

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1	OF PAGES 40
1. REQUEST NO. W912CZ-04-R-0015	2. DATE ISSUED 09-Apr-2004	3. REQUISITION/PURCHASE REQUEST NO. WC1SH54076F020	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY REGIONAL CONTRACTING OFFICE - ALASKA ATTN: SFCA-PRA-C PO BOX 35510 FORT WAINWRIGHT AK 99703-0510			6. DELIVER BY <i>(Date)</i> SEE SCHEDULE			
			7. DELIVERY <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER DESTINATION <i>(See Schedule)</i>			
5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i> ULANDA E. GANACIAS 907-353-7178						
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> SEE SCHEDULE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 19-Apr-2004						
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE <i>(Include applicable Federal, State, and local taxes)</i>						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
SEE SCHEDULE						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER <i>(Street, City, County, State, and ZIP Code)</i>			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		TELEPHONE NO. <i>(Include area code)</i>	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Prevention Education Services - Base Year FFP Non-Personal Services: Contractor shall furnish all labor tools, materials, facilities and transportation necessary to provide prevention education services for the Army Family Advocacy Program (FAP) as provided in the Statement of Work, Section C. Period of Performance: Date of award for a period 12 months. PURCHASE REQUEST NUMBER: WC1SH54076F020				
					NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Prevention Education Services FFP The contractor shall provide educational services in accordance with the Statement of Work, Section C.	1	Years		
					NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Traning Expenses FFP	1	Each		
Contractor is required to complete at least one (1) training session per year. The FAP Manager will approve the class. Cost of travel, per diem, and tuition shall be billed against this CLIN, and restricted to coach airfare, economy class rental vehicle, and JTR allowances.					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	Prevention Education Services FFP				
First Option Year -Non-Personal Services: Contractor shall furnish all labor tools, materials, facilities and transportation necessaary to provide prevention education services for the Army Family Advocacy Program (FAP) as provided in the Statement of Work, Section C. Period of Performance: 12 months					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA OPTION	Prevention Education Services FFP	1	Years		
The contractor shall provide educational services in accordance with the Statement of Work, Section C.					

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB OPTION	Traning Expenses FFP Contractor is required to complete at least one (1) training session per year. The FAP Manager will approve the class. Cost of travel, per diem, and tuition shall be billed against this CLIN, and restricted to coach airfare, economy class rental vehicle, and JTR allowances.	1	Each		

NET AMT

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORK**STATEMENT OF WORK
Prevention and Education Specialist**

C.1.0. GENERAL This statement of work includes programs and services, which are the responsibility of the Army Community Service (ACS) Branch, Family Advocacy Program (FAP), Directorate of Community Activities (DCA), U.S. Army Garrison, Alaska located at Fort Wainwright, Alaska. The goal of the Family Advocacy Program is to improve readiness and retention by reducing family violence; by encouraging healthier, more capable family functioning during deployments, by increasing retention by promoting earlier cohesion and bonding of young Army families to the military culture, and by reducing instances of crisis intervention due to marital difficulties, isolation, stress, and financial problems.

C.1.1. SCOPE OF WORK.

C.1.1.1. The Contractor shall implement the Prevention and Education Program by teaching a variety of classes to promote healthy life and parenting skills to eligible personnel.

C.1.1.2. The Contractor shall provide comprehensive, accurate, easily accessible, and up-to-date information on the following topics: parent education, promoting healthy interaction between parent and child, reducing the risk of child maltreatment, healthy life skills, and the prevention of domestic violence.

C.1.1.3. The Contractor shall conduct classes and/or unit briefings on the following topics: recognizing and reporting child abuse; impact of domestic violence on children; appropriate discipline, physical care, safety, protection, supervision and nurturing of children and classes on Anger Management, Stress Management, and Healthy Communication. **Please see Specific Tasks Section, Paragraph C.4.1.3.**

C.1.1.4. The Contractor shall provide a proposed schedule of classes and/or briefings for the upcoming month NLT the 25th of the proceeding month for inclusion in the ACS Significant Events Calendar.

C.1.1.5. Contractor shall prepare After Action Reports (AARs) on classes and/or unit briefings within 3 days after last scheduled class and/or briefing during a given week.

C.1.2. PERSONNEL. Contractor personnel shall have the following minimum qualifications:

C.1.2.1. Knowledge of the theory, practices and problems involved in social services delivery issues. This includes experience in organizing training materials, writing lesson plans, providing classroom instruction, and teaching these skills to others.

C.1.2.2. Knowledge of the military system and military family lifestyles, especially the mobile lifestyle.

C.1.2.3. Experience in adapting educational programs and initiatives in response to customer feedback evaluations and feedback from needs assessments.

c.1.2.4. Ability to communicate effectively in the English language, both in writing and orally.

C.1.2.5. Experience in assisting/teaching adults and children in a formal setting. This may be public speaking, experience in classroom, seminar, or other such settings.

C.1.2.6. Must have experience in computer operating systems such as Microsoft Windows 95 and computer applications such as Microsoft Office to perform basic word processing and telecommunications (e-mail and Internet access).

C.1.2.7. Experience with community based social services, such as Federal or State social service agencies.

C.1.2.8. Shall have a Bachelor's Degree or a Master's Degree in Psychology, Sociology, Social Work or other Human-Services field. A Master's Degree will receive greater weight in evaluating offers than a Bachelor's Degree.

C.1.3. QUALITY CONTROL. Contractor shall establish a quality control program to ensure the requirements of the contract are accomplished as specified. Initial plan shall be presented to the Contracting Officer's Representative (COR) within 30 days of contract award for COR information and approval. Subsequent modification shall be made as required or to respond to concerns of the COR. Quality controls will include the following as a minimum:

C.1.3.1. A method of gathering demographic information on class and/or unit participants that will satisfy requirements of ACS annual report. See sample at Technical Exhibit (TE 02).

C.1.3.2. A method of obtaining feedback from clients. See sample at Technical Exhibit (TE 03).

C.1.3.3. A means to ensure client confidentiality.

C.1.4. QUALITY ASSURANCE. The Government will evaluate the Contractor's performance under this contract using the method of surveillance specified at Technical Exhibit 1 (TE 01). TE 01 is provided for informational purposes only, and may be changed by the government at any time.

C.1.5. PHYSICAL SECURITY. Contractor shall establish and implement methods to ensure the physical security of all US Government property and facilities. Methods established shall be in accordance with locally directed physical security and internal control procedures (see attached Standing Operating Procedures (SOP) at TE 04). Access to facilities shall be limited to those for whom the local commander has authorized access.

The Contractor shall be responsible for keys issued to him/her and shall pay for installation of locks if keys are lost or compromised. The Contractor shall also be responsible for securing the building according to the ACS policy and procedures when he/she is the last person to leave the building for the day.

C.1.5.1 CONFIDENTIALITY. Contractor shall not reveal personal information of clients and volunteers, to include social security numbers, telephone numbers, and other personal information, except as provided under this contract or required by law.

C.1.6. HOURS OF OPERATION: The Contractor will provide services between the hours of 0800 to 1700, Monday through Friday, and in addition will provide services for evening and weekend program functions, special events, and training activities. . The Contractor may be absent a total of 120 hours without reduction in the contract price, if each absence is approved by the contracting officer or COR. The Contractor must request approval of all absences, other than those due to illness, at least 24 hours in advance. The Contractor must notify the COR by 0830 on the day of absence when the Contractor is ill and needs to be out sick. No services will be required on Federal holidays. These holidays include New Year's Day, President's Day, Independence Day, Columbus Day, Veteran's Day, Martin Luther King's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

C.1.7. CONSERVATION OF UTILITIES. The Contractor shall observe and follow all pertinent U.S. Army and DOD directives regarding the conservation of utilities and energy.

C.1.8. ENVIRONMENT CONTROLS. The Contractor will comply with all federal, state and local regulations concerning protection of the environment.

C.1.9. SAFETY. Contractor shall comply with local safety requirements and make all reasonable efforts to protect all persons from harm and US Government property from damage.

C.1.10. CONTRACTING OFFICER'S REPRESENTATIVE. The Contracting Officer may designate in writing an individual to act as Contracting Officer's Representative, or COR. The COR shall not be authorized to issue Change Orders, Supplemental Agreements, or direct any contract performance requiring contractual modifications or adjustments. Changes in the scope of work shall be made only by the Contracting Officer by properly executed modifications. The COR may not obligate the Government to pay Contractor any additional sums.

C.1.11. CONDUCT. . The Contractor will neither refer government personnel or clients to provide private practice performed by Contractor or Associate nor will Contractor conduct a private practice at government facility or locations. Contractor personnel shall not be under the influence of alcohol or illegal drugs while performing services under this contract, and shall maintain a neat, well-groomed appearance at all times. Contractor personnel shall conduct all business and discussion in a professional manner, maintain decorum and language conducive to the conduction of business in a government setting. Dress is expected to be business attire. Any dress less than this, will be authorized by the receiving officer (Family Advocacy Program Manager) for special occasions only.

C.1.12. ORIENTATION. The FAPM will provide the Contractor with an orientation to the staff and programs available in the ACS Building #3722. This orientation will provide information on the goals and missions of the various programs, their focus in terms of ACS accreditation standards, the classes and services offered by the various programs, the staff members' names and work schedules, as well as "housekeeping" information such as bathrooms, lunch break area, room reservation policies, parking, emergencies procedures (fire, vandalism, building/telephone repairs, etc.).

C.1.13. COORDINATION. Contractor shall coordinate the Prevention and Education Program schedule of events with ACS staff members (both paid and non-paid) to optimize program attendance and participation.

C.2. GOVERNMENT FURNISHED PROPERTY (GFP)/SERVICES. The government will provide to the Contractor for use in connection with this contract the following property:

C.2.1. Building - sufficient work space for one Contractor employee, plus additional space as needed and as facilities allow.

C.2.1.1. Access to a Class A telephone, to be shared with staff.

C.2.1.2. Heat, light, and other utilities.

C.2.1.4. A computer with printer for Contractor utilization, as well as sharing of other office equipment and supplies as needed and available. Contractor may share with staff at ACS common equipment such as the copier machine, the fax machine, the overhead projector, laptop computer, image projector, the paper shredder, and a FAP supply area, which contains paper, pens, staples, and other everyday office supplies

C.2.1.4. Standard US Army and government forms and regulations as requested.

C.2.1.5. Office furniture, to include desk, chair, computer, and filing cabinet.

C.2.1.6. Printing of special forms as needed and approved for use by the Printing and Publications Office.

C.2.2. The government property made available under this contract shall be for use only in the performance of the contract.

C.2.4. Within 5 days of award of the contract, a complete inventory of all property furnished or purchased by the Government will be taken by Contractor, witnessed by Contracting Officer or his/her representative, and reconciled with the installation property books. The Contractor will be liable for all shortages resulting from Contractor negligence or imprudence.

C.3. CONTRACTOR FURNISHED PROPERTY.

C.3.1. TRANSPORTATION. Contractor shall use his/her own transportation to deliver training equipment and supplies to various community locations where Prevention and Education classes are scheduled. All classes are scheduled on Fort Wainwright.

C.3.2. MINIMUM QUALITY STANDARDS. Contractor shall adhere to accreditation standards established per AR 608-1.

C.3.3. The government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or personal belongings brought into the building or onto the grounds due to fire, theft, accident, or other cause not due to Government negligence.

C.4.1. SPECIFIC TASKS. The Contractor will perform the following:

C.4.1.1. Provide a Prevention and Education Program as described in this contract at Fort Wainwright, Alaska.

C.4.1.2. Within the first 30 days after contract award, the Contractor shall establish and thereafter update a schedule of classes for the first quarter. Schedule of class briefings will be made available to the FAPM for approval. The approved class schedule will also be made available to the ACS Secretary for the ACS Calendar of Activities. The schedule will be continually updated with any approved changes provided to the aforementioned personnel. The Contractor shall produce and implement a marketing plan, acceptable to the government, involving strategies for making contact with the target audience no later than 30 days after a FAP Needs Assessment has been completed. This can be done through all known resources, to include but not limited to, post newspaper, e-mail, military distribution, Post Information TV (Channel 19). The Contractor shall produce promotional literature; i.e., flyers, brochures, posters, pamphlets, and direct mail packets outlining vital information and benefits of the program. Within the first 30 days after contract award, the Contractor will learn and comply with FAP procedures and requirements necessary for enrollment into classes, maintenance of waiting lists, attendance reporting requirements, information sharing.

C.4.1.3. Contractor will design and conduct classes and/or unit briefings with a focus on healthy parenting skills, healthy life skills, communication and coping skills, and self-management skills.. Contractor shall reserve room space to conduct the classes; answer customer inquiries about the class topics being presented; prepare lesson plans reference the subject matter to be presented; prepare and make copies of hand-outs pertinent to the class subject matter presented; set up equipment as needed, i.e., VCR and TV for video presentations or overhead projector for overhead briefing slides, easel with flip chart for group discussions, etc. Contractor shall use an evaluation feedback tool (**TE 03**) to determine what the students found helpful from the classes and implement suggestions proactively to improve the classes based on customer feedback. A sample is attached as technical exhibit. Contractor will conduct 12 classes per month and up to four of those 12 classes can be in the form of unit training/briefings. One of the 12 classes offered will be as follows: One class will be offered on Saturday, one class will be offered in the evening, starting from 6:00PM, and one class will be offered during lunch schedule per month. No minimum class signup required for class to be conducted. Contractor will conduct classes with one attendee or more depending on the size constraints of the reserved classroom space. The Government may, at its election, modify the contract to include the suggested topics..

C.4.1.4. Contractor shall provide information to the FAP Specialist for the FAP portion of the ACS Management Report no later than the 7th of every month in accordance with AR 608-1, Army Community Service Program. A sample report is attached as technical exhibit (**TE 05**). The information will be input into the ACS Management Report by the FAP Assistant. The ACS Management Report is a standardized format utilized by all ACS programs around the world, updated via the Internet through the ACS Link.

C.4.1.5. Contractor shall provide to FAPM a weekly consolidated After Action Reports (AARs) on classes and/or unit briefings within 3 days after last scheduled class and/or briefing during a given week. The AARs will be prepared using standard AR 25-50 military correspondence memorandum format reporting: program dates, beginning and ending times, location where the program was conducted, what equipment/supplies were used (overhead, videos, workbooks, etc.),

topics presented and lesson plan used, class sign in sheets, class attendees' evaluations, Contractor's suggestions for future programming initiatives based on customer feedback in the evaluations, and how the class was advertised.

C.4.1.6. Contractor shall draft and provide to the FAPM for approval a quarterly schedule of events, classes and/or unit briefings in advance as follows: the quarterly calendar of events for the months of April, May, June will be provided NLT 5 March; the quarterly calendar of events for the months of July, August, September will be provided NLT 5 June; the quarterly calendar of events for the months of October, November, December will be provided NLT 5 September; the quarterly calendar of events for the months of January, February, March will be provided NLT 5 December. The calendar shall include the time and location of all classes and/or unit briefings to be provided by the Contractor and the title of each program. If another community event targeted to the same audience has previously been scheduled, the Contractor will adjust times to avoid the conflict unless otherwise approved by the FAPM.

C.4.1.7. The Contractor shall assemble and deliver all training supplies (notebooks, lesson plans, viewgraphs, hand outs, etc.) to each scheduled classroom site using the Contractor's transportation. Contractor shall lift, carry (up and down flights of stairs), and deliver boxes of supplies (average 50 pounds per box) to scheduled training sites and shall lift, carry, and arrange chairs, banquet tables, audio visual equipment, flip charts, and other classroom training supplies that may weigh an average of 50 pounds per equipment item. Supplies must be provided for all scheduled attendees, plus 25 percent extra for last-minute additions. Estimated classroom attendance will range from small groups of 10 attendees to 100 attendees.

C.4.1.8. Contractor shall employ a variety of marketing techniques (flyers, electronic marquee, Post Newspaper, etc.) to ensure that the quarterly calendar of Prevention and Education classes and/or unit briefings is advertised community-wide each week.

C.4.1.9. Conduct an average of 4 briefs per month to target audiences, i.e., family readiness groups, units, community organizations, command presentations when scheduled by the FAPM. (**See Specific Tasks Section, Paragraph C.4.1.3**) Community agencies, military units, commanders, etc. frequently request briefs to inform the respective group about what the program offers. Briefing content is specific to the Prevention and Education Program -- what is offered in terms of resource information and upcoming classes. These briefs are based upon community demand and lead-time varies, sometimes requests are received one day in advance and sometimes one month in advance but in no event shall exceed 4 briefings per month.

C.4.1.10. The Contractor shall submit a courtesy copy of the monthly billing information to the COR no later than noon the day before the last working day of each month in order to facilitate preparation of receiving reports.

C.4.1.11. The Contractor will attend at least, (1) one professional training during this contract period not to exceed eight days to include travel time. Training must be approved by the FAPM. The cost of the training will be included in the contract price. The expenses will include registration fee, airfare, hotel, meals, and car rental. Contractor will be responsible for registration, travel arrangements, car rental and hotel accommodations. Estimated expenses average between \$2,000 and will not exceed \$3,000. The location of the training impacts on the associated expenses.

C.4.2. TRAINING LOCATIONS. The Prevention and Education classes (see C.4.1.3) will be provided on site in the Army Community Service Bldg. 3722 in the FAP conference room or as coordinated at alternate Fort Wainwright training sites. Fort Wainwright ACS has only 2 classrooms. These classrooms are also in continuous use by other ACS program managers (Financial Readiness, Relocation Readiness, Family Readiness, Army Family Team Building, etc. Therefore, if no classroom is available in the ACS building #3722, the Contractor shall reserve space at alternate Fort Wainwright locations such as the Education Center or post Library.

C.4.3. RECORD KEEPING AND REPORTS. Program files such as class calendars, sign in sheets, lesson plans, customer evaluations, client records, resource materials, information handouts, etc. will be maintained IAW MARKS (AR 25-400-2). Contractor shall keep an accurate daily record of client contacts and program activities IAW Army Regulation 608-1, Army Community Service Program.

C.6. APPLICABLE AUTHORITIES. The Contractor shall comply with applicable portions of the following regulations and policies.

AR 190-11 Physical Security of Arms, Ammunition and Explosives

AR 608-1 Army Community Service Center and corresponding ACS accreditation standards;

AR 608-18 Family Advocacy Program, 1995, and corresponding FAP accreditation standards;

DOD Directive 6400.1, Family Advocacy Program, 1992;

DOD Directive 6400.2, Child and Spouse Abuse Report

AR 25-50 Preparing and Managing Correspondence;

AR 25-400-2 The Modern Army Record keeping System (MARKS).

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Government	Government	Destination	Government
0001AA	Government	Government	Destination	Government
0001AB	Government	Government	Destination	Government
0002	Government	Government	Destination	Government
0002AA	Government	Government	Destination	Government
0002AB	Government	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 21-APR-2004 TO 20-APR-2005	N/A	N/A FOB: Destination	
0001AA	N/A	N/A	N/A	N/A
0001AB	N/A	N/A	N/A	N/A
0002	POP 21-APR-2005 TO 20-APR-2006	N/A	N/A FOB: Destination	
0002AA	N/A	N/A	N/A	N/A
0002AB	N/A	N/A	N/A	

Section G - Contract Administration Data

Administration Office Address:

Regional Contracting Office – FWA
P O Box 35510
Fort Wainwright, AK 99703-0510

Additional Information will be provided on the contract award document.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.219-8	Utilization of Small Business Concerns	OCT 2000
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-22	Previous Contracts And Compliance Reports	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-6	Drug-Free Workplace	MAY 2001
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	DEC 2003
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-17	Interest	JUN 1996
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Required Central Contractor Registration Alternate A	NOV 2003

CLAUSES INCORPORATED BY FULL TEXT

52.215-5 FACSIMILE PROPOSALS (OCT 1997)

(a) Definition. Facsimile proposal, as used in this provision, means a proposal, revision or modification of a proposal, or withdrawal of a proposal that is transmitted to and received by the Government via facsimile machine.

(b) Offerors may submit facsimile proposals as responses to this solicitation. Facsimile proposals are subject to the same rules as paper proposals.

(c) The telephone number of receiving facsimile equipment is: **(907) 353-7302**.

(d) If any portion of a facsimile proposal received by the Contracting Officer is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained from the document--

(1) The Contracting Officer immediately shall notify the offeror and permit the offeror to resubmit the proposal;

(2) The method and time for resubmission shall be prescribed by the Contracting Officer after consultation with the offeror; and

(3) The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timeliness, provided the offeror complies with the time and format requirements for resubmission prescribed by the Contracting Officer.

The Government reserves the right to make award solely on the facsimile proposal. However, if requested to do so by the Contracting Officer, the apparently successful offeror promptly shall submit the complete original signed proposal.

(End of provision)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days**..

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 days**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **30 months**.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

GS-11 \$22.99 per hour

(End of clause)

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

**Regional Contracting Office – FWA
P O Box 35510
Fort Wainwright, AK 99703-0510**

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(c) In this procurement, you may not protest to the GSBCA because of the nature of the supplies or services being procured. (Contracting Officer shall strike the word "not" where the GSBCA is a correct forum.)

52.233-3 PROTEST AFTER AWARD (AUG. 1996)

(a) Upon receipt of a notice of protest (as defined in FAR 33.101) or a determination that a protest is likely (see FAR 33.102(d)), the Contracting Officer may, by written order to the Contractor, direct the Contractor to stop performance of the work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

(f) If, as the result of the Contractor's intentional or negligent misstatement, misrepresentation, or miscertification, a protest related to this contract is sustained, and the Government pays costs, as provided in FAR 33.102(b)(2) or 33.104(h)(1), the Government may require the Contractor to reimburse the Government the amount of such costs. In addition to any other remedy available, and pursuant to the requirements of Subpart 32.6, the Government may collect this debt by offsetting the amount against any payment due the Contractor under any contract between the Contractor and the Government.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://www.hill.af.mil>

<http://www.dtic.mil/dfars>

RCO-AK 006 POST TRAFFIC REGULATION (Local Clause)

All Contractors are advised that it is a violation of a post traffic regulation to exceed 10 miles per hour while passing military personnel in formation, or a military group running or walking along the side of the road. Driving privileges on this installation may be suspended or canceled for violating post traffic regulations or applicable state laws and will not be considered an excusable delay under the contract. Each Contractor must ensure that all of its employees have been informed of this information.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit _	Prevention Education Specialist		19-MAR-2004

TE-1

**SURVEILLANCE PLAN
FOR Family Advocacy Program
Prevention and Education Specialist**

MONTHLY INSPECTION CHECKLIST

DATE OF INSPECTION: _____

INSPECTOR'S NAME: _____

CONTRACTOR'S NAME: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Has quarterly class and/or unit briefing schedule been submitted? (Attach quarterly schedule)	___	___	___
Has the Prevention and Education Program been publicized On a weekly basis? (Describe method of publicity: i.e., marquee, newspaper, flyer, method of distribution and dates of publication)	___	___	___

Have 12 classes and/or unit briefings been conducted this month? (Please list: workshop topic, date, time, number of attendees:)	___	___	___

How many drop in customers have utilized the Prevention and Education Program this month? State number: _____	___	___	___
How many clients have utilized FAP Education Program on an appointment basis this month? State number: _____	___	___	___
Has contractor attended any professional training conference? State date of conference: _____	___	___	___
Has contractor implemented a new marketing plan			

30 days after a FAP Needs Assessment has been completed? _____

TE-2

Class Evaluation
Awareness and Education Class

Date: _____ Instructor: _____

1. The Information Was:

Useful	5	4	3	2	1	Not Useful
Understandable	5	4	3	2	1	Not Understandable
About Right	5	4	3	2	1	Too Simple

Comments: _____

2. How Well the Instructor Did:

Encouraged Participation	5	4	3	2	1	Discouraged Participation
Prepared	5	4	3	2	1	Unprepared
Clear	5	4	3	2	1	Unclear
Organized	5	4	3	2	1	Unorganized

Comments: _____

3. What Was Your Reaction?

Learned a Lot	5	4	3	2	1	Learned Nothing
Enjoyed	5	4	3	2	1	Did Not Enjoy
Interested	5	4	3	2	1	Not Interested
Would Recommend	5	4	3	2	1	Would Not Recommend

Comments: _____

- 4. What did you like most about this class? _____
- 5. What information will be of the most use to you? _____
- 6. How could this class be improved? _____
- 7. What other types of classes would you like to have? _____
- 8. How did you hear about this class? _____

Additional Comments? Thanks.

DA FORM 5900, MAY 1999
USAPA v1.

DA FORM 5900-R, JUL 90, IS OBSOLETE

TE-4

APVR-WCA-C (608-1)

Date: _____

MEMORANDUM FOR: Army Community Service (ACS) Staff Personnel

SUBJECT: Standing Operating Procedures (SOP) for Army Community Service Key Control and Physical Security

1. PURPOSE: This SOP establishes policies and procedures for the implementation and administration of key control and physical security for Army Community Service, Building 3722, Fort Wainwright, AK.
2. REFERENCE: AR 190-11, 190-31. WHAT SECTION DOES THESE REGS APPLIED IN THE STATEMENT OF WORK? THESE ARE NOT LISTED IN ON C.6.
3. APPLICABILITY: This SOP governs the activities of all Fort Wainwright Army Community Service paid and non-paid staff members.
4. RESPONSIBILITIES: All paid and non-paid Army Community Service staff members (GS personnel, contractors, volunteers) are responsible for maintaining the key control and physical security activities described in this SOP.
 - a. The ACS Director will be responsible for:
 1. Ensuring adherence by authorized personnel to the provisions prescribed in this SOP.
 2. Reviewing and/or updating this SOP at least annually.
 3. Ensuring that physical requirements of the facility and key box comply with physical security guidelines.
 4. Reviewing claims of loss and damage; reporting stolen or lost Government or private property to the Provost Marshal.
 - b. The ACS Secretary is the primary Key Control Officer and is responsible for:
 1. Conducting periodic key control inventories; conducting physical control security training with incoming personnel.
 2. Maintaining ongoing accountability of hand receipts documenting property and equipment.
 3. Maintaining a file of completed SF 701 Activity Security Checklists completed by each program manager on a monthly basis.
 4. Ensuring that only authorized personnel have access to the ACS building and to secured areas within the facility.
 - b. ACS staff personnel will:
 1. Comply with key control and physical security guidelines prescribed in this SOP.
 2. Immediately report security and key control violations to the ACS Secretary and to the ACS Director.
 3. Maintain continual vigilance to safeguard all Army Community Service Government property against damage, loss, or theft.
 4. Close and lock facility windows; close and lock facility doors, immediately report broken or malfunctioning locks for repairs to DPW Work Order Desk, 353-7069; to ensure that all personnel have left the premises prior to closing.

5. PROCEDURES:

a. ACS Staff Personnel Key Control and Security:

1. Each ACS program manager will be permanently issued an exterior door key and a master key to ACS Building 3722. These keys will be inventoried and signed for on a quarterly basis utilizing the Key Control and Register DA Form 5513-R. The ACS Secretary who is the primary Key Control Officer will do this function.
2. In the event that a staff member loses his/her keys, the loss will be immediately reported to the ACS Secretary who will request that DPW replace the building door locks/keys. Then, new keys will be issued to the ACS staff and a record of this issue and turn-in will be kept on the Key Control and Register DA Form 5513-R.
3. All ACS staff are responsible for the security of their respective work areas and will utilize the Activity Security Checklist Standard Form 701 (Enclosure 1) on a daily basis to indicate that their windows are locked, office areas are secure, and electrical equipment are turned off, etc. This completed Standard Form 701 will be turned in to the ACS Secretary at the end of every month.
4. ACS staffs are responsible for securing the classroom areas that they utilize on an ongoing basis, i.e., locking windows, securing doors, turning off all electrical equipment, etc.

b. Government Property Control:

1. All ACS property is to be safeguarded and cannot be used for personal reasons. Staffs are responsible for returning any ACS equipment (portable items such as laptop computer, overhead projector, etc.) that they utilize outside of the building at other program sites.
2. With the ACS Director's approval and on a case by case exception to policy basis, ACS property (overhead projector, screen, tables, chairs, etc.) will be issued on a temporary DA 3161 hand receipt for authorized military installation functions and cannot be issued for individual personal use.

c. Building Security:

1. All staffs are responsible for checking their office doors and windows and facility doors and windows for security on an ongoing basis.
2. The last remaining staff member in the ACS building is responsible for conducting a thorough security check of the building before departure. This staff member will complete and initial the security checklist at Enclosure 2.
3. In the event that a staff member discovers that the building is unsecured, the ACS Director will be notified immediately so that:
 - a. A property inventory can be conducted
 - b. Measures can be implemented to improve/revise security procedures.

Director, Army Community Service

TECHNICAL EXHIBIT 05:

Input requirements for FAP portion of ACS Management Report:

Prevention Program Summary Report by Audience:

Audience	Classes	Hours	Participants	Active Duty	Family	Civilian	Other
Command							
Troop							
Professional							
Family Member							

Prevention Program Summary Report by Category:

Category	Classes	Hours	Participants	Active Duty	Family	Civilian	Other
FAP Overview							
Spouse Abuse							
Child Abuse							
Child Safety							
Parenting - General							
Parenting - New							
Parenting - Adolescent							
Parenting - Step/Blend							
Parenting - Parent Aide							
Family Life - General							
Family Life - Stress							
Family Life - Anger							
Family Life - Communication							
Victim Advocacy							
Crisis Intervention							
Foster Care							
Respite Care							
Other							
Totals							

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: _____

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____

(f) Common parent.

Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS number or "DUNS+4" that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same parent concern.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(End of provision)

52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004)—ALTERNATE I (OCT 1997)

(a) Definitions. As used in this provision--

“Discussions” are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

In writing, writing, or written” means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

“Proposal modification” is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

“Time”, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals. (1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, or revisions of proposals. (i) Offerors are responsible for submitting proposals, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--

(1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with-- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award. (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (iv) A summary of the rationale for award.
- (v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **624310**

(2) The small business size standard is **\$6,000,000**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY FULL TEXT

RCO-AK 003 PERIOD OF PERFORMANCE (Local Clause)

The basic period of performance of any contract resulting from this solicitation is anticipated to be from 21 April, or date of contract award, whichever is later, through 20 April 2005. One consecutive 12-month option period(s) are also included that the Government may exercise in accordance with the terms of the contract.

(End of Clause)

Section M - Evaluation Factors for Award

CLAUSES INCORPORATED BY FULL TEXT

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

EVALUATION FACTORS FOR AWARD

Award will be based on best value. Price and past performance will be considered in the evaluation, with past performance being significantly more important than price.

In order to evaluate past performance your offer must provide at least three (3) references for similar services to include name, address, telephone number, and point of contact (see attached Past Performance Survey). Past Performance Survey need to be provided directly to Regional Contracting Office, Attn: Solicitation #W912CZ-04-R-0015, facsimile #907-353-7302, no later than the closing date.

**Past Performance Questionnaire/Survey
Fax #907-353-7302
Regional Contracting Office**

1. CONTRACT IDENTIFICATION

1. Contractor: _____

2. Contract Number: _____

3. Contact Type: _____

Competitive: Yes No

4. Period of Performance: _____

5. Current Contract Cost: _____

6. Description of Services: _____

II AGENCY IDENTIFICATION

1. Name: _____

2. Location of Project: _____

3. Name of Person
Providing Information _____

4. Telephone Number: _____

5. Duty Title: _____

6. Date of Questionnaire
Completion: _____

III. EVALUATION

1. QUALITY OF SERVICE: Did the Contractor meet/not meet/exceed Contract Requirements for Quality of Service? MEET
NOT MEET
EXCEED

a) Please explain how the Contractor met/did not meet/exceeded the contract requirements regarding quality of service and provide any strengths and/or weaknesses (e.g. Quality Control Plan).

b) Were there any problems encountered and/or Contract Discrepancy Reports (CDRs) issued? What were the CDRs issued for and when? Did the Contractor correct the problem?

The quality of service can be measured by how well the offeror conformed to or met Contract requirements, specifications and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).

2(A) SCHEDULE: Did the Contractor met/did not meet/exceed the schedule (Timeliness) requirements (e.g. Milestones/Deliverables)?

MEET
NOT MEET
EXCEED

Please explain how the Contractor met/did not meet/exceeded the schedule requirements and provide any strengths and/or weaknesses.

Schedule can be measured in terms of the timeliness, in which the Contractor completes, or has completed, milestones., administrative requirements, contract requirements (e.g. efforts that contribute to or effect the schedule variance).

2(B) SCHEDULE: Did the Contractor meet/not meet/exceed the administrative requirements (e.g. invoices/billings, schedules)?

MEET
NOT MEET
EXCEED

Please explain how the Contractor met/did not meet/exceed the administrative requirements and provide any strengths and/or weaknesses.

3. BUSINESS RELATIONS: Did the contractor meet/not meet/exceed your business relations requirement?

MEET
NOT MEET
EXCEED

Please explain how the Contractor met/did not meet/exceeded your business relations requirements and provide any strengths and/or weaknesses.
