Source Selection Plan / Evaluation Factors
Fort Sam Houston National Cemetery – Tree Maintenance

I. BACKGROUND

A. **Purpose**. The purpose of this Source Selection Plan is to set forth the process by which the NCA Contracting Office will evaluate offers received in response to the solicitation for Tree Maintenance at Fort Sam Houston National Cemetery.

B. **Source selection approach**. This plan covers the approach for soliciting and evaluating offers, provides the source selection organizational structure, and designates persons who will perform the evaluation.

II. BASIS OF AWARD: This procurement is being conducted pursuant to FAR Part 13 procedures. The Government intends to award a contract resulting from this solicitation to the responsible offeror who offers the lowest price, whose quoted price is found to be reasonable, and whose quote is found to be technically acceptable when considering the non-price evaluation factors described below. **Offerors who fail to meet any technical acceptability evaluation factors below will not be eligible to receive contract award.**

III. EVALUTION FACTORS

1) **Factor 1: Technical Approach and Understanding of the Work:** Proposal shall be evaluated in accordance with the criteria contained in the Statement of Work and on how well the technical approach meets the Government requirements. The proposal shall be more than restating the SOW. Technical approach will be evaluated for the following:
   a) Contractor-provided statements and/or literature that clearly explains their experience, approach and/or abilities to perform the tasks described in the Statement of Work (SOW).
   b) Arborist Certification from International Society of Arboriculture
   c) Resume for Certified Arborist demonstrating a minimum of three (3) years' experience as a direct supervisor of a commercial tree maintenance operation that included removal, trimming, and stump removal in commercial, industrial, or public sites.
2) **Factor 2: Past Performances:** Past performance shall be evaluated based on the Contractor's technical qualifications on projects within the last 5 years that are comparable in size, complexity, and scope. Past Performance information shall be obtained by the following methods.
   a) The Contracting Officer's knowledge of previous experience with the supply or service being acquired.
   b) Contractor's past performance descriptions of a minimum of 3 recent (within the last 5 years) projects of similar size and scope
   c) The Contractor Performance Assessment Reporting System (CPARS) at https://www.cpars.gov
   d) Any other reasonable basis.
3) **Factor 3: Price:** Proposed price will be evaluated for LPTA and completeness/accuracy in the provided CLIN structure.