

Project Assessment Quotation (PAQ):

Project Assessment Quotations: On all photogrammetric products and services projects, the state agency shall utilize the Project Assessment Quotation (PAQ) process as a means to (1) competitively bid a specific photogrammetric mapping product and services project, (2) to identify the specific tasks to be performed and (3) to establish the total firm, fixed price to be paid to the awarded contractor upon completion of the specified tasks. The PAQ process shall occur in a controlled sequence of proposals and approvals by the agency's designated Project Manager as outlined below.

- a. State agencies may decide to break up projects into multiple PAQs. In that event, subsequent PAQs may be issued to the contractor that was awarded the initial PAQ without requesting competitive PAQs provided (1) the agency clearly indicates their intent to do so in the initial PAQ request and (2) the scope of the entire project is considered in the evaluation of the initial PAQ.

The general protocol for PAQ workflow shall be as described below:

STEP 1: PAQ REQUEST

The agency's designated Project Manager will present a written request for each PAQ to all contractors on the QPL for the photogrammetric mapping product and services required, in a standard format. The agency's request must explain the scope of the project and the tasks the agency desires the contractor to perform, including applicable business and technical specifications. In addition, the agency shall specify the evaluation criteria that shall be utilized to determine the PAQ award. The agency's PAQ Request should include at a minimum the following information:

- i. **Introduction/Overview:** Brief description of the project. Information provided to acquaint the reader with the planned acquisition. In addition, the following information shall be provided:
 - state agency name/address
 - state agency designated Project Manager name, email, and phone number
 - brief title of specific PAQ project
 - PAQ issue date
 - PAQ Response Due Date
- ii. **Background:** A description of how the project came to be. A description of why the project is being pursued and how it relates to other projects. Summarization of any statutory authority or regulations affecting the overall requirement; and identify any background materials attached to the PAQ.
- iii. **Objectives:** Specific objectives that the PAQ project will achieve. This section should provide a concise overview of the contract effort goals and objectives; and how the results or end products will be used.
- iv. **Requirements/Tasks:** Listing of specifications/performance requirements, standards, locations, tasks, deliverables, schedule, and assumptions. This section defines the tasks that the contractor must complete for the PAQ project. This section should

provide a detailed itemization and description of all of the project tasks which shall be completed by the contractor (i.e. project work), including requirements for and specified frequency of any required status reports; the specified project tasks must be clearly stated and must be quantifiable.

- v. **Deliverables:** This section should clearly state what the contractor must deliver. If different tasks have different delivery requirements, they must be clearly identified along with times within which the contractor must deliver. A description of the acceptance criteria as well as what documentation the contractor must obtain from the agency to verify the agency's receipt and approval of the deliverable work product.
- vi. **Government Furnished Property:** This section should identify any government-furnished property provided to the contractor such as DEM, specific data/information, etc.

STEP 2: PAQ RESPONSE

The contractor must respond within ten days to each PAQ request from the agency's designated Project Manager with a PAQ Response which provides a statement of firm, fixed cost for the project, and technical/service solution to fulfill the PAQ Request. The contractor's PAQ Response should include at a minimum the following:

- vii. **Project Overview:** Statement of the contractor's understanding of the photogrammetric mapping project and the technical needs of the project.
- viii. **Resources:** A description of the contractor's resources that shall be provided to fulfill the PAQ project to include but not limited to: human resources to be provided, facility/supply resources, aircraft and other equipment availability, etc. A description of the minimum qualifications for an individual with a human resource job classification category outlining the skills, experience and knowledge/education of the staff being offered for the PAQ project.
- ix. **Approach/Methodology:** A description of how the contractor will specifically go about completion of the work for the photogrammetric mapping project. This description should include:
 - Project Management Plan, project tracking and reporting the progress of the project, etc.
 - Functional definition of requirements that outlines how the services and/or products shall be provided by the contractor. This description should describe how the requirements/specifications will be fulfilled by the proposed service offerings and to what degree the requirements are met and/or exceeded. This description should also include by whom, when, with what, why, where, etc., the requirements will be satisfied by the contractor's proposed solution for the PAQ project.
 - Change Control Plan,
 - Issue Tracking Plan,
 - Assumptions, and

- Quality Assurance (QA) Plan: A description should be included of the contractor's QA process to be utilized for the project tasks, schedule, deliverables, and testing in order to ensure that work related to the production of acceptable deliverables is on track and expectations are met or exceeded. The QA process is expected to be proactive to ensure not only that the schedule is met, but also that product and service quality is maintained.
- x. **Cost Response:** Firm, fixed price(s) per deliverable to fulfill the photogrammetric mapping project defined in the PAQ. All travel-related expenses must be included within the firm, fixed deliverable price. No separate or additional reimbursement shall be made for travel related expenses.
- The firm, fixed price stated in the awarded PAQ Response shall not be increased unless the state agency requests a corresponding increase in the scope of work under the PAQ. In other words, if the contractor underestimates the level of effort in terms of personnel resources, equipment, fuel, etc., the contractor shall not charge the state more than the total firm, fixed price for all deliverables unless the state later amends the PAQ to increase the scope of work. If the scope of work does not increase, the contractor shall complete all work agreed upon in the awarded PAQ at the firm, fixed total price stated in the PAQ Response. Federally funded projects may require added levels of PAQ cost response detail such as delineation of hourly rates and the number of hours used to derive the firm, fixed PAQ project cost(s).
 - Unless stated in the PAQ Response, the state shall assume absolutely no other costs exist to satisfy the PAQ's requirements. Therefore, the awarded PAQ contractor shall be responsible for any additional costs.
 - PAQ pricing shall be based on specific deliverable components of the project and shall not be based on monthly billing. If the contractor fails to deliver all the products/services specified in the PAQ for a given deliverable then payment for the deliverable shall be withheld until the deliverable has been provided to and accepted by the agency. Payment shall not be made in advance for any deliverable; all payments shall be made in arrears (i.e., upon delivery and acceptance of a deliverable).

STEP 3: EVALUATION OF PAQ RESPONSES

Each competitive PAQ shall be evaluated based on a 200 evaluation point scale with the cost analysis representing 50% of the evaluation points. The agency shall document in writing their evaluation justification regarding their award determination.

STEP 4: APPROVAL AND AWARD OF PAQ

The awarded contractor and the agency's designated Project Manager must indicate mutual acceptance of the PAQ project by signing and dating the PAQ Response document. The agency's designated Project Manager (1) must retain one signed copy; (2) must forward a copy of the awarded PAQ and PAQ Response Abstract (i.e., a written document that indicates whether or not a contractor submitted a PAQ response) to the Division of Purchasing and

Materials Management for inclusion in the contract file; (3) must send one copy of the signed and awarded PAQ to the contractor awardee; and (4) must inform all responding contractors as to who received the award.

STEP 5: AUTHORIZATION TO PROCEED/ PAQ PROJECT WORK

An approved awarded PAQ alone does not constitute an authorization to proceed with project work. In accordance with paragraph 9c of the attached Terms and Conditions Request for Proposal, before providing work on any project, the contractor must receive a properly authorized Purchase Order except the state agency may authorize an obligation of less than \$3,000.00 pursuant to the terms of the contract without the official encumbrance of funds (i.e. without the issuance of a properly authorized Purchase Order). Project work shall include the contractor's completion of the tasks identified in the awarded PAQ.

STEP 6: FORMAL ACCEPTANCE

Upon the completion of all project work of a given PAQ, the contractor must notify the agency's designated Project Manager in writing and shall submit an invoice in accordance with the PAQ deliverable compensation requirements as described in the awarded PAQ document. The agency's designated Project Manager shall review, approve, and formally accept or reject the components of the PAQ project work in accordance with the turnaround time outlined in the PAQ. Formal acceptance shall not be unreasonably delayed or withheld by the state.

STEP 7: COST RECOVERY FOR CONTRACTOR

Project costs for the PAQ project work shall be reimbursable upon formal acceptance by the agency's designated Project Manager in accordance with the deliverables for compensation outlined in the PAQ.

b. GENERAL PAQ REQUIREMENTS

- i. The contractor shall submit PAQ Responses in a timely manner in accordance with the state agency's prescribed number of days for the contractor to submit the PAQ Response.

Prior to the PAQ Response Due Date, it shall be the contractor's responsibility to ask questions, request changes or clarification, or otherwise advise the requesting state agency if any language, specifications or requirements of the PAQ appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the PAQ to a single source. Any and all communication from contractors regarding specifications, requirements, competitive PAQ process, etc., must be directed to the state agency contact listed on the PAQ Request document.

- ii. The requesting state agency reserves the right to officially amend or cancel a PAQ after issuance. The state agency shall notify all contractors of any amendment or cancellation.
- iii. The agency's designated Project Manager reserves the right to reject any contractor-submitted PAQ that is non-compliant with the PAQ's mandatory requirements.
- iv. The contractor shall not be paid for the preparation of the PAQ Response.

- v. A PAQ Request, PAQ Response, and the contractor's project work must be within the scope of the performance requirements identified in the contract, which the contractor was awarded and must not change any provision of the contract.
- vi. Any changes to the PAQ, after the state's acceptance of the PAQ, must be formalized in writing as an official revision to the awarded PAQ. The format of PAQ revisions shall be consistent with the format of the awarded PAQ as outlined above, including the distribution of the original to the Division of Purchasing and Materials Management, a copy to the contractor and retaining a copy for the agency's designated Project Manager.
- vii. The agency's designated Project Manager shall have the right to terminate the PAQ at any time, for the convenience of the agency, without penalty or recourse, by giving written notice to the contractor at least ten (10) business days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all photogrammetric products, documents, data, reports, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the agency's designated Project Manager become the property of the State of Missouri. The contractor shall be entitled to receive compensation for that work completed and accepted by the State pursuant to the PAQ prior to the effective date of termination.
- viii. The duration of any PAQ must not exceed the effective contract period. However, if valid renewal options remain in the contract, the state agency may allow the PAQ to continue contingent upon the DPMM exercising the available renewal option.
- ix. Project Assessment Quotation Invoicing: The contractor shall submit an invoice to the agency within thirty (30) calendar days after completion of and in accordance with the mutually agreed upon deliverables for compensation for the contractor's project work (as specified in applicable Project Assessment Quotation).