

GovWorks

FEDERAL ACQUISITION CENTER

Government working with government.

To: All Prospective Offerors:

June 14, 2004

From: GovWorks/Department of the Interior

Subject: Request for Quote (RFQ) – RFQ/ No. 35282

GovWorks is issuing this RFQ on behalf of the U.S. Army Office of the Surgeon General for the purpose of entering into a purchase order for printer maintenance services. **GovWorks will conduct this acquisition using Part 12 under the Federal Acquisition Regulation.** FAR clauses 52.212-1 through 52.212-5 are provided as an attachment. If you are interested in this acquisition, you may participate by submitting your quote package in accordance with the following instructions. This requirement is for the US Army Office of the Surgeon General (OTSG) Information Management Directorate (IMD). If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions:

Offerors are required to submit technical quote and a price quote to Government officials. These should be submitted electronically in two (2) separate volumes.

The RFQ due date (closing date) is on or before 2:00 pm Eastern Standard Time, June 24, 2004.

If you have questions regarding this requirement, please submit your inquiries immediately via email but **no later than June 21, 2004 1:00pm Eastern Standard Time** to the below listed e-mail address. Questions with the Government's responses will be posted at the following website <http://www.govworks.gov/vendor/csolicit.asp>.

PERIOD OF PERFORMANCE: The resulting award will have a Base Period beginning at the time of award and ending in one (1) year. The award will also include three (3) option periods each for a period not to exceed one (1) year, which may be unilaterally exercised by the Government.

SUBMISSION REQUIREMENTS

Your offer **MUST** cite your Tax Identification Number (**TIN**) and Dun & Bradstreet Number (**DUNS**), North American Industrial Classification System (**NAICS**) and Product Service Code (**PSC**) (SIC code is no longer valid).

The technical quote will have a total page limitation of 15 Pages, excluding resumes. Submission shall be electronically only.

TECHNICAL QUOTE

Offerors shall provide a technical quote that includes:

- (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,

**U.S. Army Office of the Surgeon General (OTSG) Information Management Directorate (IMD) Army
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- (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.

Offerors must include a staffing plan and resumes for personnel and a description of your current personnel resources, which addresses their capabilities and experience (length of experience, depth of experience, dates of employment, name of employer) relating to the attached Statement of Work.

Please provide three references of similar efforts performed by your organization for the last three years. Include a description of the project, project title, contract number, contract amount, client identification including agency or company name, contracting and technical reviewing official, address and **telephone number**. Your quote must demonstrate that both your organization and proposed key personnel can successfully complete this project.

ASSUMPTIONS, CONDITIONS, OR EXCEPTIONS

Offerors must submit, under separate cover, all (if any) assumptions, conditions, or exceptions with **any** of the terms and conditions of this statement of work. If not noted in this section of your quote, it will be assumed that the Offeror proposes no assumptions for award, and agrees to comply with all of the terms and conditions as set forth herein. It is not the responsibility of the Government to seek out and identify assumptions, conditions, or exceptions buried within the Offeror's quote.

PRICING QUOTE

Your price quote shall be a separate volume from your technical quote.

Your price quote shall be based on your current 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. The Government anticipates awarding a fixed price award for this effort.

EVALUATION

Each Offeror's quote is evaluated according to the factors shown below. Factors A, B, C, and D are roughly equal to each other; factor E is less important. Sub-factors listed under each factor are of equal importance to each other.

A. Technical Approach

- A1. Understanding of the work, including creativity and thoroughness shown in understanding the objectives of the SOW, specific tasks, and planned execution of the project.
- A2. Discussion of specific methods and techniques for completing each discrete task.
- A3. Anticipation of potential problem areas, and creativity and feasibility of solutions to problems.
- A4. Discussion of logistics, schedule, and any other issues the Government should be aware of.
- A5. Quality of the Project Management Plan and allocation of personnel and resources.

B. Past Performance

- B1. The organization's history of successful completion of projects; history of producing high-quality reports and other deliverables; history of staying on schedule and within budget.
- B2. The organization's specific past performance on prior similar efforts specified within this SOW.

C. Personnel Qualifications

- C1. The currency, quality and depth of experience of individual personnel in working on similar projects. Similar project is meant to convey similarity in topic, dollar value, workload, duration, and complexity.
- C2. Quality and depth of education and experience on other projects which may not be similar enough to include in response to C.1. (Immediately above) but may be relevant.
- C3. The currency, quality and depth of how the Project Director will supervise and coordinate the workforce.

D. Organizational Experience

- D1. The degree of comparability of past projects to the current project, including number of projects, complexity, workload, and dollar amount. Supporting subcontractors, consultants and partners will be considered.
- D2. Appropriate mix and balance of education and training of team members.

E Price/Cost

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

RFQ DUE DATE

The due date for responses to this RFQ, both technical and price quotes, **shall be via email only** at the addressees specified below, **on or before 2:00pm Eastern Standard Time, June 24, 2004.**

ADDRESS FOR RECEIPT OF OFFERS

Please submit your offers electronically to the following email address:
Kim.Bass@mms.gov.

Gov.Works/Department of the Interior
Procurement Operations Branch, MS 2510
381 Elden Street
Herndon, VA 20170
Attn: Kimberly Bass, 703-787-1397

Sincerely,

Gregory Ruderman
Contracting Officer

Attachment (s)

- 1. Statement of Work
- 2. Attachment A
- 3. 52.212-1,3,4,5