

Biobased Quick Reference for Contracting Officers

Solicitation Stage:

- 1) Read the requirement package to determine if Biobased is included in the solicitation.
If yes, continue with the following steps.
- 2) Include Biobased language (*Exhibits 1 and 2*) in the solicitation, where appropriate.
- 3) Include the Biobased provision **52.223-2** and/or clause **52.223-1** in the solicitation, as prescribed in the Federal Acquisition Regulation (FAR).
- 4) Include the Biobased Report as a deliverable in the Deliverables Schedule in the solicitation.
An example is illustrated in Figure 1.

Deliverable	Objective	Due	Deliver -To
<i>Weekly Status Report</i>	<i>Report documenting tasks & issues weekly. Ref. Task 5.1</i>	<i>Weekly, every Friday, by 3:00 pm (EDST) until the contract expires</i>	<i>Contracting Officer Representative (COR)</i>
<i>Biobased Report (copy)</i>	<i>Report purchases of Biobased products in the System for Award Management (SAM)</i>	<i>By Oct 30 for prior fiscal year (Oct. 1 - Sep. 30) ending the performance period of the contract base period and for each option year, if exercised</i>	<i>Contracting Officer (CO)</i>

Figure 1

- 5) In Contract Opportunities, incorporate the statement below in the Notice:

“This procurement requires the use of Biobased products to the extent that such products are reasonably available, meet agency or relevant industry performance standards, and are reasonably priced. The products should first be acquired from the USDA designated products categories.”
- 6) In IAS, under the *Additional Info* tab, enter “YES” in the field “**Are any Biobased Included?**” (*effective in IAS/PRISM Contracts Module in July 2015*)
- 7) In IAS, under the *Additional Info* tab, enter “YES” in the field “**Are FAR Biobased Clauses 52.223-1 or 52.223-2 included?**”
- 8) Release the Solicitation after completing all other pertinent data, terms and conditions in the solicitation.

Contract Stage:

- 1) Include Biobased language (*Exhibits 1 and 2*) in the contract, where appropriate.
- 2) Include the Biobased provision **52.223-2** in the contract, as prescribed in FAR.
- 3) Include the Biobased Report as a deliverable in the Deliverables Schedule of the solicitation. See an example in *Figure 2*.

Deliverable	Objective	Due	Deliver -To
<i>Weekly Status Report</i>	<i>Report documenting tasks & issues weekly. Ref. Task 5.1</i>	<i>Weekly, every Friday, by 3:00 pm (EDST) until the contract expires</i>	<i>Contracting Officer Representative (COR)</i>
<i>Biobased Report (copy)</i>	<i>Report purchases of Biobased products in the System for Award Management (SAM) Ref. 52.223-2</i>	<i>By Oct 30 for prior fiscal year (Oct. 1 - Sep. 30) ending the performance period of the contract base period and for each option year, if exercised</i>	<i>Contracting Officer (CO)</i>

Figure 2

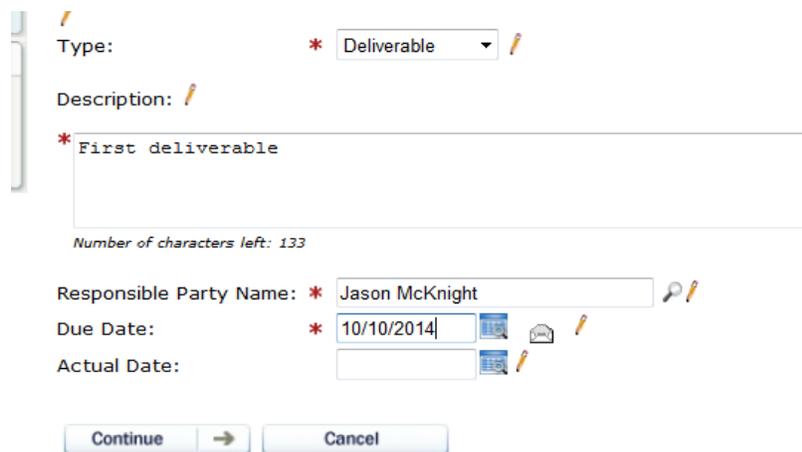
- 4) In IAS under *Additional Info* tab, enter the appropriate code as shown below in the “**8 L - Recovered Materials/Sustainability**” field. The data will populate from IAS to FPDS.

Recovered Materials/Sustainability	
Code*	Description
E	52.223-2 (bio-based)
H	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based)
J	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based); 52.233-15 (energy efficient)
K	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based); Environmentally Preferable
L	FAR 52.223-4 (recovered material) ; 52.223-2 (bio-based); 52.233-15 (energy efficient); Environmentally Preferable

**The code selected applies to all the items listed in the description*

- 5) In IAS under *Additional Info* tab, enter “**YES**” in the field “*Are any Biobased Included?* (effective in IAS/PRISM Contracts Module in July 2015)
- 6) In IAS under *Additional Info* tab, enter “**YES**” in the field “*Are FAR Biobased Clauses 52.223-1 or 52.223-2 included?*”

- 7) In IAS under the *Tasks/Deliverables* tab on the line item, the CO may use this field to receive a “*Task Notification*” in PRISM that the Biobased Report is due. A standard notification statement may be added in IAS to send to the contractor. See Tab example Figure 3.



The screenshot shows a web form for entering a deliverable. It includes the following fields and controls:

- Type:** A dropdown menu with "Deliverable" selected.
- Description:** A text area containing "First deliverable". Below the text area, it says "Number of characters left: 133".
- Responsible Party Name:** A text field containing "Jason McKnight".
- Due Date:** A date picker field showing "10/10/2014".
- Actual Date:** An empty date picker field.
- At the bottom, there are two buttons: "Continue" with a right-pointing arrow, and "Cancel".

Figure 3

- 8) On the FPDS record ensure the code in the **8 L - Recovered Material/Sustainability** field is the same as shown in IAS before finalizing the record.
- 9) Release the Contract after completing all other pertinent data, terms and conditions in the contract
- 10) Place all Biobased reports in the contract file. If CO did not receive the Biobased report, send an email to remind the Contractor of the Biobased reporting requirements.
- 11) In CPARS, if applicable, include a narrative of the contractor’s performance relating to the Biobased reporting requirements in *Other Area* tab.

Purchase Card Orders: For Biobased products where the purchase card is used in IAS/PRISM Contracts Module follow the guidance listed above.

SAMPLE

(excerpt)

SECTION C - Description/Specifications/Statement of Work

Description of Work

The intent and purpose of this contract is for the restoration of 4.17 miles of existing ATV trail and 0.83 miles of existing single track motorcycle trail. The Tiger Ridge Trail, #3224 and the NF Walla Walla Trail, are located on the Walla Walla Ranger District of the Umatilla National Forest. The work shall consist of log out, brushing existing trail, drainage structure restoration, rock removal, berm and slough removal, switchback restoration, and rolling grade dip construction.

BIO-PREFERRED

The Contractor must comply with Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), Executive Order (EO) 13423, "*Strengthening Federal Environmental, Energy, and Transportation Management*," and the Federal Acquisition Regulation to provide biobased products.

The Contractor shall utilize products and material made from biobased materials (e.g., biobased greases, biobased hydraulic fluids, biobased absorbents) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer (CO).

The following are examples of products that may be used in this contract for which biobased products are available. The list is not all inclusive. It is desirable that vendors be able to supply the greatest number of biobased products listed meeting the health and environmental specifications.

Hydraulic fluids	Penetrating lubricants
Diesel fuel additives	Greases
2-cycle engine oil	Degreasers
Cleaner	Multipurpose Lubricants
Lube chain lubricants	Chain bar lubricants

Biobased products that are designated for preferred procurement under USDA's BioPreferred program must meet the required minimum biobased content as stated at www.biopreferred.gov. The Contractor shall provide data for their biobased products such as biobased content.

In addition to the biobased products designated by the U.S. Department of Agriculture in the BioPreferred Program, the Contractor is encouraged to use other biobased products.

The Contractor shall comply with the provision at FAR 52.223-1, Biobased Product Certification.

The Contractor shall comply with the clause at FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

A Contractor may propose more than one product within a product category and/or propose a product or products addressing more than one product category.

SECTION I - Contract Clauses

52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts. (SEP 2013)

(a) In the performance of this contract, the contractor shall make maximum use of biobased products that are United States Department of Agriculture (USDA)-designated items unless-

(1) The product cannot be acquired-

(i) Competitively within a time frame providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) The product is to be used in an application covered by a USDA categorical exemption (see 7 CFR 3201.3(e)). For example, all USDA-designated items are exempt from the preferred procurement requirement for the following:

(i) Spacecraft system and launch support equipment.

(ii) Military equipment, *i.e.*, a product or system designed or procured for combat or combat-related missions.

(b) Information about this requirement and these products is available at <http://www.biopreferred.gov>.

(c) In the performance of this contract, the Contractor shall-

(1) Report to <http://www.sam.gov>, with a copy to the Contracting Officer, on the product types and dollar value of any USDA-designated biobased products purchased by the Contractor during the previous Government fiscal year, between October 1 and September 30; and

(2) Submit this report no later than-

(i) October 31 of each year during contract performance; and

(ii) At the end of contract performance.

SECTION K - Representations, Certifications, and Other Statements of Offerors

52.223-1 Biobased Product Certification. (MAY 2012)

As required by the Farm Security and Rural Investment Act of 2002 and the Energy Policy Act of 2005 (7 U.S.C. 8102(c)(3)), the offeror certifies, by signing this offer, that biobased products (within categories of products listed by the United States Department of Agriculture in 7 CFR part 3201, subpart B) to be used or delivered in the performance of the contract, other than biobased products that are not purchased by the offeror as a direct result of this contract, will comply with the applicable specifications or other contractual requirements.

SECTION L - Instructions, Conditions, and Notices to Offerors or Respondents

Technical Submission Instructions

Quotes shall be submitted in two parts - a technical and a price. Each part shall be separate and complete in itself so that evaluation of one may be accomplished independently of the other. The price shall be entered on the Schedule of Items on solicitation forms noted as RETURN THIS COPY, no cost/pricing breakdown is required. The technical must not contain reference to cost.

(b) Technical.

1. **Relevant Past Performance** – Offerors shall submit past performance information for their firm. Performance information may be obtained from references provided, prior projects completed for the Government, and/or personal experience w/the offeror.

The offeror shall submit a list of all **relevant projects** completed during the past **three** years and all contracts and subcontracts in progress. The list should include, but is not limited to, contracts and subcontracts similar in nature and complexity to that required by this solicitation. Include contracts with the Federal Government, agencies of state, and local governments, and commercial customers.

2. BioPreferred Products

Offerors shall submit a list of the biobased products to be purchased and used under this contract. For each biobased product, the offeror shall specify the percentage of biobased content, and for the USDA-designated biobased content products, the offeror shall demonstrate that the products to be used under this contract contain the percentage specified in the USDA recommendations or the highest level of biobased material practicable, consistent with USDA's recommended percentages of biobased content.

The offeror shall document prior experience in specifying, purchasing, using, and installing biobased products by providing a list of all relevant contracts over the past two years involving the specification, purchase, and/or use of biobased products including a list of the biobased products specified, purchased, used, and installed.

Price: A firm's completion and submission of RETURN THIS COPY Standard Form 18, Section B-Schedule of Items constitutes the fulfillment of the Government's price requirements under this solicitation.

SECTION M - Evaluation Factors for Award

Award Determination

Award of the Request for Quotations will be made to the most technically acceptable, lowest price quote.

Evaluation of Quotes

The Government will evaluate on relevant past performance, bio preferred items and price.

Technical

1. Relevant Past Performance

- Timeliness: Did contractor perform on or ahead of schedule.
- Quality: Did contractor provide a quality end product.
- Experience: Is contractor experienced in trail restoration/construction and working in remote areas.

2. Designated BioPreferred Items

- (a) Identification of all biobased products to be acquired, used, and installed in the performance of operations, maintenance, and construction;
- (b) Identification of past biobased contracts performed using biobased products, dollar amount, and experience with the product(s).

Price

SAMPLE

(excerpt)

SECTION M -- EVALUATION FACTORS FOR AWARD

AWARD DETERMINATION

Source evaluation will be based on best-value principles. According; award will be made to the responsible Offeror whose proposal provides the greatest overall value to the Government, price and other factors considered. This best-value determination will be accomplished by comparing the value of the differences in the technical factors for competing offers, based on their strengths, weaknesses, and risks, with differences in their price to the Government. In making this comparison, the Government is more concerned with obtaining superior technical capabilities than with making an award at the lowest overall cost to the Government. However, the Government will not make an award at a significantly higher overall price to achieve slightly superior technical capabilities. As technical scores become closer, price will become more important. Technical Factors are significantly more important than price. Only Offerors that demonstrate acceptable submission to the Government of all items in Section L of this solicitation (or amendments thereof) will be considered for award.

TECHNICAL EVALUATION FACTORS (of equal importance)

1. Past Performance & Relevant Experience
2. Available Qualified Personnel
3. Available Equipment
4. Green Plan

SECTION M-EVALUATION FACTORS FOR AWARD

M-1 EVALUATIONS OF QUOTES

The Contracting Officer may evaluate quotations on factors other than price and price related items. Such factors include past performance and quality, and past experience. Formal evaluation of other factors does not require the creation or existence of a formal database, but may be based on such information as the Contracting Officer's knowledge, previous experience, or customer surveys. The Government will use Contractors who have a track record of successful past performance or who demonstrate a current superior ability to perform. As price and price related factors between Quoters become closer, these evaluation factors will carry a greater weight.

The following factors listed will be used to evaluate the Quotes using low price & technically acceptable Evaluation Criteria:

- Price
- Past Performance
- Past Experience

TECHNICAL ACCEPTABLE

Technical Approach - The Government will evaluate the Offeror's Technical Approach for fulfilling ALL the cleaning services and related work, with an emphasis on the following elements :

- Identification of all Biobased products to be used and installed in the performance of the project.
- The Offerors proposed use and installation of Biobased products.
- Copy of the Quality Control Plan as stated under Section C.8.0 (ref. page 17 of 85)
- Green Plan - Please provide a Green Plan stating how your company expects to provide this service using green practices of Recycling, Reducing, and Reusing in the following areas:

- | | |
|---|---|
| Ⓜ Recycled Content Products - Paper Recycled Content | Ⓜ Non-ozone Depleting Substances - Does your company use Non-ozone depleting substances in fire suppressants, aerosol solvents and propellants, refrigeration, and air conditioning equipment or adhesives and coatings. |
| Ⓜ Energy Efficient equipment used in your business - Is it Energy Star labeled and low standby power | Ⓜ Alternative Fuel Vehicles and Alternative Fuels - Alternative Fuels are ethanol at 85% blend or higher, liquefied petroleum gas (propane), compressed natural gas (CNG); bio-diesel, electricity, hydrogen and P-series fuel. Does your company use Alternative Fuels in company heating, cooling, fleet, or in travel of your trainers to their location of service? |
| Ⓜ Biobased - Do you use Biobased products in your company. If so state the products | Ⓜ Does your company provide transportation that of Alternative Fuel Vehicles. |
| Ⓜ Environmentally Preferable - These are items that have a lesser or reduced effect on human health and the environment. This would include 100 percent post-consumer paper that is not chemically de-inked and is process chlorine free. Please state whether or not you use this in your company. | Ⓜ Reduction of Waste - Provide information on your company's application of reducing waste. |
| Ⓜ Electronic Product Environmental Assessment Tool Products - Are you using Energy Star Computers, monitors, or notebooks in your business? | Ⓜ Reuse of Equipment, supplies, or other products Provide information on how your company implements reuse of equipment, supplies, or other products in your company. |
| Ⓜ Water Efficient Products - Does your company use water sense products as listed in the website. High efficiency toilets, sink faucets, urinals, and landscape irrigation. | |