



July 14, 2004

To: All Prospective Offerors

From: GovWorks/Department of the Interior

Subject: Request for Quote (RFQ) 35858 – Department of the Interior's Policy, Management and Budget (PMB) Assistant Secretariat.

This is a combined synopsis/solicitation for the purpose of entering into an Indefinite Delivery and Indefinite Quantity (ID/IQ) Contract for technical writing for commercial items prepared under FAR Part 13.5 – Test Program for Certain Commercial Items, and prepared in accordance with the format in Subpart 12.6, as supplemented with additional information in this request. This requirement is being issued by GovWorks under the Department of the Interior Franchise Fund on behalf of the Department of the Interior's Policy, Management and Budget (MB) Assistant Secretariat.

- NAICS code: 711510 , 541618

The following Commercial item FAR clauses apply to this solicitation and are as follows:

- 52.212-1 Instructions to Offerors-Commercial Items,
- 52.212-2 Evaluation – Commercial Items,
- 52.212-3 Offeror Representations and Certifications-Commercial Items,
- 52.212-4 Contract Terms and Conditions-Commercial Items, and
- 52.212-5 Contract Terms and Conditions Required to Implement Statues or Executive Orders – Commercial Items.

You may down load the Commercial Item clauses from <http://farsite.hill.af.mil>.

GovWorks Procurement will handle the solicitation, and resultant contract administration as well as payment of invoices. GovWorks is a Federal Franchise Fund Contracting Office under the authority of the Government Management Reform Act and provides contracting support to all Federal and DoD Agencies. The successful Offeror will be required to complete electronic banking information for electronic payments. All responsible and responsive offers will be considered.

- If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions.

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; however, between offers that are evaluated as technically equal in quality, cost will become a major consideration in selecting the successful Offeror.

If you have any questions regarding this request, please contact Robin Doyle at robin.doyle@mms.gov or call 703-787-1273.

Sincerely,

Robin S. Doyle
Contract Specialist

Attachment (s)

1. Statement of Work (SOW)
2. Part II, Addendum to Schedule of Services
3. 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (Jan. 2004)
4. 52.212-2 EVALUATION – COMMERCIAL ITEMS (JAN. 1999)
5. 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--
COMMERCIAL ITEMS (May 2004)
6. 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS
(June 2004)
7. ADDENDUM TO 52.212-4 CONTRACT TERMS AND CONDITIONS –
COMMERCIAL ITEMS
8. 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT
STATUTES OR EXECUTIVE ORDERS – COMMERCIAL ITEMS (JUNE 2004)
9. SAP FAR CLAUSES - PURCHASE ORDER TERMS AND CONDITIONS