

Procurement Guidance - (4/2015)

T3.2.2.3 - Complex and Noncommercial Source Selection

A Establishment of a Qualified Vendors List (QVL)

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T3.2.2.3 - Complex and Noncommercial Source Selection

A Establishment of a Qualified Vendors List (QVL)

1 General Revised 10/2010

a. A Qualified Vendors List (QVL) is a list of service or product providers who have had their products or services examined, tested or evaluated and who have satisfied all applicable qualification requirements. QVLs are intended as a mechanism to establish a pool of qualified vendors, any of which FAA would be satisfied with the products delivered or services performed. Pre-screening vendors allows only those most qualified contractors to perform a particular service or provide a particular product during a specific period. QVLs are also a way to streamline repetitive procurements for the same or similar products or services.

b. QVLs are most appropriate when the contracting office can reasonably anticipate recurring or repetitive requirements for the same or similar supplies or services.

c. When planning a QVL, the procurement team should consider the scope of work to be performed, e.g., will it apply to only one region or center, or will requirements from several technical offices be combined. If it is intended that a QVL will apply to more than one region or center, or more than one technical office, close coordination should be utilized to avoid potential conflicts.

d. The procurement team should determine the extent of any testing, capability demonstrations, samples, etc. that may involve an expense. If testing, demonstrations, etc. are necessary, the SIR should be explicit as to who will bear the cost. The procurement team must secure the necessary funds to accomplish these activities if FAA is to bear the costs.

2 Public Announcement Revised 6/2006

If the total amount of potential procurements under the QVL are anticipated to exceed \$100,000, the CO must make a public announcement. In addition, all potential procurements of products available from Federal Prison Industries that are anticipated to exceed \$10,000 must follow the public announcement provisions in AMS 3.2.1.3.12. If it is anticipated that a planned QVL will not exceed \$100,000 over its anticipated life and public announcement is not otherwise required, the CO should ensure wide dissemination of the announcement. Selecting from a wide vendor base will improve the chances of obtaining quality vendors.

3 Screening and Evaluation Revised 10/2010

a. Screening and evaluation procedures should be according to AMS Policy Section 3.

b. The CO, in conjunction with the procurement team, should formulate appropriate evaluation criteria for screening and qualifying vendors. The procurement team should carefully craft evaluation criteria to focus on key discriminators. Evaluation criteria should be tailored to the

particular requirement. The procurement team should develop an evaluation plan describing how vendors will be evaluated and against what criteria.

c. The screening information request (SIR) should indicate:

- (1) A QVL is being established;
- (2) Types of products or services anticipated to be solicited and awarded;
- (3) Criteria vendors must meet to qualify for the QVL;
- (4) Information prospective vendors must submit (including the submission due date);
- (5) Duration of the QVL;
- (6) A brief explanation of the award process for procurements once the QVL has been established, including any method for eliminating firms from the QVL for repeatedly failing to respond to SIRs;
- (7) Method for selecting vendors to compete for a specific requirement once the QVL is established;
- (8) Method for updating the QVL, including any method for requiring vendors to re-qualify for the QVL;
- (9) Method for canceling the QVL; and
- (10) Geographical area limitations, if appropriate.

4 Evaluating Prospective Vendors Revised 10/2010

a. The CO should prepare an evaluation plan. Evaluators must follow the plan and criteria, and provide a thorough evaluation of those vendors expressing an interest.

b. The number of vendors on a QVL should be appropriate for the types of requirements being purchased. QVLs need not be so large as to be unmanageable, e.g., there may be many qualified vendors for routine services. This is why evaluation criteria (including past performance) should focus on factors that will distinguish average vendors from highly qualified vendors.

c. The QVL should ensure competition, but need only include the best qualified vendors.

5 Notifying Vendors Excluded from a QVL Revised 10/2010

- a. The CO should notify vendors who were unsuccessful in qualifying for a QVL as soon as the decision is made on their individual submission, but no later than the issuance of the QVL. A debriefing should be provided, if requested, in accordance with AMS Policy Section 3.
- b. A public announcement is recommended upon establishing a QVL.

6 Competing Requirements Among Vendors on QVL

- a. Vendors should be informed in the initial SIR establishing the QVL of the method of selection for competing for planned procurements under the QVL. The CO has discretion to tailor the method of QVL vendor competition to the planned requirements or to the size and nature of the QVL. For example, it may be appropriate to rotate every five vendors for a QVL with a large number of vendors, or for another QVL, to reserve certain dollar value procurements for small business vendors. Whatever the method used, vendors should fully understand the process before any requirements are competed under the QVL. If complexity or estimated dollar value will be used for selecting vendors to compete, the QVL participants must be able to specifically state in their qualification submissions the type, size, and dollar ranges they wish to be considered for. Also, once the CO establishes a method of competing requirements, it must be used for all procurements under that particular QVL.
- b. *Examples* of methods to rotate requirements could include: selecting a predetermined number of vendors for each requirement, using computer-generated random selection, dollar value of requirements, geographic area of performance, or business size.
- c. There must be adequate competition for procurements under a QVL. The incumbent contractor should always be permitted to compete for any follow-on requirement solicited under the QVL, unless otherwise precluded from competing under follow-on competition by a specific Organizational Conflict of Interest provision or documented poor past performance.
- d. The procedures for soliciting vendors may be any of the procurement methods established in the AMS. Public announcement of procurements under the QVL is not required.
- e. Once a vendor has been selected to be included on the QVL, generally only prices need to be requested and evaluated for a specific requirement. Therefore, the CO must ensure that the decision to select certain vendors to compete is not solely based on the need to minimize the number of offerors or to save evaluation time.

7 Updating a QVL Revised 10/2010

- a. The CO should update QVLs on a periodic basis to allow new vendors an opportunity to qualify. There is no prescribed time when a QVL should be updated because every QVL will be different. Factors such as volume of procurements, size of the industry for the products or services, time and effort involved in establishing a new QVL will influence how often a QVL is updated.

b. At the stated time for updating a QVL, the CO should request a written confirmation of each vendor's desire to remain on the QVL. Any vendor not responding to the request for confirmation may be deleted as an indication of lack of interest. Vendors may request to withdraw at any time by submitting a written request to the CO.

c. If at any time, a vendor on an established QVL has performance difficulties, changes ownership, or otherwise becomes less than highly qualified, the CO may request that vendor re-qualify by submitting qualification information again. The CO should notify the vendor of the reasons it is being required to re-qualify.

8 Cancelling a QVL Revised 10/2010

There may be situations when a QVL becomes underutilized, e.g. changes in requirements, budget constraints, lack of vendor participation, etc.. In these cases, the CO should consider canceling the QVL. When canceling a QVL, the CO should notify all vendors in writing and provide a brief explanation of the reasons and whether there are any plans to replace or combine the QVL requirements with other requirements.

9 Availability of Information

Names of firms on an established QVL should be provided to the public upon request. Potential subcontractors may wish to pursue opportunities which may exist for future projects. Also, the CO should consider sharing the information with other FAA offices. General information such as the nature of the QVL, vendor names, duration of the QVL, and a point of contact for further information could be distributed or posted on the Internet.

10 QVL for Products Revised 10/2010

Products must meet specification requirements. Simply because a product or service appears on a QVL does not constitute endorsement of the product, manufacturer, or other source by FAA. The listing of a product or source does not release the supplier from compliance with the specification. However, it must not be stated or implied that a particular product or source is the only product or source of that type qualified, or that FAA in any way recommends or endorses the products or the sources listed. Reexamining a qualified product or manufacturer is necessary when: the manufacturer has modified its product, or changed the material or the processing sufficiently so that the validity of a previous qualification is questionable; the requirements in the specification have been amended or revised sufficiently to affect the character of the product; or it is otherwise necessary to determine that the quality of the product is maintained in conformance with the specification.

B Clauses

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C Forms

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