylon Electricity Board, Colombo, Sri-Lanka. A proposed training program is contained in Section 3: Scope of Training.

PA Consulting is intends to engage a qualified firm to conduct the training. The firm will need to work with the PA team consisting of PA advisors and CEB counterpart staff.

1.1 CONTRACT TERM

The contract term is anticipated for a period of approximately two (2) months beginning **May 1, 2010**. Offerors are free to propose a different term for the assignment, but time is of the essence and PA would like to complete the training as soon as feasible.

1.2 SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until an offeror is selected and the selection is announced, **offerors are not allowed to communicate directly with USAID or CEB staff or officials regarding this procurement**. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

Michael Ellis, Managing Consultant
PA Consulting Group
4601 N. Fairfax Drive, Suite 600
Arlington, VA 22003 USA
Tel No: 1-571-227-9422, Fax: 1-571-227-9001
e-mail: Michael.ellis@paconsulting.com

1.3 REQUIRED REVIEW

1.3.1 Review RFP. Offerors should carefully review the instructions; mandatory requirements, and specifications set out in this RFP and promptly notify PA in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP.

1.3.2 Form of Questions. Offerors with questions or requiring clarification or interpretation of any section within this RFP must address these questions via e-mail to PA on or before **February 5, 2010**. Each question must provide clear reference to the section, page, and item in question. Questions and answers will be shared with all known offerors: any questions received after the deadline may not be considered.

1.4 PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will not be conducted.

1.5 GENERAL REQUIREMENTS

1.5.1 Acceptance of Standard Form of Contract *By submitting a response to this RFP, offeror agrees to acceptance of the standard form of contract as set out in Appendices A of this RFP.*

1.5.2 Resulting Contract. This RFP, any addenda, and the offeror's RFP response (including any amendments, a best and final offer, and any clarification question responses) shall be included in any resulting contract. The form of contract, attached as Appendix A, contains the contract terms and conditions which will form the basis of any contract between the offeror and PA Consulting.

1.5.3 Understanding of Requirements. By submitting a response to this RFP, offeror agrees to an understanding of and compliance with the requirements described in this RFP.

1.5.4 Offeror's Signature. The proposals must be signed by an individual authorized to legally bind the business submitting the proposal. The offeror's signature on a proposal in response to this RFP is the bidder's guarantee that the offer has been established without collusion and without effort to preclude PA Consulting from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

1.5.5 Offer in Effect for 120 Days. A proposal may not be modified, withdrawn, or canceled by the offeror for a 120-day period following the deadline for proposal submission as in the Schedule of Events, or receipt of best and final offer, if required; and offeror so agrees in submitting the proposal.

1.6 SUBMITTING A PROPOSAL

1.6.1 Organization of Proposal. Offerors must organize their proposal into sections that follow the format of this RFP. Proposals should be clear, concise, absent of elaborate marketing graphics, and plainly address the requirements of the proposal.

1.6.2 Failure to Comply with Instructions. Offerors failing to comply with these instructions may be subject to point deductions. PA may also choose to not evaluate, may deem nonresponsive, or may disqualify from further consideration any proposals that do not follow this RFP format.

1.6.3 Price Proposal. Offerors *must* respond to this RFP by utilizing the RFP cost proposal template found in Section 4. The price proposal will serve as the primary representation of each offeror's price, and will be used extensively during proposal evaluations.

1.6.4 Copies Required and Deadline for Receipt of Proposals. Offerors must submit **one original of technical proposal, and one original of price proposal** to PA as denoted in Section 1.2 by e-mail.

1.6.5 Late Proposals. *Regardless of cause, late proposals will not be accepted or opened and will automatically be disqualified from further consideration.*

1.7 COST OF PREPARING A PROPOSAL

1.7.1 PA Not Responsible for Preparation Costs. The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by this RFP are entirely the responsibility of the offeror. PA, SARI/Energy or USAID are not liable for any expense incurred by the offeror in the preparation and presentation of their proposal, or any other proposal costs incurred by the offeror.

SECTION 2: RFP STANDARD INFORMATION

2.0 AUTHORITY

This RFP is issued under authority of PA's prime contract with USAID: South Asia Regional Initiative for Energy. PA is authorized to procure materials and services within the requirements of the prime contract.

2.1 OFFEROR COMPETITION

PA encourages free and open competition among offerors. PA has defined the scope of training to accomplish this objective; consistent with the necessity to satisfy the US Government's need to procure technically sound, cost-effective services.

2.2 RECEIPT OF PROPOSALS AND PUBLIC INSPECTION

2.2.1 Public Information. All information received in response to this RFP, including copyrighted material, may be deemed public information and may be made available to USAID and USAID inspectors to ensure the integrity of the procurement process.

2.2.2 PA Review of Proposals. Upon opening the proposals received in response to this RFP, PA will review the proposals and separate out any information that meets the referenced exceptions in Section 2.2.1 above, providing confidential information is clearly marked and separated from the rest of the proposal.

Information separated out under this process will be available for review only by PA and limited other designees. Offerors must be prepared and agree to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" request from another party.

2.3 CLASSIFICATION AND EVALUATION OF PROPOSALS

2.3.1 Initial Classification of Proposals as Responsive or Nonresponsive. All proposals will initially be classified as either "responsive" or "non-responsive". Proposals may be found nonresponsive at any time during the procurement process if any of the required information is not provided; the submitted price is found to be excessive or inadequate; or the proposal is not within the scope of training described and required in the RFP. If a proposal is found to be nonresponsive, it will not be considered further.

2.3.2 Determination of Responsibility. PA will be solely responsible for determining whether an offeror has met the standards of responsiveness.

2.3.3 Evaluation of Proposals. PA will be solely responsible for evaluation and recommendation as to whether to award the contract to the highest scoring offeror or, if necessary, to seek discussion and negotiation or a best and final offer in order to determine the highest scoring offeror. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, PA may consider such factors as: accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the US Government.

2.3.4 Completeness of Proposals. Selection and award will be based on the offeror's proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by offerors outside the formal response or subsequent discussion and negotiation or best and final offer, if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

2.3.5 Opportunity for Discussion and Negotiation or Oral Presentation. After receipt of all proposals and prior to the determination of the award, PA may initiate discussions with one or more offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation to clarify their RFP response or to further define their offer. In either case, offerors should be prepared to make

available qualified personnel to discuss technical and contractual aspects of the proposal. Oral presentations, if requested, shall be at the buyer's offices in Arlington, Virginia, and at the offeror's expense.

2.3.6 Best and Final Offer. The Best and Final Offer is an option available to PA under the RFP process. PA may request a best and final offer from one or more offerors if additional information is required to make a final decision. Offerors may be contacted asking that they submit their best and final offer, which must include any and all discussed or negotiated changes. PA reserves the right to request a best and final offer for this RFP, if any, based on price alone.

2.3.7 Recommendation for Contract Award. PA will provide a written recommendation for contract award, for approval, to USAID that contains the scores, justification, and rationale for the decision. USAID will review the recommendation to ensure its compliance with USAID procurement rules and regulations before giving consent to subcontract to PA. USAID's decision takes precedence over any recommendations by PA.

2.3.8 Request for Documents Notice. Upon receiving consent to subcontract, PA may request the highest scoring offeror to provide additional documents and information, such as insurance documents, an electronic copy of any requested material, i.e., RFP response, response to clarification questions, and best and final offer, and any other necessary documents. A contract will not be executed until all required documents are received and **no work may begin until a contract signed by all parties is in place.**

2.3.9 Contract Execution. Upon receiving USAID consent to contract and receipt of all required materials, a formal contract utilizing the standard form of contract attached as Appendix A, as well as the highest scoring offeror's response to the RFP, will be provided to the highest scoring offeror for signature. The highest scoring offeror will be expected to accept and agree to all material requirements contained in the standard form of contract and referenced as Appendix A of this RFP. If the highest scoring offeror does not accept all material requirements, PA may move to the next highest scoring offeror, or cancel the RFP without penalty to PA. Work under the contract may begin when the contract is fully executed, i.e., when the contract is signed by all parties, and formal notice to proceed is provided to the subcontractor. **No work may begin until a formal notice to proceed is provided by PA to the subcontractor.**

2.4 PA's RIGHTS RESERVED

While PA has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by PA to award and execute a contract. Upon a determination such actions would be in the US Government's best interest, PA, in its sole discretion and without penalty to PA, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal;
- Not award if it is in the best interest of the US Government not to proceed with contract execution; or,
- If awarded, terminate any contract under the terms and conditions of the contract.

SECTION 3: SCOPE OF TRAINING

This section presents background information on Sri Lanka and the Ceylon Electricity Board and defines the scope of the pre-feasibility training.

3.0 BACKGROUND INFORMATION

USAID/SARI Energy sponsored a System Reliability Study for the Ceylon Electricity Board in 2009. This Study identified a need for training for CEB transmission engineers in power system analysis, modeling, and theory of operations. The full report can be accessed at: <http://www.sari-energy.org>.

USAID SARI/Energy will be providing the training recommended in the report.

3.1 TRAINING ELEMENTS

The proposed training program syllabus is detailed in Table 3.1.1; offerors are free to propose an alternate program. The program will be conducted at CEB's facilities in Colombo, Sri-Lanka and the details of the arrangements are as follows:

Services to be Provided by the Subcontractor:

1. Draft and final training program syllabus
2. Training materials (both hard copy and electronic files) two weeks prior to the program start
3. Qualified trainers
4. Training program
5. Final report of training and recommendations for follow-up actions
6. In addition, Contractor shall be responsible for: cost of lodging and M&IE per-diems within USAID guidelines, international airfares, airport transfers, telecommunications, and all other travel related costs.

Services to be Provided by PA or CEB:

1. Training venue and audio-visual aids
2. Ground transportation to and from hotel and CEB
3. Selection and attendance of participants

3.2 DELIVERABLES

The following are deliverables under this assignment:

1. Training syllabus
2. Training materials
3. Conduct training program
4. Training report of accomplishments and recommendations

3.3 SCHEDULE OF ACTIVITIES

The training program is expected to be developed during April 2010 and conducted sometime in May 2010, with the final report with two weeks of program completion. Note that CEB presently utilizes PSS/E for network simulation; the training program should be compatible with this simulation model.

Table 3.1.1 PROPOSED TRAINING PROGRAM FOR CEB ON “POWER SYSTEM ANALYSIS AND OPERATION”

| Day | Forenoon Session | | Afternoon Session | |
|------------|--|--|--|---|
| 1 | Introduction to power system and its components | Power system Representation using one line diagram | Basic power flow equations | Power Flow Analysis - 1 |
| 2 | Power Flow Analysis - 2 | | Power Flow Analysis - 3 | |
| 3 | Contingency Analysis | | Optimal Power Flow | Power Transfer Capability Limits |
| 4 | Dynamic Simulation Principles | Synchronous Machine Models - 1 | Synchronous Machine Models - 2 | Generator Capability curve |
| 5 | Excitation System and Controller Models | Modeling of Automatic Voltage Regulators (AVR) | Modeling of Power System stabilizer (PSS) | Modeling of transmission lines and transformers |
| 6 | Modeling of Hydro turbine and its governing system | Modeling of Steam turbine governing System | Modeling of Gas turbine and its control system | Modeling of Diesel engine governing System |
| 7 | Modeling of wind turbine generator and its control System | Load Modeling | Tuning of governor parameters | Tuning of AVR parameters |
| 8 | Dynamic Stability analysis (Small - signal Stability analysis) | | Transient Stability analysis | Static VAR Compensator and its Modeling |
| 9 | Reactive Power Management | Voltage Stability analysis - 1 | Voltage Stability analysis - 2 | Automatic Generation Control (AGC) - 1 |
| 10 | Automatic Generation Control - 2 | HVDC System modeling | Impact of Wind Generation | Energy Management System and its application programs |

SECTION 4: COST PROPOSAL

Offerors shall submit a complete cost proposal in accordance with the following guidelines:

1. Summary Sheet
2. Cost Breakdown

The following guidelines shall apply:

- Labor Rates – Daily labor rates shall be quoted in local currency (which? INR? USD? LKR?) and any assumptions on exchange rates shall be clearly stated. Rates may be quoted by individual, or by labor category (e.g. Senior Engineer, etc.). Labor rates may be quoted as fully burdened, or as direct labor and overhead and social multipliers quoted separately. CEB will provide counterpart staff for the duration of the Training.
- Work Week – In accordance with USAID rules and regulations, a work week in the Company's home office shall consist of 5 days, 8 hours per day. In the field (Sri Lanka), a work week shall consist of 6 days, 8 hours per day.
- International Travel – International travel shall be quoted as the most direct route between points via economy class airfare only. Travel which originates or terminates in the United States of America shall be via US flag carriers to the maximum extent possible.
- Domestic Travel – CEB will make arrangements for all domestic travel within Colombo, excluding airport transfers.
- Lodging and Per-Diem – Offerors should quote standard USAID lodging and per-diem rates, which can be found at: http://aoprals.state.gov/web920/per_diem.asp
- Miscellaneous Travel Expense – Miscellaneous travel expenses may be quoted to cover the cost of airport transfers, Visas, and other incidental expense not covered by Per-Diem.
- Other – Offerors may quote other reasonable costs for business telecommunications, internet access, printing, copying, materials, etc..
- Indirect Costs – Offerors should quote their standard Company indirect costs (e.g. overhead, social, and fee); if applicable.
- Payment Schedule – PA anticipates awarding a fixed price progress based payment contract. Offerors should propose a payment schedule based on progress payments against performance milestones.

When developing the cost estimate offerors should consider not only the justification for estimated costs, but also competitive cost which will be a factor in the evaluation.

Summary Sheet:

**RFP 2010-01 Training for Transmission Engineers – Ceylon Electricity Board
Summary of Price Proposal:**

| Item | Price (*) | Total Price (*) |
|-----------------|------------------|------------------------|
| Labor | | |
| Non-Labor | | |
| Indirect Costs | | |
| Other (specify) | | |
| TOTAL | | |

**RFP 2010-01 Training for Transmission Engineers – Ceylon Electricity Board
Progress Payment Schedule:**

| Progress Payment No. | Milestone | Amount (*) |
|-----------------------------|------------------|-------------------|
| 1 (%) | Description | |
| 2 (%) | Description | |
| 3 (%) | Description | |
| “ | “ | |
| “ | “ | |
| “ | “ | |
| TOTAL | | |

(*) Price shall be quoted in the local currency of the offeror’s principal place of business.

SECTION 5: FORM OF PROPOSAL AND REQUIREMENTS

Offerors shall submit proposals in accordance with the following form of proposal and requirements:

5.0 FORM OF PROPOSAL

Proposals shall conform to the following outline:

5.1 TECHNICAL

| Section | Contents | Maximum Page Count |
|--|--|---------------------------|
| Cover Letter | Cover letter introducing the company and stating its intention to provide the requested services under subcontract to PA Consulting. | 1 |
| Title Page | Title Page | 1 |
| Table of Contents | Proposal Table of Contents | 1 |
| 1.0 Company Capabilities and Experience | Brief description of the company, resources, breadth and depth of capabilities, general experience, and specific experience in providing transmission system training. | 1 |
| 2.0 Staff Qualifications and Experience | Staff qualifications and experience similar to Section 1.0 above. Emphasis on staff who can demonstrate prior experience and capabilities to provide training. Cameos of proposed staff are encouraged and full CVs may be included as an appendix. | 1 |
| 3.0 Training Approach and Ability to Execute the Assignment | The company's approach to completing the work identified in RFP Section 3.0 Scope of Training. Offerors shall follow the same basic outline with respect to training work elements, and describe their project management organization and implementation methodology. | 3 |
| Appendix | Full CV's of proposed staff (optional) | N/A |

5.2 PRICE

| Section | Contents | Maximum Page Count |
|---------------------------------------|--|---------------------------|
| Cover Letter | Cover letter introducing the company and stating its intention to provide the requested services under subcontract to PA Consulting. | 1 |
| Title Page | Title Page | 1 |
| Table of Contents | Proposal Table of Contents | 1 |
| Executive Summary | Summary of the contents of the proposal highlighting the Company's approach to cost control and value of proposed services | 1 |
| 1.0 Cost Proposal Summary | Summary of proposed prices in spreadsheet format as denoted in Section 4.0 | 1 |
| 2.0 Cost Proposal Spreadsheets | Price proposal spreadsheets as denoted in Section 4.0 | N/A |
| Appendix | As required to substantiate the price proposal spreadsheets but should be held to a minimum | N/A |

5.3 SUBMISSION

The technical and price proposals shall be compiled separately and enclosed in separate sealed envelopes clearly denoting TECHNICAL PROPOSAL and PRICE PROPOSAL. If PA cannot distinguish between proposals before opening the sealed envelopes, the offerors proposal shall be judged nonresponsive and neither envelope shall be opened. In the case of electronic transmission, the TECHNICAL PROPOSAL and PRCE PROPOSAL shall be submitted separately and clearly marked.

SECTION 6: EVALUATION PROCESS

PA follows a two-envelope process of evaluation:

Technical – PA will evaluate each proposal in accordance with the applicable technical criteria and process described in this RFP. Those offerors that are judged to be qualified and responsive will receive a technical score and ranking and be eligible for cost proposal evaluation. Any offeror that is judged unresponsive after the technical evaluation will not receive a cost proposal evaluation and will be disqualified from further evaluation.

Price - PA will evaluate each proposal in accordance with the applicable price criteria and process described in this RFP. Those offerors that are judged to be qualified and responsive will receive a price score and ranking.

A combined score and ranking will be assigned after evaluation of technical and cost proposals.

6.0 BASIS OF EVALUATION

PA will review and evaluate the offers according to the following criteria based on a **total number of 100 points**.

The **Company Capabilities and Experience, Staff Qualifications and Experience, Training Approach and Ability to Execute the Assignment** will be evaluated based on the following Scoring Guide. The **Price Proposal** will be evaluated based on the formula set forth below.

Any response that fails to achieve a passing score will be eliminated from further consideration. A "fail" for any individual evaluation criteria may result in disqualification at the discretion of PA.

SCORING GUIDE

In awarding points to the evaluation criteria, PA will consider the following guidelines:

Superior Response (90-100%): A superior response is a highly comprehensive, excellent reply that meets all of the requirements of the RFP. In addition, the response may cover areas not originally addressed within the RFP or include additional information and recommendations that would prove both valuable and beneficial to the training.

Good Response (75-89%): A good response meets all the requirements of the RFP and demonstrates in a clear and concise manner a thorough knowledge and understanding of the project, with no deficiencies noted.

Fair Response (60-74%): A fair response minimally meets most requirements set forth in the RFP. The offeror demonstrates some ability to comply with guidelines and requirements of the project, but knowledge of the subject matter is limited.

Failed Response (59% or less): A failed response does not meet the requirements set forth in the RFP. The offeror has not demonstrated sufficient knowledge of the subject matter.

6.1 EVALUATION CRITERIA

The following Criteria will be used for evaluation of proposals:

| Company Capabilities and Experience | 20 % of points for a possible 20points |
|--|---|
| Category | Point Value |
| A. Relevant experience | |
| B. Resources | |
| C. Experience with Similar Programs | |

| Staff Qualifications and Experience | 30 % of points for a possible 30 points |
|--|--|
| Category | Point Value |
| A. Staff Qualifications | |
| B. Experience on Similar Programs | |

| Training Approach and Ability to Execute the Assignment | 30 % of points for a possible 30 points |
|--|--|
| Category | Point Value |
| A. Conformance with the Scope of Training | |
| B. Ability to execute the Assignment | |
| C. Organization of the Training Team | |

| Cost Proposal | 20% of points for a possible 20 points |
|----------------------|---|
| Category | Point Value |
| A. Price Proposal | |

The Average Price evaluation method will be used for cost proposals:

The lowest overall price receives the maximum allotted points. All other proposals receive a percentage of the points available based on their price relationship to the lowest. Example: Total possible points for cost are 20. Offeror A's cost is \$20,000. Offeror B's cost is \$30,000. Offeror A would receive 20 points, Offeror B would receive 13 points ($\$20,000/\$30,000 = 67\% \times 20 \text{ points} = 13$).

APPENDIX A: STANDARD CONTRACT

Reference PA Standard Form of Contract