



**Federal Communications Commission
Washington, DC 20554**

Reply to Attn of: **RFQ-10-000020**

June 21, 2010

SUBJECT: Federal Communications Commission Request for Quotation for National Broadband Map Data Quality Assessment

To Whom It May Concern:

Your firm is hereby invited to respond to subject RFQ to provide an assessment of National Broadband Map Data Quality in accordance with the attached Statement of Work (SOW). As a result of this RFQ, the Government anticipates award of one delivery order issued against the Vendor's General Services Administration (GSA) Federal Supply Schedule (FSS) 874-3 for Mission Oriented Business Integrated Services (MOBIS). The resultant order will be firm fixed-price and will be placed with a GSA FSS 874-3 contractor that provides the best value to the Government. ***Please note that this procurement is funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act)*** and therefore only MOBIS contractors that have accepted Recovery Act clauses in their GSA contracts are eligible for award of this task order. Instructions for preparation and submission of your quotation are detailed below. Any quotation that fails to comply with these instructions may be rejected without further consideration. Additionally, the Government reserves the right to not make any awards as a result of this RFQ. Firms submitting quotations will not be reimbursed for any costs associated with development and/or submission of a quotation.

Background and Request for Quotation

The National Telecommunications and Information Administration (NTIA) and the Federal Communications Commission (FCC or Commission) have entered into an inter agency agreement in which the FCC is tasked with analyzing data under the SBDD Grant Program. The FCC is responsible for integrating and analyzing state and territory data sets and then creating a conformed dataset that will support semi-annual reporting of broadband availability to NTIA.

Quotation Instructions

Pricing – Vendors shall use pricing from their current GSA FSS 874-3 MOBIS schedule Special Item Number (SIN) 874 contract to develop Firm Fixed-Price (FFP) quotes for each Line Item Number identified in the Contract Pricing Table. Vendors may and are encouraged to provide discounts to their established GSA prices. The pricing section shall be separate from the

Technical and Past Performance sections. Vendors shall address the following in its pricing section:

1. Identify any pricing assumptions made in development of their quotations;
2. Identify any qualifications or restrictions associated with your quotation;
3. Provide the basis of your estimate showing proposed hardware (if necessary), software (if necessary), and labor costs, applicable labor category rate, hours and extended prices for each line item effort;
4. Identify any open market items contained in your quote; and
5. Provide point of contact information for the person responsible for this quotation, to include name, telephone number and e-mail address.
6. Provide a copy of the Vendor's current GSA MOBIS contract that shows current labor categories, rates and contract clauses.

Technical Approach – Vendors shall describe their technical approach to fulfill the statement of work requirements within a conformed technical approach volume of 40 or less pages. Demonstrate your understanding of the requirement and your ability to successfully complete the effort as stated in the SOW, by addressing the items below. Number the items in your response the same as the outline below.

1. Executive Summary of Technical Approach
2. Technical Approach to:
 - a. Manage the project to include its project management approach/methodology to organize, plan, schedule, implement, control, analyze and report on elements of this contract. This section shall also address the Vendor's approach to manage subcontractors.
 - b. Perform the specific requirements and tasks of this project (including submission of deliverables within established deadlines) to include the methodologies, processes and tasks the Vendor will undertake to perform statement of work Section 3.0 effort that includes:
 - i. Discuss approach to review data submissions [Enclosure (3) Section 3.1]
 1. Address knowledge of proposed 3rd party and publicly available broadband datasets to be used in the comparative analysis
 2. Address review/analytical methodologies and/or processes for review of SBDD Awardee Data
 3. Address knowledge of the SBDD to include
 - a. Program knowledge
 - b. Datasets and methodologies
 4. Address the depth of Vendor's proposed analytical review; and
 5. Proposed scoring methodology.
 - ii. Discuss approach to compare data [Enclosure (3) Sections 3.2.1—3.2.4]
 1. Address the test(s) the Vendor will perform to compare data
 2. Address the number and types of data comparisons
 3. Address the relevancy and rationale for proposed comparisons

4. Address depth of proposed data comparison
 5. Address repeatability of data comparison process
- iii. Discuss approach to create database [Enclosure (3) Section 3.2.5] to support scoring to include:
 1. proposed alternatives for analysis
 2. proposed relational data design
 3. proposed process repeatability
 - iv. Discuss approach to complete and deliver a comparative analysis summary [Enclosure (3) Section 3.2.6]. Address statistical assessment approach.
 - v. Discuss approach to complete and deliver the Final Report [Enclosure (3) Section 3.3]
 1. Address final report structure
 2. Address depth of report
 3. Address usability for future analysis
3. Project Plan - Provide a project plan that illustrates how you will successfully complete the work. The project plan shall include a proposed schedule that includes all major tasks associated with the successful performance of the work.
 4. Describe your firm's staffing plan, including all proposed personnel including key personnel who will support this effort. For key personnel describe the availability to begin work upon delivery order award. Include all subcontractor personnel including their company. Describe related experience for key personnel to this SOW.
 5. Resumes of Key Personnel (not part of the response page limitations). Resumes shall include experience related specific to the task they will support, years of experience, degree(s), and other information pertinent to this effort. The resumes are excluded from the page limitation for the written response to the RFQ, and each resume shall not exceed two (2) pages and be in the same format.

Past Performance – Vendors shall provide up to three (3) references of current or previous projects similar in size, scope, and complexity to this procurement on which the vendor has performed work in the past 24 months. Each past performance reference shall not exceed two (2) pages in length. The FCC may contact those references during the evaluation process to verify relevant experience and level of performance. The FCC may, at its discretion, obtain and evaluate information from sources other than those provided by the Vendor. The Government will evaluate the degree to which the Vendor's past performance demonstrates experience likely to result in satisfactory performance.

Vendors shall submit the past performance references in the following format:

Section	Content									
Section 1	1.1 Name of Contracting Agency 1.2 Contract Number 1.3 Initial Contract Value 1.4 Total Contract Value 1.5 Period of Performance 1.6 Customer Point of Contact 1.7 Customer POC Phone									
Section 2	Description of Describe Work Products and/or Services Delivered to this Work Products/Services customer. Describe and demonstrate how this past Delivered performance correlates with FCC's SOW Requirements									
Section 3 – List of Proposed Personnel that worked on this Past Performance reference.	List of Proposed Personnel <u>who worked</u> on cited past performance, their role/responsibility on cited past effort, their utilization on cited effort, and <u>their proposed role/responsibility</u> on proposed effort. <table border="1" data-bbox="786 768 1351 898"> <thead> <tr> <th data-bbox="786 768 878 835">Name</th> <th data-bbox="878 768 1117 835">Role/Responsibility on cited effort</th> <th data-bbox="1117 768 1351 835">Role/Responsibility on proposed Effort</th> </tr> </thead> <tbody> <tr> <td data-bbox="786 835 878 865"></td> <td data-bbox="878 835 1117 865"></td> <td data-bbox="1117 835 1351 865"></td> </tr> <tr> <td data-bbox="786 865 878 894"></td> <td data-bbox="878 865 1117 894"></td> <td data-bbox="1117 865 1351 894"></td> </tr> </tbody> </table>	Name	Role/Responsibility on cited effort	Role/Responsibility on proposed Effort						
Name	Role/Responsibility on cited effort	Role/Responsibility on proposed Effort								

Submission Instructions:

All quotes must be received by 10:00 AM Eastern Time on July 19, 2010. Submissions shall be sent to the contracting officer (mailto: jamie.thompson@fcc.gov) and labeled RFQ-10-000020. An email confirming receipt of the RFQ will be sent to respondents.

Basis for Award - Best Value Determination and Successful Vendor Selection

The Government will select the contractor for award on a best value basis following FAR Part 8.4 procedures. The Government intends to make one (1) award to the Contractor whose quote, conforming to the solicitation, represents the best value to the FCC to fulfill the SOW requirements based upon the Government's evaluation of each quote in the areas set forth below.

All quotes will be evaluated against the evaluation factors set forth in this section. To receive consideration for award, the quote must be acceptable in meeting the Government's requirements in each area. The Contracting Officer (CO) may determine that a superior solution/approach merits a higher price, and therefore represents the best value to the Government. The CO using sound business judgment, will base the selection decision on an integrated assessment of the quote's relative capability as measured against the evaluation factors identified below:

- Technical Approach;
- Past Performance; and
- Price.

Dated June 21, 2010

The Government will use an adjectival evaluation rating system in evaluating quotes. All non-price factors (i.e. Technical and Past Performance) are of equal importance. Technical Approach and Past Performance are individually of greater importance than Price. However, as the non-price factors between quotes become closer, Price shall become more important in any trade-off decisions. Each non-price evaluation factor above will receive an adjectival rating.

The Government intends to evaluate quote submittals and make award based on initial submittals without discussions. However, the Government reserves the right to conduct discussions and allow for quote revisions if it is in its best interest of the Government.

The Government may:

- (1) Reject any or all submittals if such action is in the public interest
- (2) Accept other than the lowest price submittal;
- (3) Waive informalities and minor irregularities in quotes received;
and/or,
- (4) Award without discussions.

Preliminary Inventory – Pass/Fail Evaluation

The Government will conduct a physical inventory of each Vendor's quote to insure receipt of the required documents identified below, and will evaluate on a Pass/Fail basis to determine Vendor's potential eligibility for award. Any quote found to be incomplete may receive a rating of "Fail" for the quote inventory review and may render the Vendor's quote ineligible for further evaluation for award.

Evaluation

The Government contemplates one award resulting from this solicitation.

The Government will evaluate Technical Approach to determine the Vendor's level of the understanding about the SOW requirements and ability to fulfill SOW requirements with minimal risk to the Government. Technical Approaches that demonstrate the Vendor has a sound understanding of the requirements, well articulated plan (personnel, methodologies and approaches, project plan, management oversight, resources) to successfully accomplish SOW requirements, well demonstrated knowledge of 3rd party and publicly available broadband datasets to be used in the comparative analysis, and ability to deliver the SOW requirements with minimal risk to the Government, and does not include any evaluated weaknesses, will be rated Outstanding. The Government technical approach evaluation will include assessment of the following requested information:

- Project management approach/methodology to organize, plan, schedule, implement, control, analyze and report on elements of this contract.
- Approach to perform the specific requirements and tasks of this project (including submission of deliverables within established deadlines) to include the methodologies, processes and tasks the Vendor will undertake to perform statement of work Section 3.0 including:

Dated June 21, 2010

- Approach to review data submissions [Enclosure (3) Section 3.1]
- Approach to compare data [Enclosure (3) Sections 3.2.1—3.2.4]
- Approach to create database (Enclosure (3) Section 3.2.5) to support scoring
- Approach to complete and deliver a comparative analysis summary [Enclosure (3) Section 3.2.6]
- Approach to complete and deliver the Final Report [Enclosure (3) Section 3.3]
- Project Plan
- Staffing Plan including Key Personnel

The Government will rate Technical Approach using the adjectival ratings below. Narrative descriptions of the evaluation findings will accompany the adjectival designations.

- Outstanding - An "Outstanding" rating indicates that the technical approach contains significant strengths and few or no weaknesses.
- Highly Acceptable - A "Highly Acceptable" rating indicates that the technical approach contains a number of strengths, but also some weaknesses.
- Acceptable - An "Acceptable" rating indicates that the technical approach contains strengths, but also significant weaknesses.
- Unacceptable - An "Unacceptable" rating indicates that the weaknesses of the technical approach significantly exceed any strengths.

The Government will evaluate the degree to which the Vendor's Past Performance demonstrates the likelihood of successful performance of the statement of work requirements. Past performance references that have a high-correlation to the statement of work and demonstrate a Vendor's ability to successfully accomplish and deliver the SOW requirements with minimal risk will be rated Outstanding. The FCC may, at its discretion, obtain and evaluate information from sources other than those provided by the Vendor. The Government past performance evaluation will include assessment of past performance references:

- Similarity to this effort in terms of size, scope, and complexity;
- Performance where the vendor has performed work within the past 24 months;
- Staff used on past performance references are proposed for this effort; and
- Customer feedback on Vendor performance.

The Government will rate the Past Performance Factor using the adjectival ratings below:

- Outstanding - An "Outstanding" rating indicates that the Vendor's past performance contains significant strengths and few or no weaknesses.
- Highly Acceptable - A "Highly Acceptable" rating indicates that the Vendor's past performance contains a number of strengths, but also some weaknesses.
- Acceptable - An "Acceptable" rating indicates that the Vendor's past performance contains strengths, but also significant weaknesses.
- Unacceptable - An "Unacceptable" rating indicates that the Vendor's past performance weaknesses (e.g. performance problems affecting on-time delivery) significantly exceed any strengths.

Dated June 21, 2010

Vendors that do not a record of relevant past performance will not be evaluated favorably or unfavorably under this evaluation factor.

The Government will evaluate the total price of the Vendors' proposed line item prices listed in the SOW. The Government may determine that a quotation is unacceptable if the proposed Sub CLIN prices are significantly unbalanced. The Government reserves the right to request additional backup information supporting the Vendor's proposed labor categories and hours. The Government will evaluate the Vendor's proposed estimated labor categories and hours to determine that they are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance and materials described in the Vendor's technical quote and are reasonable.

Special Notes

- Contractor personnel working on this effort (subcontractors inclusive) will be required to complete and submit a non-disclosure agreement prior to beginning work (Enclosure 2).
- Quotation Instructions and Evaluation Criteria are set forth above. Vendors are requested to demonstrate their expertise through a written quotation. The written technical response to information requested herein must not exceed 46 pages (40 pages for Technical Approach and 6 pages for Past Performance). Information that exceeds the page limitation will not be considered. Also, the quote text may not be smaller than 12-pitch type on standard 8 ½ by 11 inch paper. Minimum margins for top, bottom and sides are (1) inch excluding headers and footers. Cover Letter, Resumes and the Quotation cover page are excluded from the page limitation. Failure to fully adhere to the prescribed format may result in your firm's disqualification from the competition.

The cut-off date for submission of questions will be Wednesday, June 28, 2010 at 1100AM Eastern Time.

Please feel free to contact me if you have any questions regarding this correspondence at 202 418-1952.

Sincerely,



Jamie Thompson
Contracting Officer
Federal Communications Commission

Enclosures:

- (1) Quotation Cover Page
- (2) Non-disclosure Agreement (to be executed at time of contract award)
- (3) Statement of Work, Terms and Conditions
- (4) Appendices for National Broadband Map Data Quality Assessment SOW

Enclosure (1) – Quotation Cover Page

The Vendor shall submit the following table as part of its pricing information.

Quotation Cover Page

Company Name:

Company Representative for GSA Orders:

Name:

Title:

e-mail:

Address:

Number:

Payment Terms:

GSA Contract Number and expiration date:

Please check business size: () Large () Small () Minority () Women-owned

TIN:

DUNS:

NAICS:

Product Service Code (PSC):

Complete Mailing Address:

Other Pertinent Information:

Name, Title, Email Address and Phone Number of Person Authorized to Sign Quotation:

Signature:

Date:

