



**Federal Communications Commission
Washington, DC 20554**

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

07/01/2009

TO: Interested GSA Schedule Firms

SUBJECT: Request for Quote (RFQ) Number 09000067 for the Federal Communications Commission's (FCC) "Sensitive Document Destruction Services"

The Federal Communication Commission (FCC) is issuing this competitive RFQ to solicit GSA Schedule contract holders under Federal Supply Classification Code 36, The Office, Imaging and Document Solution, Special Item Number 51 507, Destruction Services, 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. If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions. The solicitation is posted on the GSA e-buy website at: www.ebuy.gov and the FCC website at: www.fcc.gov/omd/contracts/preaward/.

It is the responsibility of each interested vendor to monitor the GSA website at: www.ebuy.gov for any updates and amendments to this solicitation. This solicitation will also be posted on the FCC website at: www.fcc.gov/omd/contracts/pre-award for information purposes only.

All potential offerors are cautioned to strictly adhere to the provisions of their GSA schedule 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.

The FCC is issuing this solicitation for the purpose of entering into a Time and Material contract. The Government intends to make award without conducting discussions with offerors. If you are interested in this acquisition, you may participate by submitting a quote in accordance with the following instructions. **All quotes shall be submitted to: eProposals@fcc.gov. Be sure to place the following information in the subject line of your e-mail submission: "RFQ09000067 FCC Sensitive Document Destruction Services."**

The deadline for submission of quotes is 2:00 PM EST, July 16, 2009.

Quote Submission Instructions

1. All offerors shall follow the instructions hereby set forth and submit their quotes with the completed quote coversheets (Attachment 1). Your proposal shall indicate an **acceptance period of no-less-than 90 days** from the due date for submission.
2. Quotes shall be submitted electronically in two separate e-mail attachments as described in paragraphs (5) and (6) below. Each of the parts must be complete in itself so that the evaluation of each part may be conducted independently, and so the technical and management part may be evaluated strictly on its own merit. Proposals shall be submitted in the format, if any, prescribed elsewhere in this solicitation.
3. A page is considered to be one side of a single sheet of “8 ½ x 11” paper, single spaced, using not smaller than 12 point type font, and having margins at the top, bottom and sides of the pages of no less than one inch in width.
4. Offerors shall limit Part I, Technical Quote to **eight (8) pages**, except for any information specifically exempted. Offerors are cautioned that if Part I of their offer exceeds this page limitation, the Government will evaluate up through the permitted number of pages only. Pages beyond that limit will not be evaluated.
5. **Technical Quote (Part I):** The following three technical factors will be used to evaluate all submitted quotes:

Sub Factor 1: Management Plan/Technical Approach/ Quality Control Plan

Offerors technical proposal shall include a **MANAGEMENT PLAN APPROACH** (1-2 pages) which describes your firm’s ability to provide effective and efficient management and oversight of this requirement. Demonstrate your firm’s knowledge and ability to provide **excellent customer service** that meets the requirements of this solicitation. Include your firm’s customer service experience in similar environments. The offeror must demonstrate how excellent customer service will be provided and maintained throughout contract performance.

Describe your firm’s **TECHNICAL APPROACH** (2-4 pages) to the methods and procedures that clearly indicate the security of the material from initial possession to transportation and destruction. **Technical approach shall include clear and concise procedures for invoicing and quality control procedures (Quality Control Plan) which must include dates of service, line item for all charges and amount of material destroyed and also include quality control metrics**

Submit your company’s **QUALITY CONTROL PLAN** (QCP) (1-2 pages) that demonstrates your company’s procedures to identify, prevent, and ensures customer satisfaction and any non-recurrence of defective services. Include a narrative discussion of the offerors performance metrics to be used throughout the contract period of performance.

Sub Factor 2: Small Business Status

In order to receive 25 total points, vendors submitting quotes must include a statement in the quote affirming their small business status. Submit supporting documentation to provide proof of representation of small business status. Supporting documentation is exempt from the page limit stated in paragraph 4.

- a. The Offeror shall submit their up-to-date Representations and Certification information and include a statement that the offeror has registered in the Central Contractor Registration (CCR) site and has submitted Annual Representations and Certifications via the On-line Representations and Certifications Application (ORCA) and include them in this Part II.

Sub Factor 3: Past Performance

Offeror's must list three (3) relevant contracts and projects performed in the past 3 years (i.e. from the date of solicitation closing) of similar scope and complexity. The Offeror shall complete and submit attachment #3.

Past performance reference information should demonstrate proper successful supervision and coordination of work performance in compliance with requirements of similar scope and complexity and demonstrates the offeror's ability to successfully handled daily routine and non-routine issues as they arose. And demonstrate compliance with regard to keeping schedules, providing additional services in a timely manner, and timely submission of required reports, invoices and paperwork.

6. **Price Quote (Part II):** The following information is exempt from the page limitation set forth in paragraph (4).
 - a. The offeror shall complete and submit the Pricing Schedule Sheets, Attachment 2 of this solicitation and include them in this Part II.
 - b. Include a narrative statement explaining the factors for pricing. Explain how the total annual price is derived. Additional pages not included in page limit.
 - c. Proof and narrative stating applicability of GSA Schedule contract and NAICs code.
7. **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 SOW. 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 and Basis for Award

Award will be based upon overall best value to the Government.

This PWS serves as the Government's baseline requirements. All quotations will be judged against these requirements. The evaluation factors and sub-factors are identified below and listed in descending order of importance.

Award will be made to the offeror whose quotation represents the best value to the Government considering all of the stated evaluation factors and their relative importance. Non-price evaluation factors (i.e., Small Business Status, Management Plan/Technical Approach/Quality Control Plan and Past Performance) when combined are significantly more important than price. Although price is the least important evaluation factor, if Offeror's quotations are determined to be relatively equal with respect to non-price evaluation factors, price may be the determining factor in the award decision. Offerors are encouraged, therefore, to submit competitive pricing.

Part I: Technical Quote (Total Points = 100)

**Sub-Factor 1: Management Plan /Technical Approach/
Quality Control Plan** (Up to 60 Points)

Sub-Factor 2: Small Business Status (Up to 40 Points)

Sub- Factor 3: Past Performance (Risk Assessment Assessed)

Part II: Business Quote(Price)

Please note, this request does not commit the Government to pay any costs incurred in the submission of your offer, nor to contract for said services. Note also, that full, accurate, and complete information is required by this request in accordance with 18 U.S.C. § 1001 which also prescribes the penalties for making false statements.

Inquiries regarding this procurement may be addressed via email at: eProposals@fcc.gov. **Please list the solicitation number (RFQ09000067) in the subject line of the e-mail.**

MaShonda Smith
Contract Officer

Attachments:

Attachment 1	FCC Quote Coversheets
Attachment 2	Pricing Schedule
Attachment 3	Past Performance Contact Information Sheet
Attachment 4	Non-Disclosure Form
Attachment 5	Wage Determinations

ATTACHMENT NO. 1

Part I: Technical Quote Cover Page

(To be placed on the top page of the technical portion of your offer)

Company Name:

Company Representative for GSA Orders:

Contact Phone:

Contact E-mail:

Payment Terms:

GSA Schedule Number and expiration date:

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

TIN or SSN:

DUNS #:

NAICs Code:

Complete Mailing Address:

Other Pertinent Information:

Offer Acceptance Period (no less than 90 days from due date of quote):

Name and Title of Person Authorized to Sign Offer:

Signature:

Date:

ATTACHMENT NO. 1

Part 2: Business Quote Cover Page

(To be placed on the top page of the price portion of your offer)

Company Name:

Company Representative for GSA Orders:

Contact Phone:

Contact E-mail:

Payment Terms:

GSA Schedule Number and expiration date:

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

TIN or SSN:

DUNS #:

NAICs Code:

Complete Mailing Address:

Other Pertinent Information:

Offer Acceptance Period (no less than 90 days from due date of quote):

Name and Title of Person Authorized to Sign Offer:

Signature:

Date:

ATTACHMENT NO. 2

PRICING SCHEDULE

The Federal Communications Commission (FCC) requires the services of a contractor for provide pick up and destruction of sensitive documents. As a regulatory agency the FCC handles proprietary, market sensitive data that requires special handling and dissemination procedures and in turn requires controlled document destruction. The Contractor shall be paid, as full compensation for the sensitive document destruction services inspected and accepted under this contract, inclusive of all costs and expenses, the applicable firm fixed unit prices stated below:

It is also imperative that while this contract meets organizational security objectives, the contractor staff provide superior customer service, with discipline, cooperation and a consistently positive attitude.

The contractor shall perform the work outlined in the PWS utilizing their established GSA rates. The government seeks additional discounts.

TYPE OF CONTRACT

The FCC intends to award a contract containing **Time and Material** components for destruction services (pick-up destruction of sensitive documents) to be provided at the FCC HQ, in Washington, DC.

The Government shall pay the Contractor for accepted services in accordance with the schedule below. For each period of performance on a Time and Material basis, the Contractor shall indicate the unit price. The unit price shall include all costs/fees such as (fuel surcharge, pick-up, bin or storage container rental fee etc.). The Contractor shall provide an estimate for 1 day of pick up service per week per option period (government estimates approximately 52 pick ups per period).

Item No.	Services Description	No./Amt.	Unit Price	Annual Total Price
0001	Contract #TBD, "FCC Sensitive Document Destruction Services" – Base Period	_____	\$ _____	\$ _____
0002	Contract #TBD, "FCC Sensitive Document Destruction Services" – Option Period 1	_____	\$ _____	\$ _____
0003	Contract #TBD, "FCC Sensitive Document Destruction Services" – Option Period 2	_____	\$ _____	\$ _____

ATTACHMENT NO. 3

PAST PERFORMANCE CONTACT INFORMATION SHEET

Offeror Information:

Name of Offeror Providing Services: _____

Address: _____

Past Performance Reference Information:

Name of Company/Organization Receiving Services: _____

Address: _____

Telephone: _____ FAX: _____

Contract Information:

Contract Number: _____ Dollar Value (Annual): _____

Performance Period: _____ Performance Location: _____

Type of Contract (Check all that apply):

Fixed Price _____ Cost Reimbursement _____ Other (specify) _____

Negotiated _____ Sealed Bid _____ Competitive _____ Non-Competitive _____

Basis of Payment:

Labor/Equipment Hours _____ Other (specify) _____

Type & Extent of Subcontracting: _____

Description of Services Provided: _____

ATTACHMENT NO. 4

NON-DISCLOSURE AGREEMENT

I, _____, as an employee/subcontractor/consultant/representative of _____ (Contractor), operating under the terms and conditions of Contract No. _____ with the Federal Communications Commission (FCC), understand that during the course of performing duties relating to such contract or subcontract, I may be furnished or provided access to non-public information that is the property of, submitted for review or evaluation by, or collected or results from the performance of the contract between _____ (Contractor) and the FCC, and that such confidential/proprietary information shall be used only as directed. I certify that I will not disclose any non-public information to any Contractor employees nor to any non-contractor personnel except those who have been authorized in writing by the FCC to receive such information and who have executed the same or similar Non-Disclosure Agreement. This agreement shall not be assigned, delegated nor any right or duty hereunder be transferred to any other individual or organization. I understand that the prohibition on disclosure of the protected information is an ongoing obligation and does not terminate with completion of the contract work.

CONFLICT OF INTEREST

In connection with performance of my work under or relating to this contract, I agree to abide by provisions contained in the contract's Conflict of Interest clause. I further agree that I will not will not dispute the validity of, nor take positions inconsistent with, the work product generated for the FCC in connection with this contract.

Signature	Printed Name	Date
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Title	Company
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Address	Phone	E-mail
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Key Personnel: **Yes** **No**