



Example Solicitation Language (Department of Interior)

Updated: 03/15/2006

PURPOSE

The included document provides sample solicitation language related to environmental preferability and other environmental criteria. This language was developed prior to the completion of the Electronic Product Assessment Tool (EPEAT) and may be helpful for solicitations of electronic products or services not included in EPEAT.

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.htm>.

Partners may also request technical assistance via email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalelectronicschallenge.net/>

E-mail: info@electronicschallenge.net

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
PO Box 25047
Denver, Colorado 80225-0047

IN REPLY
REFER TO:
BC-662

April 1, 2003
JWS-021

To: To Potential Offerors

Subject: Request for Quotation No. NBQ030027: "Department of the Interior Consolidated IT Hardware Buy"

1. Please provide a quotation for the items identified in the attachment(s) hereto.
2. Proposed pricing is to be offered against your current General Services Schedule (GSA). Offeror shall identify type and number of the vehicle, any applicable administrative fee, ordering information, contact point and any other pertinent information necessary for expeditious placement of an order.
3. Delivery time, FOB Point and applicable warranty shall be stated in the quote. All terms and conditions of the applicable GSA Schedule shall apply to any order placed as a result of this Request for Quotation.
4. A Pre-Proposal Conference has been established for April 8, 2003 in Denver, CO where your attendance and participation is requested. See RFQ Instructions for further detail.
5. Your response is required by close of business **April 28, 2003 (Revised)**. Quotes may be mailed to the address above to my attention and/or e-mailed to john.Sherman@blm.gov.

Please contact the undersigned at (303) 236-0225 should you have any questions. If I'm not available, please contact Gary Meade at (303) 236-9038.

John Sherman,
Contracting Officer
Bureau of Land Management

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

RFQ Instructions

Background:

The Department of the Interior's (DOI) Chief Information Officer has tasked the Bureau of Land Management (BLM) to establish Consolidated IT Hardware Ordering vehicle(s) for the Department of the Interior and all Bureaus within the Department for the following IT Hardware Items: Personal Computers; Laptops; Windows based Servers; and Tablets.

The DOI goals are to reduce the cost of IT equipment by consolidating requirements thereby leveraging its buying power. From an IT architecture standpoint the DOI and its Bureaus intend to standardize on a limited number of configurations and to establish ordering via on-line processes that will enhance and streamline the way the Department and its bureaus currently do business.

Procurement Process:

The procurement will be a two-Phase process. Under Phase I, offerers are to demonstrate that their company has the financial responsibility, management performance, quality assurance ratings, production capacity, and overall stability required to support the Department's requirements. In addition to the offeror's capability assessment, each offeror will also be evaluated on approach to support the Department's requirements. Only those offerers that are deemed capable of meeting the Department's requirements will be invited to participate in Phase II of this procurement action.

Offerers invited to participate in Phase II will be required to provide a cost proposal for a minimum one of the IT Hardware items identified in the IT Consolidated Hardware list. Additionally, offerers shall provide hardware for verification purposes in accordance with Paragraph XXX of this Request for Quotation. Only one award will be made for each IT Hardware Commodity. For example, if three different server sizes are required only one award will be made for all three of the server sizes. Final selection for award will be a best value determination. This best value determination will include such things as past performance in addition to price.

Each Phase II Vendor/Provider will be issued a Blanket Purchase Agreement (BPA) against their General Services Administration (GSA) Federal Supply Schedule (FSS). These BPAs will be for a period of five years or the term of their GSA FSS, whichever is less. On an annual basis with possible 12 month option if the vendor(s) meet all performance measures, the BLM will compete the next 12- month DOI IT hardware requirement with these BPA holders.

Vendor/Provider selection will be by product lines; as such, one vendor will be selected to provide all

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

Desktop/PC requirements, one vendor will be selected to provide all Laptop requirements, etc. A single vendor may be selected to provide more than one Product Line. For a 12 month period commencing on the date of the Notice of Selection, the selected vendor will be the designated provider for all of the Department's requirements for the specified product line. Offerers may offer on one or more of the identified Product Lines. To be considered, Offerers must provide proposed pricing discounts for all identified configuration and all identified option/upgrades within a Product Line.

Prior to the expiration of the initial 12 month period, the other BPA awardees and the selected vendor(s) will be afforded the opportunity to compete for the next 12 month period's requirements for each of the product lines. Only those vendors who have been issued a BPA will be considered in the subsequent selection competition processes. DOI reserves the right to add or remove BPA holders prior to each annual competition.

Selection of the designated Vendor/Provider will ~~principally~~ be based on evaluated proposed price and other factors, including but will include consideration of limited business criteria such as past performance. DOI also intends to incorporate environmental considerations into the recompetition for the period(s) after the initial 12 month period. See "Environmental Preferability," below. Inability at that time to address these concerns may result in non-selection as a supplier.

Ordering Procedures:

Ordering authority will be delegated to any warranted contracting officer within the DOI. Each Bureau will place their respective orders using the pricing established during the Vendor/Provider selection process.

Pricing:

Offerers are to propose a percentage discount off their current GSA schedule pricing for the identified products. The percentage discount proposed by the selected Vendor/Provider for a Product Line will be applicable to and applied to any orders placed during the 12 month period regardless of the actual order quantity. Offerers may propose different percentage discounts for each of the designated configurations within a Product Line. For example, within the PC Product Line, XX% discount may be proposed for the Desktop Client – Office Automation configuration and YY% discount may be proposed for the Desktop Client – Engineering/GIS/Development unit.

Offerers are to propose pricing for identified Product Line options (memory upgrade, monitor upgrade, processor upgrade, etc.) in the same manner as delineated above for the identified Product Lines. The proposed percentage discount for an option item shall be applicable across all designated configurations identified within a Product Line. For example, within the PC Product Line, XX% discount is proposed for a specific monitor upgrade for the Desktop Client – Office Automation configuration, that same XX% discount shall apply to Desktop Client – Engineering/GIS/Development unit to upgrade to that

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

same specific monitor.

The selected Vendor/Provider is responsible for maintaining pricing currency in the Ordering/Configurator system required by Paragraph I.b.. Specifically, as the Vendor's GSA Schedule pricing is revised, the Vendor shall adjust the Ordering/Configurator to maintain the percentage discounts within five (5) working days of the effective date of the revised GSA pricing.

Recognizing that the designated configurations within a Product Line will be subject to technology evolution/growth, the designated configurations may be revised to reflect this evolution/growth. On a quarterly basis, the selected Vendor/Provider shall recommend revisions to the identified standard configurations to incorporate evolutions in technology. Upon Government acceptance, the revised configuration will become the standard. These revised configurations will receive the same percentage discount from the then current GSA schedule pricing as that originally identified.

An Ombudsman has been established for this acquisition. The Ombudsman is the DOI Procurement Executive, Ms. Debra Sonderman at the phone no. (202) 208-6352. Offerors are requested to first contact the Contracting Officer regarding any particular issues on this procurement. After due diligence if an acceptable solution cannot be agreed upon, then and only then shall the offeror contact the Ombudsman. Before any formal action is taken all issues must first be completely worked through both the Contracting Officer and the Ombudsman.

Procurement Timeline

Please refer to the procurement timeline on the homepage for this solicitation. The website is located at <http://www.blm.gov/natacq/doiit/nbq030027/> .

I. RFQ Response Requirements:

Offerors are to respond to Phases I of this Request for Quote only. Do not submit pricing information until your firm had been notified of a Phase II selection. Include your GSA FSS number and its effective dates. Please provide the following number of copies:

Phase I-----	4 Copies including 1 Original
Phase II-----	4 Copies including 1 Original

I.a. Phase I Required Documents (Note, if you are proposing on this procurement as a reseller the reseller is responsible for attaining and submitting the proposed manufactures information as well as their own companies information)

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

I.b. Technical Specifications for PCs, Laptops, Servers and Tablets are located at the following website:

<http://www.blm.gov/natacq/doiit/nbq030027/sow.html> .

I.c. Capabilities Requirements

1. Company Introduction, which shall include years in business, prime line of business, public or privately held status.
2. Company's most recent 10K report for publicly held firms; for privately held firms shall submit comparable data to that contained in the 10K report.
3. The last full year's production volumes for the IT Hardware Items that the vendor is submitting an offer on.
4. Vendors Dunn & Bradstreet number.
5. Vendors quality rating in terms of manufacturing (such as ISO9000) or other similar certifications.
6. Reliability figures:
 - a. What is the current installed base?
 - b. What is the rate of returned systems/components based on said systems/components arriving in a failed state?
 - c. What is the rate of returned systems/components based on post-installation (i.e. while in production) failures?
 - d. What are the majority reasons for return?

I.d. Technical Proposal Response

There are Five Value Added Requirements (VARs) for this requirement. These five VARs are (1) On-line Ordering (2) Electronic File Delivery Requirements (3) Staggered Shipping Requirements (4) Reporting Requirements, and (5) Shipment Packing Slip.

You are required to address in your technical proposal how your firm will specifically meet each one of these requirements.

(1) On-line Ordering

Responses shall include details such as what technology is being proposed (e.g. XML)", and any examples of processes and or systems already established and in use for other clients. Website location and temporary read-only access to these sites is preferred. Hard copies are acceptable. Include discussions

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

on the approval process for the placement of Orders. Offerors are to address: “What impact would quarterly technology refresh on the pre-configured specification have?” and “How could this be minimized?”

The on-line system shall be operational per the Government’s approval no later than 30 days after award(s).

(2) Electronic File Delivery Requirements

Reference:

<http://www.blm.gov/natacq/doiit/nbq030027/deliverydocumentationrequirement.xls>

Your response should address at a minimum how you propose to compile and deliver the required information in the referenced Excel spreadsheet. Is there any other pertinent information that your proposed system could provide the DOI to make their business practices more efficient? Electronic distribution to Bureau/Department Property Office is required.

(3) Staggered Shipping Requirements

To facilitate receipt and deployment of ordered items, the Government, at its option, may require the selected Vendor/Provider to ‘stagger’ its shipments over a two (2) or three (3) month period. For the two month delivery cycle, the Vendor/Provider shall ship ½ of the ordered quantity each month, and for the three month cycle the Vendor/Provided shall ship 1/3rd of the ordered quantity in each of the three months. The Vendor/Provider agrees to provide this ‘staggered delivery’ at no additional cost to the ordering agency. Invoicing may be made monthly in this case.

(4) Reporting Requirements:

On a quarterly basis the Vendor/Provider shall provide, in an Excel format, a summary report listing the following information at a minimum:

- Ordering Agency
- Item configuration (generic description such as standard laptop) ordered
- Quantity ordered
- Item pricing
- Ship to location

(5) Shipment Packing Slip:

The Vendor/Provider shall include with each shipment a packing slip that identifies the following as a minimum:

- Order number

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

- Ordering entity
- Ship to location
- Quantity ordered
- Quantity shipped

I.e. Past Performance

In terms of past performance, please provide relevant experience for a maximum of three equivalent projects within the past three years. Included shall be: points of contacts (i.e. contract number and/or project name, name of the appropriate individual, company/governmental organization, e-mail, phone number). Alternate points of contact or advised to be proposed if there is concern of not being able to reach the original point of contact.

II. Phase II Requirements Documents

II.a. Cost Proposal:

Estimated Ordering Quantities. The DOI Annual IT Hardware Requirements are the following: (Based on 57,000 Full-Time DOI Employees) dated 3/31/03.

PCs	7,189
Laptops	2,006
Windows Servers	646
Electronic Tablets	500

Offerors are required to submit proposal pricing electronically for IT Hardware Commodities on the pricing model located at (To Be Determined). As there may be a number of potential configurations for each IT Hardware Commodity we have represented the DOI's most commonly requested configurations for you to submit prices on.

Offerors are to propose a percentage discount off their current GSA schedule pricing for the identified products. The percentage discount proposed by the selected Vendor/Provider for a Product Line will be applicable to and applied to any orders placed during the 12 month period regardless of the actual order quantity. Offerors may propose different percentage discounts for each of the designated configurations within a Product Line. For example, within the PC Product Line, XX% discount may be proposed for the Desktop Client – Office Automation configuration and YY% discount may be proposed for the Desktop Client – Engineering/GIS/Development unit.

Offerors are to propose pricing for identified Product Line options (memory upgrade, monitor upgrade,

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

processor upgrade, etc.) in the same manner as delineated above for the identified Product Lines. The proposed percentage discount for an option item shall be applicable across all designated configurations identified within a Product Line. For example, within the PC Product Line, XX% discount is proposed for a specific monitor upgrade for the Desktop Client – Office Automation configuration, that same XX% discount shall apply to Desktop Client – Engineering/GIS/Development unit to upgrade to that same specific monitor.

The selected Vendor/Provider is responsible for maintaining pricing currency in the Ordering/Configurator system required by paragraph II.a.1.. Specifically, as the Vendor’s GSA Schedule pricing is revised, the Vendor shall adjust the Ordering/Configurator to maintain the percentage discounts within five (5) working days of the effective date of the revised GSA pricing.

Recognizing that the designated configurations within a Product Line will be subject to technology evolution/growth, the designated configurations may be revised to reflect this evolution/growth. On a quarterly basis, the selected Vendor/Provider shall recommend revisions to the identified standard configurations to incorporate evolutions in technology. Upon Government acceptance, the revised configuration will become the standard. These revised configurations will receive the same percentage discount from the then current GSA schedule pricing as that originally identified.

Pricing Detail:

Offerers invited to participate in Phase II of this procurement will be required to provide proposed pricing in the following manner:

During Phase II, Offerers are to proposed unit pricing for the identified configurations with each product line they choose to offer on. Additionally, the Offerer is to provide the current GSA Schedule pricing for the identified configurations and shall relate the proposed discounted pricing in terms of percentage discount from the current GSA Schedule prices. The following is an example as to the format that shall be used in submitting the Offerer’s proposed prices:

Product Line:	Configuration:	Proposed Price:	GSA Schedule Price:	Percentage Discount:
PC	Power User	\$XXX.XX	\$YYY.YY	ZZ.ZZ%

The proposed pricing evaluation model to be employed during Phase II selection process will be delineated in the notice to Offerers that they have been selected to participate in the Phase II Vendor/Provider selection process.

III. Test Lab Requirements:

One each of the standard configuration for each IT Hardware Commodity that your company is bidding on will be required to be delivered within 7 calendar days from Phase Two Selection Notification.

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

The intent of this requirement is to make a physical determination that the proposed IT Hardware Commodity meets the configuration requirements required in the statement of work. Vendors will have one working day to correct any deficiencies that may be encountered.

Please ship to the following address:

DOI-BLM Attn: Mike Garratt 303 236-0096
Denver Federal Center
Building No. 40
Entrance E-16
Lakewood, CO 80228

IV. Selection of Designated Vendor/Provider

Based on a best value selection, a single vendor will be selected to provide (with limited exceptions) all of the Department's IT hardware requirements addressed by this Request for Quotation. Examples of excluded hardware includes, but is not limited to, non-Windows operating system PC/Laptops, engineering workstations, etc. Vendor/Provider selection will be by product lines; as such, one vendor will be selected to provide all Desktop/PC requirements, one vendor will be selected to provide all Laptop requirements, etc. A single vendor may be selected to provide more than one Product Line. For a 12 month period commencing on the date of the Notice of Selection, the selected vendor will be the designated provider for all of the Department's requirements for the specified product line. Offerers may offer on one or more of the identified Product Lines. To be considered, Offerers must provide proposed pricing discounts for all identified configuration and all identified option/upgrades within a Product Line.

Prior to the expiration of the initial 12 month period or 24 month period if option exercised, the other BPA awardees and the selected vendor(s) will be afforded the opportunity to compete for the next 12 month period's requirements for each of the product lines. Only those vendors who have been issued a BPA will be considered in the subsequent selection competition processes.

Selection of the designated Vendor/Provider will ~~principally~~ be based on evaluated proposed price and other factors, including ~~but will include~~ consideration of limited business criteria such as past performance. DOI also intends to incorporate environmental considerations into the recompetition for the period(s) after the initial 12 month period. See "Environmental Preferability," below. Inability at that time to address these concerns may result in non-selection as a supplier.

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

V. General Information and Instructions

V. a. Pre-Proposal Conference

A Pre-Proposal Conference is scheduled for:

Date: April 8th, 2003

Time: 12:00 p.m. to 3:00 p.m.

Location: Denver Federal Center, Bldg. #50
East/Center/West Conference Rooms
Lakewood, CO

Contact: John Sherman at 303 236-0225

The goal of the conference is to go over the requirements of this solicitation, answer any questions the vendors may have and also request feed-back from the vendors on any areas of the solicitation that could be improved to increase the Department's business efficiencies. Due to space limitation two representatives per vendor maximum are invited.

Questions to be addressed at the Pre-Proposal Conference shall be submitted via e-mail to john_sherma@blm.gov at least two business days prior to the conference (i.e. by 4/3/03).

V.b. Industrial Fee

A fee for BLM's administrative efforts is to be included for all orders under the agreement. Awardees are required to include in their IT Hardware prices a 1% fee for BLM and a .25% fee for BIA. This fee will be sent to the respective Contracting Officers in a form of a check once every quarter for all orders placed during that period. The check is to be made payable to the Bureau of Land Management and sent to the attention of the Contracting Officer at:

DOI-BLM
Attn: John Sherman BC-662
POB 25047
Denver, CO 80225-0047

DOI-BIA
To Be Determined

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

V.c. Warranty Requirements

Standard commercial next business day warranty of three years is required for Personal Computers Laptops, Servers, and Tablets.

V.d. Delivery Requirements:

FAR 52.247-34 F.O.B. Destination. (NOV 1991) and Delivery made in Thirty Days or Less. Exception being, when staggered shipping is requested.

V.e. Invoicing Procedures:

Only one invoice shall be submitted for each IT Hardware Item. Vendors may NOT submit invoices for component parts of a system. If multiple shipments of the same configuration of a IT Hardware Item are shipped to the same location under an Order then a single invoice shall be submitted addressing all deliveries of that item to that location.

V.f. Technical Support Line:

First Tier response for help desk issues will be resolved at the DOI-Bureau level. All calls that the First Tier DOI-Bureau help desk(s) cannot answer shall be directed to the Contractor(s) help desk. A two-hour response time for non-routine issues and maximum 2 day resolution for more complex issues is required.

V.g. Performance Measures:

Performance measures will be established for such things as: conformance to the required IT Hardware Item configurations; meeting required delivery dates; conformance to the Order's requirements; establishing and maintaining on-line ordering, electronic configuration files delivery and receipt, billing practices, and warranty responsiveness. The Contracting Officer and the Contracting Officer's Technical Representative will solicit feedback from each of the Bureaus and the Department on a quarterly basis on each vendor's ratings in each of these categories. Formal feedback will be provided to contractor(s) both positively and negatively. Any negative rating will be followed through with the vendor proposing a mitigation plan and a promised date for evolution.

V.h. New Technology – Fixed Price

1. The Contractor shall offer, for the Government's consideration, items or systems of either hardware and/or software, where such items or systems represent advancement in the state-of-the-art or performance enhancements. If the Government determines it to be to its advantage, those items or systems may be incorporated in this Contract. Such advancements may include those

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

geared to address environmental preferability. See “Environmental Preferability,” below.

2. If the Contractor, in its product line, upgrades an item or system that is available as a line item or system, or substitutes a new item or system with enhanced performance features for an item or system that is available as a line item or system, under this Contract, such item or system may be included in this Contract in place of the existing item or system, provided that an improved ratio of performance versus price is attained.

3. The offer of an item or system addition or substitution shall include the information required by, "Engineering Changes - Fixed Price."

4. The Contractor shall notify the Contracting Officer of any such changes in its product line that effect this Contract promptly upon commercial announcement or availability of the change.

5. Contractual changes under this clause shall be negotiated in accordance with the applicable "Changes" clause of this Contract, and acceptance thereof will be evidenced by a Contract modification. The decision as to the acceptability of an offer under this provision shall be at the discretion of the Contracting Officer and not subject to the "Disputes" clause of this Contract. The same percentage discount shall be applicable for all new technology/configurations.

V.i. Engineering Changes – Fixed Price

a. After Contract award, the Government may solicit, and the Contractor is encouraged to propose independently, engineering changes to the equipment, specifications, or other requirements of this Contract. These changes may be proposed to reduce price and/or to improve performance. Such changes may include those geared to address environmental preferability. See “Environmental Preferability,” below.

During Contract performance, the Contractor may propose, and the Government may elect, to have the engineering changes evaluated by the Government at a mutually selected site to determine acceptability. (Demonstration cost to be borne by the Contractor.) If the proposed changes are acceptable to both parties, the Contractor shall submit a price change proposal to the Government for evaluation. Those proposed engineering changes that are acceptable to the Government will be processed as modifications to the Contract.

b. The following information shall be submitted by the Contractor with each proposal:

1. A description of the difference between the existing Contract requirement and the proposed changes, and the comparative advantages and disadvantages of each;

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

2. Itemized requirements of the Contract which must be changed if the proposal is adopted, and the proposed revision to the Contract for each such change;

3. An estimate of the changes in performance and price/cost, which will result from adoption of the proposal;

4. An evaluation of the effects the proposed change would have on collateral costs to the Government, such as Government-furnished property costs, costs of related items, and costs of maintenance and operation; and

5. A statement of the time by which the modification adopting the proposal must be issued so as to obtain the maximum benefits of the change(s) during the remainder of this Contract. Also, any effect on the Contract delivery schedule shall be identified.

6. Only commercial items shall be proposed. The Contractor shall submit information to substantiate the commerciality of the proposed changes.

c. Engineering change proposals submitted to the Contracting Officer shall be processed expeditiously. The Government shall not be liable for proposal preparation costs or any delay in acting upon any proposal submitted pursuant to this clause. The Contractor has the right to withdraw, in whole or in part, any engineering change proposal not accepted by the Government within the period specified in the engineering change proposal. The decision of the Contracting Officer as to the acceptance of any such proposal under this Contract shall be final and shall not be subject to the clause of this Contract entitled, "Disputes."

d. The Contracting Officer may accept any engineering change proposal submitted pursuant to this clause by giving the Contractor written notice thereof. This written notice may be given by issuance of a modification to this Contract. Unless and until a modification is executed to incorporate an engineering change proposal under this Contract, the Contractor shall remain obligated to perform in accordance with the terms of the existing Contract.

e. If an engineering change proposal submitted pursuant to this clause is accepted and applied to this Contract, an equitable adjustment in the Contract price and in any other affected provisions of this Contract shall be made in accordance with this clause and other applicable clauses of this Contract. When the cost of performance of this Contract is increased or decreased as a result of the change, the equitable adjustment increasing or decreasing the Contract price shall be in accordance with the clause of this Contract entitled, "Changes," rather than under this clause, but the resulting Contract modification shall state that it is made pursuant to this clause.

f. The Contractor is requested to identify specifically any information contained in the engineering

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

change proposal which the Contractor considers confidential and/or proprietary and which the Contractor prefers not be disclosed to the public. However, the Contractor is advised that such information may be subject to release upon request pursuant to the Freedom of Information Act (5 U.S.C. 522).

V. j. Electronic Commerce’s Central Contractor Registration Requirement:

As of October 1, 2002, all Federal Contractors must be registered at the Central Contractor Registration CCR database in order to be awarded a Contract. The CCR is located at the following website:

<http://www.ccr.gov> .

If your firm is already registered, please be sure your annual updates are completed.

[NEW]

VI. Environmental Preferability

The Department of the Interior (DOI) promotes the practice of Environmentally Preferable Procurement (EPP) in acquiring products or services. EPP is the practice of choosing products or services that have reduced negative effects on human health and the environment when compared to competing products or services serving the same purpose. EPP is mandated by Executive Order 13101, “Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition,” and 13148, “Greening the Government Through Leadership in Environmental Management.” EPP involves considering “acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.” See Executive Order 13101, '201. It involves the evaluation of environmental attributes of products along with price, performance and availability.

The environmental and health effects associated with the manufacture, use, and end-of-life management of computers and related electronic equipment has become a serious concern for the federal government. This concern is amplified by the great proliferation of new electronic products combined with their rapid obsolescence, low recycling rate and their potential to contain hazardous materials.

Accordingly, when vendors are reevaluated for the period(s) after the initial 12 month period, environmental criteria will weigh into their evaluation to an important degree. Depending upon the state of technology, this may include “Pass/Fail” evaluation in one or more of the criteria discussed below. While not determinative in this initial procurement, the efforts of successful vendors to address these criteria throughout the initial 12 month period (*see* V.h., “New Technology,” at 1., and V.i., “Engineering Changes,” at a.) and to concentrate *now* on addressing them in subsequent periods will likely be to their benefit. DOI reserves the right to clarify or revise these criteria during the initial 12 month period, up to the time that they become

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

determinative.

Environmental Criteria

Desirable environmental attributes for computer equipment may include the following criteria:

- Reduced toxic constituents in the product and in the manufacturing process
- Recycled content
- Designed for recycling/reuse including upgradeability considerations
- Reduced packaging
- Vendor provides product take-back service
- Vendor demonstrates corporate environmental responsibility

We address some of these criteria in greater detail, as follows:

Reduced Toxic Constituents – Computer equipment should minimize or eliminate some or all of the following toxic/hazardous constituents (i.e. CFC or HCFC compounds, chlorinated solvents, cadmium, mercury, selenium, toxins in flame retardant material, and lead.

Recycled Content – Recycled content materials (preferably post-consumer content) is used in components, such as CPU and monitor housing, other plastic components, and CRT glass.

Packaging – Packaging materials is reduced, eliminated or otherwise made more environmentally preferable including such practices that:

- Maximize recycled content which meets or exceeds all federal recycled content guidelines
- Minimize or eliminate the use of polystyrene or other difficult to recycle materials
- Minimize or eliminate the use of disposable containers such as cardboard boxes
- Provide for return of packaging to a specific location for recycling
- Provide manuals/documentation in electronic format or, if necessary, printed on recycled content paper which meets or exceed federal guidelines for recycled content.

Design for Recycling – To the maximum extent possible, equipment is designed in such a way as to facilitate its dismantling and reuse or recycling. Such design features may include, but are not limited to: the use of single plastic resins in plastic components; clear and visible labeling of plastic types in components; paints not containing toxic compounds; components that may be disassembled, separated, identified and reused or recycled easily.

Take Back Provisions – Provide for the return of used equipment to the original manufacturer or third party entity for reuse or recycling, preferably at no cost to contract users.

RFQ# NBQ030027
DOI Consolidated IT Hardware Buy
Amendment No. 03

Corporate Environmental Strategy – Provides a strategy for addressing environmental issues in the design, manufacture, packaging, and disposition (i.e. recycling and demanufacturing) consistent with ISO 14001 or equivalent standard.

[NEW]

VII. Microsoft Operating System Licenses

All DOI bureaus including DOI are covered by an Enterprise Licensing Agreement with Microsoft that makes them eligible to upgrade to XP Pro from their least expensive OS offered on that platform. Note that the least expensive OS on Tablet PC's is XP Pro already. Offeror's are required to propose the least expensive OS offered on that specific platform which has upgrade capability to the XP Pro OS.