

## 13.106-2 Evaluation of quotations or offers.

### (a) General.

(1) The *contracting officer shall* evaluate quotations or *offers*-

(i) In an impartial manner; and

(ii) Inclusive of transportation charges from the shipping point of the supplier to the delivery destination.

(2) Quotations or *offers shall* be evaluated on the basis established in the *solicitation*.

(3) All quotations or *offers shall* be considered (see paragraph (b) of this subsection).

### (b) Evaluation procedures.

(1) The *contracting officer* has broad discretion in fashioning suitable evaluation procedures. The procedures prescribed in parts 14 and 15 are not mandatory. At the *contracting officer's* discretion, one or more, but not necessarily all, of the evaluation procedures in part 14 or 15 may be used.

(2) If telecommuting is not prohibited, agencies *shall* not unfavorably evaluate an *offer* because it includes telecommuting unless the *contracting officer* executes a written determination in accordance with FAR 7.108(b).

(3) If using price and other factors, ensure that quotations or *offers* can be evaluated in an efficient and minimally burdensome fashion. Formal evaluation plans and establishing a competitive range, conducting discussions, and scoring quotations or *offers* are not required. *Contracting offices may* conduct comparative evaluations of *offers*. Evaluation of other factors, such as *past performance*-

(i) Does not require the creation or existence of a formal data base; and

(ii) *May* be based on one or more of the following:

(A) The *contracting officer's* knowledge of and previous experience with the supply or service being acquired;

(B) Customer surveys, and *past performance* questionnaire replies;

(C) The Contractor Performance Assessment Reporting System (CPARS) at <https://www.cpars.gov>; or

(D) Any other reasonable basis.

(4) For *acquisitions* conducted using a method that permits electronic response to the *solicitation*, the *contracting officer may*-

(i) After preliminary consideration of all quotations or *offers*, identify from all quotations or *offers* received one that is suitable to the user, such as the lowest priced brand name product, and quickly screen all lower priced quotations or *offers* based on readily discernible value indicators, such as

*past performance, warranty conditions, and maintenance availability; or*

(ii) Where an evaluation is based only on price and *past performance*, make an award based on whether the lowest priced of the quotations or *offers* having the highest *past performance* rating possible represents the *best value* when compared to any lower priced quotation or *offer*.

**Parent topic:** 13.106 Soliciting competition, evaluation of quotations or offers, award and documentation.