



United States Department of the Interior  
NATIONAL BUSINESS CENTER  
Washington, DC 20240



**AMENDMENT #2 TO**  
**AQD REQUEST FOR QUOTE LETTER**

**August 16, 2012**

**To:** All Prospective Offerors

**From:** Acquisition Services Directorate (AQD), National Business Center (NBC),  
Department of the Interior (DOI)

**Subject:** Amendment #2 to Request for Quote (RFQ) # D12PS00201, Military Community and Family Policy  
Office (MC&FP) for Spouse Education and Career Opportunities (SECO)

**The purpose of this Amendment is to exclude the cover page, cover letter and table of contents from the page count for the technical quote (see page 3). All other terms and conditions remain unchanged.**

This RFQ is issued to solicit General Services Administration (GSA), Federal Supply Schedule contract holders for the purpose of entering into a Task Order under an existing GSA Schedule contract. AQD will conduct this acquisition using Subpart 8.4 under the Federal Acquisition Regulation (FAR), and anticipates awarding a Firm Fixed Price/Labor Hour Hybrid Task Order after receipt and evaluation of quotes. This requirement is for the Department of the Defense, Military Community & Family Policy office.

AQD will manage the solicitation, award, contract administration, and the payment of invoices. AQD 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.

Offerors are required to submit both a technical quote and a price quote to the AQD Contracting Office for the purposes of assuring that the prospective contractor has a complete understanding of the scope of this effort and has the capability to complete all requirements as described in the Performance Work Statement (PWS), and all attachments to the PWS.

AQD anticipates that the majority of this effort *should* be performed under the GSA Federal Supply Schedule (FSS) 738X Human Resources and Equal Employment Opportunity Services under SIN-595-21 and SIN-595-28. However, in order to provide a total solution using GSA schedules and labor categories, other GSA schedules may be used. Offerors may propose appropriate labor categories from their other GSA Federal Supply Schedule contracts or vendors may team with another GSA Schedule holder to offer a blended solution. When proposing multiple schedules, please identify all labor categories by their respective schedule contract numbers.

**NAICS CODE: 624190-** Other Individual and Family Service

## **RFQ INSTRUCTIONS:**

### **1. REQUIRED SERVICES:**

This RFQ is for Spouse Education and Career Opportunities (SECO) Program services in support of the Military Community & Family Policy (MC&FP). SECO services shall include, development and delivery of resources, business processes, personnel, materials, training, equipment, and technology necessary to provide spouses of active duty service members with access to (1) Education and career counselors for initial intake/needs assessments, planning sessions and follow-up services; (2) Government approved post secondary sources of education that provide spouses with degrees, licenses and credentials, along with the DoD SECO Scholarship Account (formerly part of the MyCAA program) for eligible spouses; and (3) MSEP and federal employers who have pledged to hire them into job openings posted on the MSEPJobs web portal, the USAJobs web portal and promoted at military friendly career and job fairs support to be provided as a Firm Fixed Price/Labor Hour Hybrid Task Order.

### **2. PERIOD OF PERFORMANCE:**

The period of performance is anticipated to begin **September 17, 2012** for a one (1) year base period and four (4) one year option periods.

### **3. SPECIFIC REQUIREMENTS:**

The Contractor shall perform work as described in the Performance Work Statement (PWS) and all its attachments.

### **4. QUESTIONS:**

If you have questions regarding this requirement, please submit your inquiries via email and no later than, August 1, 2012 by 02:00 PM Eastern Time to Bobby\_Brown@nbc.gov and Mary\_Carver@nbc.gov. Questions submitted by a method other than electronic mail will not be accepted and will not be answered.

Offerors questions will be answered by the Government; and Government answers will be posted to the GSA e-Buy website via an Amendment/Modification to this RFQ.

### **5. DUE DATE OF QUOTE SUBMISSION:**

Quotes are due no later than (NLT) **August 27, 2012** by 2:00 PM Eastern Time. All correspondence shall reference "Request for Quotation # **D12PS00201**".

**SUBMISSION OF QUOTE:** Please send one original hard copy of your technical quote, one original hard copy of your price quote with five extra hard copies (of both), include one CD for each and send to the address below:

US Department of the Interior  
National Business Center, AQD  
381 Elden Street, Suite 4000  
Herndon, VA 20170  
ATTN: Mrs. Mary Carver and Mr. Nancy Shah

Please note that NBC/AQD is located in a secure building in Herndon, Virginia. If offers are hand delivered, please ensure that the courier is instructed to request at the guard's desk in the front and rear lobby to call Mary Carver on 703-964-3683 or Nancy Shah on 703-964-3589 or the Branch on extension 703-964-3600. A staff member will meet the courier to receive the submittal.

**6. ANTICIPATED TASK ORDER TYPE:**

Firm Fixed Price/Labor Hour Hybrid

**7. SUBMISSION REQUIREMENTS:**

<b>VOLUME 1 – TECHNICAL QUOTE</b>	<b>VOLUME 2 – PRICE QUOTE</b>
Technical Approach (including Quality Control Plan)	Price Assumptions
Management Approach and Personnel Qualifications	Price Quote
Staffing Plan (Resumes/Letters of Commitment for Key Personnel)	N/A
Past Performance	N/A

**\*Note**

Offerors shall not include any pricing related information in their technical quotes. Paper size should be 8.5” x 11”. The Technical Quote (Volume 1) shall not exceed 25 pages.

*(Excluding cover page, cover letter, table of contents, Past Performance, Program Management Plan, Quality Control Plan, resumes and letters of commitment).*

**COMPONENTS OF EACH VOLUME & SECTION**

**VOLUME 1:** This section shall include a cover sheet on company letterhead and include the following information listed below:

- a) Name of Vendor
- b) Address
- c) City, State, Zip
- d) Data Universal Numbering System (DUNS) Number
- e) Taxpayer Identification Number (TIN)
- f) Point of Contact
- g) Telephone Number
- h) Facsimile Number
- i) Email Address
- j) Quote Number
- k) Date of Quote
- l) Federal Supply Schedule Contract Number
- m) Current Performance Period of the FSS Contract and List future FSS Option Periods separately
- n) Prompt Payment Terms
- o) Small Business Representations made by vendor at the FSS Contract level

**Technical Quote**

The following areas in the offeror’s technical quote must be addressed to sufficiently demonstrate the offeror’s ability, any unique capabilities, and to demonstrate experience for successful support for this requirement.

**Technical Approach**

- 1) Discussion of proposed methods and techniques for meeting the Government’s objectives and requirements;

- 2) Discussion via a Quality Control Plan which supports how each task will be evaluated for full performance and acceptability of work in accordance with the QASP (Appendix #G supporting the PWS);
- 3) Discussion via a plan to address any anticipated major difficulties and potential problem areas.

### **Management Approach and Personnel Qualifications**

- 1) All quotes must indicate key personnel, their expertise, depth of experience and matching capabilities in working on similar projects. (Key Personnel are individuals who are defined as top contributors by the offeror).

### **Staffing Plan** - This plan shall include the following information;

- 1) Current Personnel Resources - a description of your current personnel resources, and their roles and responsibilities for this requirement;
- 2) Quotes must indicate the mix and balance of education and training of team members;
- 3) Resumes with letters of commitment are required for all proposed key personnel.
- 4) Provide a Program Management Plan in accordance with section 9.0 (Phase I & II) of the PWS.
- 5) Description of mobile military life and career experience for all proposed personnel including the percentage of proposed personnel that represent military spouses.

### **Past Performance**

The offeror shall describe its past performance directly related to SECO contracts (Government or Commercial) it has held within the last three (3) years that are similar in scope, magnitude and complexity. *The government will review any past performance from subcontractors and/or partners.* The offeror shall provide the following information regarding past performance:

- Project title;
- Description of the project;
- Contract and, if applicable, task order number;
- Dollar value;
- Type of contract (FFP, LH, CPFF, etc);
- Government Agency/Organization;
- COR's name, email address, contact phone number;
- Contracting Officer's name, email address, and contact phone number;
- Current status, e.g., completed and/or if in progress, start and estimated completion dates; and
- Performance with regard to customer satisfaction, quality of service, staying on schedule and within budget.

Please ensure that email addresses and all telephone numbers listed are correct and current for all points of contact prior to submission so that the information provided may be validated.

The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources, including sources outside of the Government. Past performance information will be utilized to determine the quality of the contractor's past performance as it relates to the probability of success for the required effort.

## **VOLUME 2**

### **Price**

Your price quote shall be a **separate Volume (2)** from your technical quote. There is no page limit for the price quote. Offerors shall indicate any price related assumptions, conditions, or discounts.

AQD plans to award a Firm Fixed Price/Labor Hour Hybrid Task Order under a GSA FSS Schedule. Your price quote shall be based on your current GSA Schedule contract labor rates. Please provide a price for each task in accordance with (IAW) the PWS and IAW CLIN Structure (Appendix L). This will also form your payment schedule.

Include a separate price summary sheet that includes the base period and each option period. Offeror shall identify the labor category(s), labor category descriptions to include: the skills, experience per category as defined in your GSA Schedule, the hourly rate(s) proposed, the level of effort (LOE) for each labor category for each task. Your quote shall include the total level of effort for each 12 month period of performance, and any other additional cost associated for calculating the total price for this effort. Subcontractor rate information to also be included, if applicable.

### **8. BASIS FOR AWARD:**

The Government will place an order against a GSA Schedule contract using the procedures in FAR 8.405, after concluding that the order represents the best value (as defined in FAR 2.101) to meet the Government's needs. Using a trade-off between price and non-price factors, award may not be made to the lowest priced offer but rather, award will be made to the responsible GSA FSS vendor whose quote represents the "Best Value" to the Government, all factors considered.

Technical evaluation factors are more important than price; however, between quotes that are evaluated as technically equal in quality, price will become more important in selecting the successful Offeror.

The Government may reject any quote that is evaluated to be not compliant with the solicitation requirements, unrealistically high or low in price, or otherwise reflects a failure to comprehend the complexity and risks of the work to be performed.

### **9. EVALUATION FACTORS:**

Each offeror's submission will be evaluated in accordance with the following evaluation criteria. Sub-factors listed under each factor are of equal importance to each other.

Factors are in descending order of importance:

- Factor 1 - Technical Approach
- Factor 2 - Management Approach and Personnel Qualifications
- Factor 3 - Past Performance
- Factor 4 – Price

#### **1. Technical Approach**

- a. Understanding and technical approach to perform the requirements of the PWS.
- b. Specific methods and techniques in the Quality Control Plan to ensure quality performance metrics are met IAW the QASP and all appropriate DOD guidance and instructions.
- c. Quality of the plan to address any anticipated major difficulties and problem areas and demonstration of creative and feasible solutions and approaches to correct the identified potential problem areas.

#### **2. Management Approach and Personnel Qualifications**

- a. The currency, quality and depth of experience of personnel identified in the staffing plan.

- b. The quality of the proposed staffing plan which must describe the contractor's proposed organizational structure, assigned responsibilities, and relevant qualifications of proposed staff. A mix and balance of education and experience of all personnel must be demonstrated.
- c. A minimum of 10% must be current or former military spouses with mobile military lifestyle and career experience. (Contractor shall be able to provide individuals who identified by self reported by name, service or component affiliation, and identify current or former military spouse/s with military affiliation).

### **3. Past Performance**

### **4. Price**

The price quote will be evaluated based on the offeror's price related assumptions, conditions or discounts and a determination that hours and mix of labor supporting the Firm Fixed Price/Labor Hour Hybrid quote is commensurate with an acceptable level of risk in performance of the requirement (price "reasonableness"), and whether the price for each task and the total price is realistic and reasonable to perform the requirement in relationship to the quoted solution.

## **CONTRACT AWARD**

This is a RFQ only; it does not obligate the Government to award a Task Order or to reimburse an offeror for any costs incurred in preparing the response to this RFQ.

Sincerely,

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//s//  
Mary J. Carver  
Contracting Officer

The Performance Work Statement (PWS) entitled "Military Community and Family Policy Office (MC&FP) for Spouse Education and Career Opportunities (SECO) "

PWS Attachments 1-12 are listed below.

1. Appendix A SECO Program Model
2. Appendix B MSEP Program Model
3. Appendix C MSEP Statement of Support
4. Appendix D Travel Request and Report Forms
5. Appendix E DoD Issuances and Other Mandatory Compliance Req
6. Appendix F Reporting Requirements
7. Appendix G Quality Assurance Surveillance Plan
8. Appendix H Historical Data
9. Appendix I Glossary of Terms
10. Appendix J Administrative Considerations (updated)
11. Appendix K Terms and Conditions (updated)
12. Appendix L CLIN Structure (updated)