



AQD REQUEST FOR QUOTE LETTER

July 20, 2012

To: Service Disabled Veteran Owned Small Business (SDVOSB) Offerors

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

Subject: AQD Request for Quote (RFQ) # **D12PS00456**, Military Community & Family Policy (MC&FP)
Professional Information Technology (IT) services and support for the Military Community &
Family Policy Enclave (MCFPE).

This RFQ is issued to solicit SDVOSB 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 in accordance with FAR 8.405-5(a)(1) "Ordering activity contracting officers may, at their discretion, set aside orders for any of the small business concerns identified in 19.000(a)(3)". AQD anticipates awarding a Firm Fixed Price/Labor Hour Hybrid Task Order after receipt and evaluation of quotes.

This is a notice that this RFQ is a total set-aside for Service Disabled Veteran Owned Small Businesses (SDVOSB). Only quotes submitted by SDVOSB business concerns will be accepted and evaluated by the Government.

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.

AQD anticipates that the majority of this effort may be performed under the GSA Federal Supply Schedule (FSS) 70 SIN#132-51 – Information Technology Professional Services. 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.

This RFQ is a 100% set-aside for SDVOSB. Only quotes submitted by Service Disabled Veteran Owned Small Business concerns will be accepted and evaluated by the Government.

RFQ INSTRUCTIONS:

1. REQUIRED SERVICES:

This RFQ is for Information Technology (IT) services in support of the Military Community & Family Policy Enclave (MCFPE). IT services shall include, the enhancement, development and maintenance of the primarily Oracle Database centered applications and websites. The contractor shall provide IT application support by creating new and enhancing existing MC&FP Websites, tools and applications as identified in the PWS. The requirements will encompass network, programming, operations, systems administration, documentation development and maintenance, network architecture design and implementation, database administration and Information Assurance (IA) technological support to be provided as a Firm Fixed Price/Labor Hour Hybrid Task Order. The services (approximately 98%) shall be provided at contractor's facility.

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, July 26, 2012 by 02:00 PM Eastern Time to nancy_shah@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. RFQ RESPONSE DUE DATE & SUBMISSION REQUIREMENT

Quotes are due no later than (NLT) **August 20, 2012** by 2:00 PM Eastern Time. All correspondence shall reference "Request for Quotation # **D12PS00456**"

SUBMISSION OF QUOTE: Please send one original hard copy technical quote and price quote and five additional hard copies and one CD 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 Ms. Nancy Shah

6. ANTICIPATED TASK ORDER TYPE:

Firm Fixed Price/Labor Hour Hybrid

7. SUBMISSION REQUIREMENTS:

VOLUME 1 – TECHNICAL QUOTE	VOLUME 2 – PRICE QUOTE
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 60 pages (excluding past performance, Program Management Plan (see Staffing Plan item # 4), Quality Control Plan and resumes/letters of commitment).

COMPONENTS OF EACH VOLUME & SECTION

VOLUME 1

This section shall include a cover sheet on letterhead to include the 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 (attachment #8 supporting the PWS);
- 3) Discussion via a plan to address any anticipated major difficulties and potential problem areas.

Management Approach and Personnel Qualifications

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 7.3 of the PWS.

Past Performance

The offeror shall describe its past performance directly related to IT contracts (Government or Commercial) it has held within the last three (3) years that are similar in scope, magnitude and complexity. 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.

Socio-Economic status

Your quote shall be on your firm's official letterhead, stating your business size and socio-economic status based upon your GSA Schedule 70 contract, NAICS code and your self-certification at time of RFQ closing. For subcontractors; size, socio-economic status must also be provided. The Contracting Officer will compare your self-certification against what is designated in CCR. In the event of a conflict, the Contracting Officer may refer any final Small Business determinations to the Small Business Administration for review. If the size status listed in CCR differs from the size status in your GSA Schedule contract, the differences should be explained in narrative form. Contracting Officers may allow re-certifications, but are under no obligation to do so.

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 (attachment #11). 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 shall also be included, if applicable. A rough order of magnitude (ROM) for this requirement is estimated to be between fifteen (15) to thirty (30) Full Time Equivalents (FTE).

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. Proven experience developing and maintaining enterprise scale applications developed using the ORACLE Application Express (APEX) platform.

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.

