

*M*odification Description

RFQ ID: **RFQ336284 Modification 5**

Date of Mod 5: 01/09/2009 03:36:44 PM EST

Description:

This modification hereby amends the following: RFQ Instruction Letter: Update of Evaluation & Bas section. See Attachment Selection Methodology (Attachment 6): Update of Evaluation Factor 1, Sr Status, Update of Technical Evaluation Point Allotment and Update of Price Quote instructions. See

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**Federal Communications Commission
Washington, DC 20554**

Reply to Attn of: **Contract & Procurement Center**

12/10/2008

TO: Interested GSA Schedule Firms

SUBJECT: Request for Proposal (RFQ) Number RFQ09000008 for the Federal Communications Commission's (FCC) "Operations Support Services"

The Federal Communication Commission (FCC) is issuing this competitive RFQ to solicit GSA Schedule contract holders for the purpose of entering into a Task Order under their GSA schedule contract. The FCC will conduct this acquisition using Subpart 8.4 under the Federal Acquisition Regulation (FAR). If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions. All quote submissions shall be posted on the applicable GSA e-buy page. This solicitation will also be posted on the FCC website at: www.fcc.gov/omd/contracts/preaward/.

Note: It is the responsibility of each interested vendor to monitor the GSA e-buy website and the FCC contracts website for any updates and amendments to this solicitation.

Offerors may submit questions in reference to this solicitation via e-mail to: mashonda.smith@fcc.gov. **The deadline for submission of questions is 12:00 PM EST, December 16, 2008.** Answers will be posted on the stated websites O/A December 19, 2008. Offerors are required to electronically submit a written technical quote (Part 1) and a price quote (Part 2) **separately** for the purposes of assuring that the prospective Contractor is fully cognizant of the scope of this contract and has the capability to complete all Performance Work Statement (PWS) requirements.

Offerors are to provide a total solution utilizing and demonstrating their applicable GSA Schedule and NAICs Code. Offerors may propose appropriate labor categories from their own Schedule contract(s) or Offerors may team with another Schedule holder(s) to offer a blended solution. In support of the FCC to attain socio-economic goals established by the SBA, this RFQ is targeted for small business concerns. Hence, all offerors responding to this RFQ shall be evaluated for potential award based on verification of socio-economic status indicated in their representation & certification that the proposed firm holds a type of small business status as defined by the SBA. Companies with verified small business status, will receive 25 evaluation points. Award will be based upon overall best value to the government.

Please Note: Due to the nature of this requirement and in an effort to effectively meet the subject requirement's needs and to promote the highest level of quality for this contract, the FCC has not designated a specific GSA Schedule to solicit. This solicitation is open to GSA

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Schedule holders that can meet the requirements stated in the PWS and Evaluation Form. **All offerors shall certify in writing that their proposed quote falls within the scope of their referenced GSA Schedule contract(s) and NAICS Code(s).** To further clarify, vendors must include a brief statement within their quote of how their GSA Schedule number and NAICS Code is the best fit to meet this requirement's needs.

All potential offerors are cautioned to strictly adhere to the provisions of their GSA schedules contract and this RFQ regarding conflicts of interest. Any such matters must be brought to the attention of the Contracting Officer at or before the time offers are due. Please be advised that if an actual or potential personal or organizational conflict exists between your firm and the FCC that cannot be resolved, avoided, or mitigated to the satisfaction of the FCC, then your firm shall not be considered eligible for an award.

All offerors shall follow the following quote instructions and submit their proposal with the completed quote cover sheets (attachment 7). Your **quote** shall indicate an **acceptance period of no-less-than 60 days** from the due date for submission.

The **proposal shall not exceed 15 pages**, excluding resumes, past performance information, price information, and applicable attachments. A page is defined as one side of an 8½" x 11" sheet of white, un-textured paper, single-spaced, with at least one inch margins on all sides, using not smaller than 12 characters per linear inch or be smaller than twelve (12) point, and shall not exceed six (6) lines per vertical inch. The type for all documents submitted (including charts and graphs) shall be black. The quote shall be provided electronically via email as stated above. The technical and price proposal must be submitted separately for evaluation purposes.

SUBMISSION REQUIREMENTS

Your quote **MUST** cite the appropriate Schedule Contract Number in your quote submission along with your tax identification number (TIN) and Dun & Bradstreet Number (DUNS), North American Industrial Classification System (NAICS), Standard Product Code (SPC) and other pertinent information found in Attachment 1, Quotation Cover Page. Please ensure that your firm is CCR Certified (<http://www.ccr.gov>).

In order to conduct fair and equitable evaluation of all offers received, please redact all company name and/or any identifying information from the body/text of part 1 and part 2 of your offer. Be sure to submit complete coversheet information and place the coversheets as the first page of each portion of your technical quote.

You may include the names of resume candidates with your separate attachment of proposed resumes.

ASSUMPTIONS, CONDITIONS, OR EXCEPTIONS

Offerors must acknowledge all (if any) assumptions, conditions, or exceptions with *any* of the terms and conditions of this solicitation including the PWS. 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.

EVALUATION & BASIS FOR AWARD

Technical evaluation factors when combined, are significantly more important than cost or price. The Government intends to award without discussions.

The RFQ due date (closing date) is noon EST, Tuesday, January 13, 2009.

Inquiries regarding this procurement may be addressed via email at mashonda.smith@fcc.gov

MaShonda Smith
Contracting Officer

Attachments:

- Performance Work Statement Attachment 1
- Price Quote Spreadsheet Attachment 2
- FCC Clauses Attachment 3
- Historical Data Attachment 4
- Glossary of Acronyms Attachment 5
- Evaluation Criteria Attachment 6
- Quote Coversheets Attachment 7

SELECTION METHODOLOGY

All offerors shall certify in writing that their proposed quote falls within the scope of their referenced GSA Schedule contract(s) and NAICs Code(s). To further clarify, vendors must include a brief statement within their quote of how their GSA Schedule number and NAICS Code is the best fit to meet this requirement's needs. This information is to be included in Part 1: Technical Quote portion of your submission.

The following significant evaluation factors and sub-factors for each task order within the subject requirement will be used as a method of source selection in determining the offeror providing the best value to the Federal Communications Commission (FCC):

Evaluation Criteria

Evaluation Factor 1 – Small Business Status

Total points = 25

In order to receive 25 total points, vendors submitting quotes must provide proof of representation of small business status.

Evaluation Factor 2 - Understanding the Requirement

Sub-factor 2A – Customer Service Methodology

Total points = 20

Demonstrate an understanding and knowledge of the scope and complexity of the requirement. Describe your firm's **APPROACH** to providing excellent customer service that meets the requirements of this solicitation. Address your firm's customer service experience in similar environments.

Sub-factor 2B – Personnel Qualifications/Experience

Total points = 0

DEMONSTRATE your firm's overall operations support service(s) experience. Submit key personnel and proposed staff resumes (as a separate attachment). Experience information needs to include but not limited to: position, years in position, experience relevant to the PWS, education and certifications, professional accomplishments, etc.

Sub-factor 2C – Technical Capability

Total points = 15

Submit a 1-2 page draft **PHASE-IN/TRANSITION PLAN** that proposes the offeror's strategy to start the contract and end the contract in a smooth and efficient manner. Provide a narrative that addresses the necessary activities to start the contract and maintain contract performance in accordance with the PWS contract tasks. Your draft plan will be finalized according to this solicitations deliverable schedule
Submit a 3-4 page draft **PERFORMANCE MEASUREMENT PLAN** that provides a narrative discussion that proposes how the offeror will function within section 10.0 of the PWS document.

Provide a brief 4-5 page narrative incorporating the performance measures as stated in the PWS section 6.

Sub-factor 2D – Management Plan

Total points = 15

Describe your firm's **APPROACH** to providing effective and efficient management and oversight of this requirement. Provide detailed information that describes the best labor categories, recruitment, training, retention, disciplinary measures, and transition plan (include dates and times) that will meet and exceed the requirement(s) set forth.

Evaluation Factor 3 – Past Performance

Total points = 25

The Offeror shall identify three (3) to five (5) contracts/task orders with the Federal Government and/or commercial customers that demonstrate recent and relevant past performance. Recent is defined as within the last three 3-5 years. Relevant is defined as work similar in complexity and magnitude of the work described in this Performance Work Statement.

Offerors past performance reference shall include the following information:

- Project title;
- Description of the project;
- Contract number;
- Contract amount;
- Government Agency/Organization;
- COTR's name, address, and phone number;
- **Reference's name, address, phone number, and e-mail (must be current)**
- Contract and, if applicable, task order number;
- Current status, e.g., completed and/or if in progress, start and estimated completion dates;
- Dollar value and type of contract;
- Name of company being referenced;
- SOW/PWS paragraphs that the reference applies to;
- Key personnel (please highlight those individuals who worked on the relevant project(s) and are also being proposed for this effort.); and
- A brief narrative of why you deem the reference to be relevant to this effort

The Government reserves the right to contact each reference provided to obtain supportive past information. Please notify your references of the potential to provide a verbal reference to the evaluation team.

The Government may also consider information obtained through other sources. Past performance information will be utilized to determine the quality of the contractor's past performance as it relates to the probability of success of the required effort.

Please Note: Technical offers that merely parrot the requirements set forth in the PWS and state that the “Offeror will perform the performance work statement or similar verbiage will be considered non-responsive and will not receive further consideration. The FCC is interested only in quotes that demonstrate the offeror’s requisite expertise in performing engagements of this type as illustrated by the Offeror’s description of how it proposes to perform the requirements set forth in the PWS.

PART 2 - PRICE QUOTE (to be submitted separately)

Evaluation Factor 4 - Price

Your price quote shall be separate from your technical quote. The price quote shall be submitted as a **Fixed Price Labor Hour/Time and Material quote** and shall be based on your current GSA Schedule contract’s fully burdened labor rates for all applicable labor categories, utilizing any and all discounts.

Offerors are to fill in and submit the provided pricing schedule (Attachment 2) with the price quote