

March 6, 2009

Dear Prospective Qualified Contractors:

This letter is an "Invitation for Qualified Contractors" (IFQC) to submit applications to be considered for inclusion on a Virginia Polytechnic Institute and State University (Virginia Tech), Qualified Contractors List (QCL) as Prequalified Contractors eligible to compete for the services described herein. In establishing the initial QCL, written applications will be accepted until March 18, 2008. Written applications are to be submitted to the following:

John D. Krallman
Virginia Tech, IT Acquisitions
1700 Pratt Drive
Blacksburg, VA 24060
Voice 540-231-9471, fax 540-231-4110
John.krallman@vt.edu

It is preferred that any questions in regards to this IFQC be submitted by e-mail or fax to the individual indicated above. Any changes to this invitation will be posted on the eVA and VBO web site, www.eva.virginia.gov. No other distribution of these changes will be made.

I. BACKGROUND:

The Virginia Tech Transportation Institute (VTTI) is Virginia Tech's largest university-level research center and is dedicated to conducting research to save lives, save time and save money in the transportation field by developing and using state-of-the-art tools, techniques, and technologies to solve transportation challenges. Its cutting-edge research is effecting significant change in public policies in the transportation domain on both the state and national levels. VTTI continues its success by employing an elite team of multi-disciplinary researchers, engineers, technicians, support staff, and students. The Institute conducts applied research to develop new techniques and technologies to study transportation challenges from various perspectives: vehicle, driver, infrastructure, and environment. To accomplish its ground-breaking research, the Institute has at its disposal a wide-range of tools to explore transportation problems including facilities such as the Virginia Smart Road and VTTI's internally-developed Data Acquisition System (DAS). These capabilities have earned VTTI a unique standing in the transportation research field and have made the Institute a "one-stop-shop" for transportation research, evaluation, analysis and development.

II. PURPOSE:

The purpose of this IQCL is to establish a list of prequalified contractors eligible to respond to an anticipated "Request for Proposal" (RFP) to manufacture an electronic automotive product. The detailed specification for this product is proprietary to VTTI, and a non-disclosure agreement will be required of all prequalified contractors prior to release of any RFP. Therefore VTTI seeks prequalifying information from potential contractors regarding their expertise and ability to

Invent the Future

address the general requirements of the project. VTTI will evaluate responses and select qualified contractors from these IFQC responses.

III. GENERAL REQUIREMENTS:

The Contractor shall manufacture, test, build, and ship an electronic automotive product. Additional services the Contractor may be responsible for include cabling, plastic parts, the procurement of system components, inventory management, order fulfillment and depot repair services.

IV. SPECIFIC SERVICES TO BE PROVIDED:

Detailed information will be provided to prequalifying contractors. Contractors shall provide documented evidence demonstrating their technical competence, experience delivering similar products, on-time with a high quality standard. Qualified contractors shall have extensive experience and expertise in the following production areas:

Certifications and compliance

- ISO 9001:2000
- IPC-A-610 Class 2
- J-STD-001
- RoHS

Capabilities and Services

- PCB
 - SMT
 - BGA/micro BGA
 - Thru-hole
- Testing/Inspection
 - X-ray
 - AOI
 - ICT
 - Functional test
- Electro-mechanical assembly
- Cable/harness assembly
- Turnkey and/or consignment materials
- Supply chain management (MRP II)
- Box/system build, configuration and integration
- Finished goods inventory management
- Order fulfillment
- Depot repair and service

V. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. Invitation for Qualified Contractors:

In order to be considered for selection, contractors must submit a complete application in response to this IFQC. Each application is limited to ten (10) single-sided pages. One (1) original and four (4) copies of each application must be submitted.

2. Application:

- a. Application shall be signed by an authorized representative. All information requested should be submitted. Failure to submit all requested information may result in the purchasing agency requiring prompt submission of missing information and/or rejection of the application.
- b. Application should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the IFQC. Emphasis should be placed on completeness and clarity of content.
- c. Application shall be limited to ten (10) single-sided pages and be organized in the order in which the requirements are presented in the IFQC (Section IV). Pages beyond the first ten pages will not be considered. All pages of the application should be numbered. The application should contain an unnumbered table of contents page that cross references the IFQC requirements, and this page will not count toward the maximum 10 pages. Applications that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the IFQC requirements are specifically addressed.
- d. Ownership of all data, materials and documentation originated and prepared for the Commonwealth pursuant to the IFQC shall belong exclusively to the Commonwealth and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Applicant must invoke the protections of Section §2.2-4342 F. of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the application.

B. SPECIFIC APPLICATION INSTRUCTIONS:

Contractors wishing to prequalify shall provide a document of no more than ten (10) pages clarifying their relevant credentials and capabilities to manufacture an electronic automotive product. Include general information about the contractor's standard manufacturing agreements and contracts including any standard terms, typical delivery structures and times (FA's, pre-production, production), typical payment structures and terms and warranty policy.

Applications should be as thorough and detailed as possible so that VTTI may properly evaluate your capabilities to provide the required goods/services. Applicant is required to submit the following items as a complete application:

1. **Company Information:** Include the company name, contact person (should contractor be awarded a contract), address, telephone number, facsimile number, e-mail address, DUNS No., and Federal Identification Number. Include a list of corporate officials, years in the related services, and a list of all corporate names or suppliers that the firm has used to conduct this type of business (include the dates for each corporate name).
2. **Contractor Qualifications:** As part of their response to this IFQC, Contractors shall include a narrative and necessary documentation of the technical areas of expertise listed in the bullet points above (Section IV).
3. **References:** The Contractor shall provide at least three (3) references for whom the contractor provided similar service who can confirm the firm's qualifications and staffing qualifications, and with each reference include a narrative statement indicating the service provided. References shall be of firms that the Contractor has provided services in the last three years. Complete and return Attachment A.
4. **Staff Qualifications:** For each individual who would be involved in the manufacturing effort, the Contractor shall provide resumes indicating overall experience, qualifications, and certifications. Resumes should be an application attachment and will not count toward the ten page maximum.
5. **Methodology:** Describe the Contractor's methodology for providing the proposed service to the Commonwealth to include but not limited to the following:
 - a. Describe Contractor's plan to track and provide the Commonwealth with quality product.
 - b. Describe how the Contractor will provide post production services (warehousing, inventory management, order fulfillment, depot repair, warranty, etc.)
 - c. Describe how the Contractor will manage the account, to include how established manufacturing schedules will be met in order not to delay the project schedule of VTTI. Confirm that the contractor understands that there may be financial penalties for not meeting a mutually agreed upon timeline.
6. Complete and return Attachment A, Applicant Data Sheet, Attachment B if applicable, and any other specific items or data requested in the IFQC. Attachments A and B will not count toward the ten page maximum.

VI EVALUATION AND PREQUALIFICATION DECISION:

- A. Contractors will be prequalified based on the following criteria, which are listed in their order of importance.
- The contractor’s ability to demonstrate their successful work experience in the required areas of technical expertise.
 - The contractor’s experience delivering and tracking quality manufactured products.
 - The contractor’s experience delivering products that are targeted for automotive and/or mobile environments.
 - The contractor’s ability to immediately apply significant resources from their organization to successfully fulfill a compressed production timeline.
 - The contractor’s past performance with Virginia Tech and responses from references supplied by the contractor for performance on prior projects.
 - The contractor’s willingness to accept a production project with financial penalties for not meeting a mutually agreed upon timeline.
- B. VTTI shall assign a “PASS” rating if in their opinion the applicant satisfies every one of the above criteria as of the submission date and will continue to satisfy every one of these criteria for the coming one-year period. The Department will base its opinion on the information submitted by the applicant and judged by the Department to be reliable, plus any further investigation that the Department in its sole discretion chooses to pursue. The Department shall assign a “NOT PASS” rating to any application that does not receive a “PASS” rating. (Note: In the event a contractor is given a “NOT PASS” rating, the process set forth in the Code of Virginia, §2-2.4357, Ineligibility, will be followed by Virginia Tech.)
- C. The agency may cancel this IFQC and reject applications at any time prior to a notification of inclusion on the Qualified Contractors List. The Contractors selected as “Prequalified” will be published on the DPS eVA web site which will include instructions for use by authorized users.

Thank you for your interest in providing the services of your company to manufacture an electronic automotive product. We look forward to receipt of your application in response to this Invitation for Qualified Contractors.

Sincerely,
John D. Krallman
Director

Attachments:

- A. Applicant Data Sheet
- B. Proprietary/Confidential Information Identification

ATTACHMENT A

APPLICANT DATA SHEET

To Be Completed By Applicant for Prequalification

1. **QUALIFICATIONS OF APPLICANT:** The Applicant must have the capability and capacity in all respects in order to fully satisfy all of the requirements for Prequalification
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service: ___ years ___ months.
3. **REFERENCES:** Indicate below a listing of at least three (3) businesses/companies/governmental organizations for which you have been a provider of like services. Include the name and address of the person the agency has your permission to contact.

Client Name	Dates of Service	Address	Contact Person	Phone & Fax	Email address

4. Vendor name, phone number and State and date of incorporation. If not a corporation, state the type of business organization, names and addresses of owners, address and phone number of principal place of business, date business began and State in which organized.

5. Are you a subsidiary firm: ___YES ___NO. If yes, list the name and location of your parent affiliation:

6. Name and title of firm's official to who further communication should be directed:

7. eVA STATUS:

Is your firm currently registered in eVA? ___ yes ___ No. Under what Name? _____

Small Business Certification: Are you certified by DMBE as a (**check all that apply**):

8. Small Business Certifications:

_____ Small Business - Certification No.: _____ Certification Date: _____

_____ Women-owned Bus. - Certification No.: _____ Certification Date: _____

_____ Minority-owned Bus. - Certification No.: _____ Certification Date: _____

I certify the truth and accuracy of this information.

Signed: _____

Date: _____

Printed Name: _____

Title: _____

ATTACHMENT B

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section in which it is contained, along with the page number(s), and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire application as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the applicant refuses to withdraw such a classification designation, the application will be rejected.

Name of Firm/Applicant: _____, invokes the protections of § 2.2-4342F of the Code of Virginia for the following portions of my application submitted on _____

Signed: _____

Date: _____

Printed Name: _____

Title: _____

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY