



22 June, 2004

To: All Prospective Offerors:

From: GovWorks/Department of the Interior (Gregory Ruderman 703-787-1821)

Subject: Request for Quote (RFQ) – RFQ/Project No. 35793, Information Assurance and Compliance Audit of the Defense Departmental Reporting System (DDRS)

GovWorks is issuing this competitive RFQ to solicit GSA Schedule contract holders for the purpose of entering into a Task Order under the schedule contract. This requirement is for the Department of Defense Inspector Generals Office. If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions. **The RFQ Due date (closing date) is on or before 4:30pm Eastern Standard Time, Wednesday, 14 July 2004. Submission shall be via email followed by a hard copy via mail. NOTE: Due to e-mail server and pipeline limitations, please limit the size of each e-mail with attachments to 3 MB. (Winzip files or multiple emails are acceptable)**

Offerors are required to notify Matthew Shigley via email of their intent to bid immediately. Offerors are required to submit both a written technical proposal and a price proposal to Government officials for the purposes of assuring that the prospective Contractor is fully cognizant of the scope of this contract and has the capability to complete all Statement of Work (SOW) requirements.

If you have questions regarding this requirement, please submit your inquiries immediately via email but **no later than 6 July 2004, 4:30pm Eastern Standard Time to Matthew Shigley** at the below listed e-mail address. Questions with the Government's responses will be e-mailed to each interested offeror (or if this is an E-buy RFQ they may be posted to the E-Buy System). Please be advised that the Government reserves the right to transmit those questions and answers of a common interest to all prospective Offerors.

#### **SITE VISIT**

Not Applicable

#### **SUBMISSION REQUIREMENTS**

Your offer **MUST** cite the appropriate Schedule Contract Number in your proposal submission along with your tax identification number (**TIN**) and Dun & Bradstreet Number (**DUNS**), North American Industrial Classification System (**NAICS**) and Standard Product Code. Please ensure that your firm is CCR Certified (<http://www.ccr.gov>).

**TECHNICAL PROPOSAL** (Volume 1a)

Offerors shall provide a technical proposal that includes the following three general areas:

- A. Management Approach and Technical Capabilities,
- B. Personnel Qualifications, and
- C. Organizational Experience

(1) Discussion of the background, objectives, and work requirements of the statement of work as analyzed by the offeror,

(2) Discussion of proposed methods and techniques for completing each task,

(3) Discussion which supports how each task will be evaluated for full performance and acceptability of work from the offeror's viewpoint,

(4) Discussion of any anticipated major difficulties and problem areas, along with potential recommended approaches for their resolution, and

(5) Discussion on major logistical considerations.

The Offeror must define their management and technical approach that satisfies the requirements defined in this document. Please include a (1) staffing plan and (2) resumes for key personnel and (3) a description of your current personnel resources for this, which addresses their capabilities and experience relating to the attached Statement of Work. At a minimum, this section of the proposal must include:

- Organizational Structure (Org chart and resource headcount required to support the requirement)
- Identification of roles and specify responsibilities for each role
- Definition of the primary skill set required for each role
- Description of resource planning processes and procedures to support the changing needs of the environment
- Description and definition of management methods and processes for all types of support activities
- Description of resource training, skills development and certification approach
- Description of management and status reporting approaches
- Resumes and letters of commitment are required for all key staff. Resumes should be limited to three pages and must include the proposed labor category for the individual.

**PAST PERFORMANCE** (Volume 1b)

- The Offeror shall identify three (3) contracts/task orders with the Federal Government and/or commercial customers that demonstrate recent and relevant past performance. Recent is

defined as within the last three years. Relevant is defined as work similar in complexity and magnitude of the work described in this Statement of Work.

Include the following information:

- Project title
- Description of the project
- Contract number
- Contract amount
- Government Agency/Organization
- COTR's name, address, and phone number
- Contracting Officer's name, address, and phone number
- Contract and, if applicable, task order number
- Current status, e.g., completed and/or if in progress, start and estimated completion dates
- Type of contract
- Name of company being referenced
- SOW paragraphs that the reference applies to
- Key personnel (please highlight those individuals who worked on the relevant project(s) and are also being proposed for this effort.)
- A brief narrative of why you deem the reference to be relevant to this effort

The Government may also consider information obtained through other sources. Past performance information will be utilized to determine the quality of the contractor's past performance as it relates to the probability of success of the required effort.

### **PRICING PROPOSAL** (Volume 2)

Your cost proposal shall be a **separate volume** from your technical proposal. The cost proposal is to be submitted as a **time and materials proposal**.

Your cost proposal shall be based on your current GSA Schedule contract labor rates, utilizing any and all discounts. The Offeror must identify the labor category(s) to be utilized for this effort, a description of the skills and experience per category, and the hourly rate(s) proposed, and any other proposed associated costs, for calculating the proposed cost for this effort. Subcontractor rate information shall also be included, if applicable. List all other direct costs necessary for the performance of this task order.

Price proposals shall include the following:

- 1) An estimated price for each task, tasks organized into the proposed organization structure.

2) A (electronic) copy of the Offeror's GSA Contract (including contract clauses) listing the applicable labor categories and fixed rates. Fixed rates shall include all costs and fees, including overhead and profits, and shall identify any reduction in schedule rates offered. The Government intends to award without discussions. **Offerors are encouraged to discount their labor rates.**

3) All other costs and the reductions or rebates offered.

## **EVALUATION**

Proposals will be reviewed and evaluated in accordance with the evaluation criteria identified below:

The first three technical factors: A. Management Approach and Technical Capabilities, B. Personnel Qualifications, and C. Organizational Experience are of equal importance and when combined are more important than Past Performance. Past Performance is as important as Price. Sub-factors listed under each factor are of equal importance to each other.

### **TECHNICAL PROPOSAL (Volume 1a)**

#### **A. Management Approach and Technical Capabilities**

1. Understanding of the work, including creativity and thoroughness shown in understanding the objectives of the SOW and specific tasks, and planned execution of the project.
2. Evidence of specific methods and techniques for completing each discrete task, to include such items as quality assurance, and customer-service.
3. Ability to address anticipated potential problem areas, and creativity and feasibility of solutions to problems and future integration of new processes and technology enhancements.
4. Degree to which the offerors proposal demonstrates an understanding of logistics, schedule, and any other miscellaneous issues in which the Government should be aware.
5. Quality and effectiveness of the allocation of personnel and resources.

#### **B. Personnel Qualifications**

1. The currency, quality and depth of experience of individual personnel in working on similar projects. Similar projects must convey similarity in topic, dollar value, workload, duration, and complexity.

2. Quality and depth of education and experience on other projects which may not be similar enough to include in response to B.1. (Immediately above) but may be relevant.
3. The currency, quality and depth of how the Project Director will supervise and coordinate the workforce.

**C. Organizational Experience**

1. Evidence that the organization has current capabilities; and for assuring performance of this requirement. Evidence of supporting subcontractors, consultants and business partners will be considered.
2. Appropriate mix and balance of education and training of team members.

**TECHNICAL PROPOSAL (Volume 1b)**

**D. Past Performance**

1. The organizations history of successful completion of projects; history of producing high-quality reports and other deliverables; history of staying on schedule and within budget.
2. The quality of cooperation (with each other) of key individuals within your organization, and quality of cooperation and performance between your organization and its clients.
3. The organization's specific past performance on prior similar efforts specified within this SOW.

**PRICE PROPOSAL (Volume 2)**

**E. Price/Cost**

Technical Factors are more important than cost or price. Selection of the firm to perform this task order will be based on the Government's assessment of the best overall value.

**PERIOD OF PERFORMANCE: The resulting award will have a Base Period beginning at the time of award and ending 31 July 2005.**

**CONTRACT AWARD**

Contract award shall be made to the responsible Offeror whose offer, in conforming to this RFQ, provides an overall best value to the Government, technical evaluation factors, and cost considered. The Government's objective is to obtain the highest technical quality considered necessary to achieve the project objectives, with a realistic and reasonable cost. Technical evaluation factors are more important than cost. In the event proposals are evaluated as

technically equal in quality, price or cost will become a major consideration in selecting the successful Offeror.

**AVAILABILITY OF FUNDS**

Award of subject RFQ is based on Availability of Funds.

**RFQ DUE DATE**

Due to the critical schedule for this effort, the due date for responses to this RFQ, both technical and cost proposals, **shall be via email** at the addresses specified below, **on or before 4:30pm Eastern Standard Time, Wednesday 14 July 2004**. (E-Buy submissions will not be accepted.) Also, the email submission MUST be followed up with an original hard copy at the address specified for receipt of offers below within 3 business days. Any “no-bid reply” should include a brief statement as to why you are unable to perform.

**ADDRESS FOR RECEIPT OF OFFERS**

**Please submit your offers electronically to the following email address:**  
[Matthew.shigley@mms.gov](mailto:Matthew.shigley@mms.gov)

Original documents should be mailed to the following address:

GovWorks/Department of the Interior  
Procurement Operations Branch, MS 2510  
381 Elden Street  
Herndon, VA 20170  
Attn: Matthew Shigley, 703-787-1294  
[Matthew.shigley@mms.gov](mailto:Matthew.shigley@mms.gov)

Please note that MMS/GovWorks is located in a secure building. If offers are hand delivered, please ensure that the courier is instructed to use the courtesy phone in the rear of the lobby (to the right of the elevators) to call the Branch on extension 1354. A staff member will meet the courier to receive the submittal.

If you have any questions regarding this request, you may contact Matthew Shigley at 703-787-1294 or me by e-mail at [Greg.Ruderman@mms.gov](mailto:Greg.Ruderman@mms.gov) or call me on (703) 787-1821.

Sincerely,



Gregory Ruderman  
Contracting Officer

**Attachment (s)**

1. Statement of Work
2. Deliverables Table
3. DD254 with instructions