

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 OF PAGES 1 34	
1. REQUEST NO. DABQ03-03-T-0078	2. DATE ISSUED 16-Sep-2003	3. REQUISITION/PURCHASE REQUEST NO. DPCFWA3224K059	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-AC PO BOX 35510 FT WAINWRIGHT AK 99703-0510			6. DELIVER BY <i>(Date)</i> SEE SCHEDULE			
5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i> ANGELHEART S. JORDAN 907-353-7300			7. DELIVERY <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER DESTINATION <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> DIREC OF COMMUNITY ACTIVITIES (DCA) BRANDI SCHADER FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 TEL: (907)353-4243 FAX: (907)353-4200			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 26-Sep-2003						
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	Relocation/Lending Closet Specialist FFP See Statement of Work. Period of Performance: Date of award through a period of twelve (12) months. POC is Sara Worley, 353-7908. PURCHASE REQUEST NUMBER: DPCFWA3224K059	1	Years		
					NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	Relocation/Lending Closet Specialist: FFP Same as CLIN 0001. Period of Performance: A period of twelve (12) months to follow CLIN 0001. PURCHASE REQUEST NUMBER: DPCFWA3224K059	1	Years		
					NET AMT

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORK

STATEMENT OF WORK
Army Community Service Relocation Readiness Program
Relocation/Lending Closet Specialist

C.1.0. GENERAL. The Army Community Service Relocation Readiness Program is a congressionally mandated program that provides a range of relocation services, information, and assistance to military personnel and their families who are undergoing a permanent change of station (PCS) move. The Relocation Readiness Lending Closet is available to provide basic housekeeping items for temporary loan to incoming and outgoing families. Contractor shall provide all necessary labor, supervision, transportation, supplies and equipment to operate the Relocation Readiness Lending Closet at Fort Wainwright, except for those items specifically identified herein as items to be provided by the Government.

C.1.0.a DEFINITION

ACS	Army Community Service
AR	Army Regulation
COR	Contracting Officer Representative
DoD	Department of Defense
GFP	Government Furnished Property
IAW	In Accordance With
MARKS	Modern Army Record-keeping System
PCS	Permanent Change of Station
SITES	Standard Information Topic Exchange System
SOP	Standard Operating Procedure
TE	Technical Exhibit

C.1.1. SCOPE OF WORK.

C.1.1.1. The Contractor shall administer the Army Community Service Relocation Readiness Program Lending Closet program. The Contractor shall promptly answer inquiries from military personnel and family members concerning local military community and military community and civilian community resources, to include outbound information on other installations and trip plans. The Contractor shall maintain a resource file of military community information provided by the Government and civilian community information gathered by the contractor from the Fairbanks community. The Contractor shall keep the information neatly filed and readily accessible, and organized in a manner to facilitate prompt retrieval of information. The Contractor shall assemble pre-printed materials for welcome packets, sponsorship packets, and shall print out SITES (Standard Information Topic Exchange Service) packets. Sample packets are available for viewing at www.dmdc.osd.mil/sites and at the Fort Wainwright Army Community Service Relocation Readiness Office, Building 3401.

Contractor shall provide monthly relocation program statistics, create program flyers and information sheets, provide monthly counts of Lending Closet check out and return actions, Newcomers Orientation attendees' sign in sheets and attendance figures, and numbers of requests for welcome packets, and sponsorship packets. The Contractor shall provide logistical support to Chiller Thriller and the Newcomers Orientation program by assembling, delivering, and setting up program equipment and supplies.

C.1.1.2. Services are to be provided in support of the Fort Wainwright military community. The main site for job performance will be at Army Community Service, Building 3401, Fort Wainwright, Alaska.

C.1.2. PERSONNEL. Contractor shall employ, for work on this contract, only those individuals who have the following minimum qualifications:

C.1.2.1. At least 6 month's administrative work experience in a professional setting. This includes typing, knowledge of filing systems, property accountability, completion of reports, data collection and correspondences, or any combination that demonstrates the ability to work effectively in an office setting.

C.1.2.2. An ability to communicate effectively in the English language both in writing and orally.

C.1.2.3. Knowledge of the military system, military family lifestyles, and especially the mobile lifestyle.

C.1.2.4. Knowledge of community resources.

C.1.2.5. Experience (12 months or more) in the following computer operating systems: Microsoft Windows XP and NT and computer applications, and Microsoft Office to include Word, Excel and Power Point, which are necessary to perform basic word processing and telecommunications (e-mail and Internet access) in performance of this Contract.

C.1.3. QUALITY CONTROL. Contractor shall establish a quality control program to ensure that the requirements of the contract are accomplished as specified. The initial plan shall be presented to the Contracting Officer's Representative (COR) within 30 days of contract award for COR information and approval. Subsequent modifications 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. Use of the Army Community Service, Relocation Readiness Program SOP regarding the administration of the Lending Closet, a copy of which may be obtained from the COR within 10 days of award.

C.1.3.2. A means to ensure client confidentiality.

C.1.3.3. An SOP regarding the maintaining and updating of an accurate resource information file of local military community and civilian community information.

C.1.4. QUALITY ASSURANCE. The Government will evaluate the Contractor's performance under this contract using **Technical Exhibit (TE) 6**. TE-6 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-5**). Access to facilities shall be limited to those for whom the local commander has authorized access.

- a.** The contractor shall be responsible for keys issued to him/her and shall pay for the installation of new locks if keys are lost or compromised.
- b.** 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; to include social security numbers, telephone numbers, and other personal information except as provided under this contract or required by law.

C.1.6. TIME SERVICES ARE PROVIDED:

- The contractor will provide services for the Relocation Readiness Program between the hours of 0930 to 1430, Monday through Friday on weeks when Newcomer Orientation is not being presented, unless an alternative schedule is approved in advance by the COR or if the ACS hours of operation are changed. During the weeks of the bi-monthly Newcomers Orientation, the contractor will provide services between the hours of 0930 to 1430 on Monday and Tuesday, between the hours of 0800 to 1200 and 1300 to 1700 on Wednesday and Thursdays, and 1000 to 1400 on Fridays. However, because the nature of the service requires flexibility in work scheduling for evening and weekend program functions, special events, and briefing and training activities, the contractor will also be required to provide services at ACS special events, outside standard Lending Closet hours. ACS special events include "Chiller Thriller", "ACS Birthday Celebration", "ACS Open House", and "Soldier Appreciation Day".
- Authorized Lapse in Service Without Reduction in Price - The Contractor may fail to provide services a total of 60 hours during the period of the Contract without reduction in the contract price, if each lapse in services 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.
- Federal Holidays: No services will be required on Federal holidays. The contractor shall not be required to provide any services on the following holidays: 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, Christmas Day.

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

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

C.1.9. SAFETY. Contractor shall comply with state, federal and 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. Only the Contracting Officer shall make changes in the scope of work by properly executed modifications. The COR may not obligate the Government to pay Contractor any additional sums.

C.1.11. CONDUCT. 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 discussions in a professional manner and maintain decorum and language conducive to the conduct 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 (Army Community Service Director) for special occasions only.

C.1.12. ORIENTATION. The ACS Relocation Readiness Program Manager will provide the Contractor with an orientation to the staff and programs available in the ACS, Building #3401. This orientation will provide information on goals and missions of the various programs to their focus in terms of ACS accreditation standards and the classes and services offered by the various programs, to include staff members' names and work schedules, as well as "housekeeping" information to bathrooms, lunch break area, room reservation policies, parking, emergency procedures (fire, vandalism, building/telephone repairs, etc.)

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 space to accomplish required work, plus additional space as needed and as facilities allow. Space for the Lending Closet is located in ACS, Building 3401, Room 122.

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

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

C.2.1.3. A computer with printer and Ethernet access for Contractor utilization, as well as sharing of other office equipment and supplies as needed and available.

C.2.1.4. Standard US Army and Government Forms and Regulations as required.

C.2.1.5. Office furniture and lending closet equipment, to include desk/work station, chair, computer, stepladder, and filing cabinet.

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

C.2.1.7. Lending closet inventory. Lending closet inventory includes items available for issue as well as new items stored as “available stock” to replace issue items.

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

C.2.3. No later than five (5) working days after the award of the contract, the Contractor and the Relocation Readiness Program Manager shall conduct a joint inventory of all Government furnished property and Army Community Service assets. The Government will provide facilities, equipment, and supplies of a general nature for the operation of the Lending Closet. Inventory of property will be prescribed by relevant regulation. A complete inventory of all property furnished or purchased by the Government will be taken by the Contractor, witnessed by the 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 its own transportation to travel in the Fort Wainwright/Fairbanks, AK area in performance of duties listed in this Statement of Work.

C.3.2. 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.

C.3.3. The Contractor may arrange for installation of telephone services at its own expense in order to avoid sharing a telephone with other staff.

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

C.4.1.1. Provide services to operate the Relocation/Lending Closet, and provide outreach services to military personnel and their families about services available through the Relocation/Lending Closet, at Army Community Service, Fort Wainwright, Alaska and hereafter referred to as Contractor.

C.4.1.2. Contractor shall operate the Army Community Service Relocation Readiness Program Lending Closet to provide basic housekeeping items for temporary loan to incoming and outgoing families and in other cases that may arise.

C.4.1.2.1. Contractor shall maintain inventory, provide customer service including movement of issued items when requested, prepare and distribute government correspondence using approved forms, provide notices according to the established time table, request the number of buses needed for bi-monthly Newcomers Orientation bus tour with DOL/Transportation, keep area of responsibility clean (to include items in inventory), assemble welcome/sponsorship packets requested from Fort Wainwright military units and keep 100 extra welcome/sponsorship packets on hand, assemble a welcome packet for each soldier that in-processes to Fort Wainwright on scheduled in-processing days (every Monday, Tuesday, Wednesday and Friday that is not a holiday or training holiday), assemble the number of sponsorship training packets needed when sponsorship training is conducted by the Relocation Program Manager, maintain the "need to purchase" list, respond to inquiries.

C.5. 1. RECORD KEEPING AND REPORTS. Contractor shall update the ACS Management Report by the 5th working day of each month in accordance with Army Regulation 608-1, Army Community Service Program. Program files will be maintained IAW MARKS (AR 25-400-2).

The Contractor shall compile a monthly count of the following by the third working day of each month in order for the Relocation Program Manager to be able to update the existing ACS Management Report by the fifth working day of each month:

- a. Lending closet issue and return actions.
- b. Number of SITES usage per the DMDC web-site counter.
- c. Number of customer requests for welcome packets, sponsor packets, and Newcomers' program packets.
- d. Number of customer requests for SITES information.
- e. Number of Sponsorship briefings and attendees, relocation program single and extended contacts.
- f. Numbers of and attendance figures for Newcomers' programs, Levy briefings, in processing briefs, sponsorship briefs, pre-separation briefs, and Army Community Service special events IAW Army Regulation 608-1, Army Community Service Program.
- g. Statistical roll up of Newcomer Orientation Sponsorship Surveys and FedEx these surveys to Ft. Richardson, G1 within 72 hours after the Newcomers Orientation.

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

AR 25-50 Preparing and Managing Correspondence; go the following website: http://www.usarak.army.mil/usarak_pubs/, click on USARAK publications by series.

AR 608-1 Army Community Service Center and corresponding ACS accreditation standard; To view the Draft Army Community Service 608-1, go to the following website: <http://trol.redstone.army.mil/acslink/acslink.html> . Click on Library, Click on Regulations, Directives and Pamphlets. Click on Draft Army Regulation 608-1, June 2001.

AR 25-400-2 The Modern Army Record-keeping System (MARKS). go the following website: http://www.usarak.army.mil/usarak_pubs/ , click on USARAK publications by series.

End of SOW

TE-1 AND 2

<p>TE-1</p> <p>ARMY COMMUNITY SERVICE</p> <p>LENDING CLOSET CONTRACT</p> <p>0730-1700 Monday-Friday</p> <p>PH# 353-4333/7908/4227</p> <p><small>(This form is affected by the Privacy Act of 1974.)</small></p>
<u>LOAN CONDITIONS:</u>
<ul style="list-style-type: none"> • A copy of PCS orders and military ID required. • Items may be borrowed for 30 days. • Solider must telephone, e-mail or request in person for a 15 day extension. • Any further extensions must be request by solider in person, with additional necessary paper work completed. • <u>YOU MUST NOTIFY ACS WITHIN 24 HOURS OF CHECKOUT IF ANY ITEMS ARE DAMAGED OR MISSING! THE BORROWER WILL BE RESPONSIBLE FOR THE REPLACEMENT OF ANY ITEMS THAT ARE NOT REPORTED.</u> • It is the Service Member’s responsibility to update all information to include phone numbers and units. • We suggest washing all items before they are used. • Loaned items must not be further lent or transferred to another individual. • LENDING CLOSET ITEMS ARE NOT FOR CAMPING! • Condition of items in the dish kit are: <hr style="border: 0.5px solid black; margin-top: 10px;"/> <hr style="border: 0.5px solid black; margin-top: 10px;"/>

RETURN POLICY:

*****DIRTY ITEMS WILL NOT BE ACCEPTED*****

- Bring Lending Closet issue receipt when returning items.
- Items will not be accepted if they are dirty or other wise not in good condition.
- The borrower is responsible for **replacing any lost or damaged items** with like item of equal quality.
- Loan items must be returned on or before the date specified, an extension requested. An extension may not be available for some items.
- In the event that loan items are not returned by the designated date the following actions will be taken:
 1. We will attempt to contact the service member by phone for two days.
 2. First Sergeant will be informed by phone or e-mail of delinquent items for follow-up with-in 2 working days.
 3. If soldier has not returned all items, a DD139 (Pay Adjustment Authorization) will be processed, for the replacement amount of the items out-standing from the Loan Closet to be deducted from the service member's pay, on the 5th business day from the last notice. Service member's First Sergeant and CSM will be notified.

CERTIFICATION:

Receipt is hereby acknowledged for those items listed (in quantities indicated) on reverse of this form. My signature, when affixed to this document, denotes my understanding of the conditions relating to the loan, use and return of these items.

(Signature of Borrower)

(Date)

HOLD HARMLESS AGREEMENT:

The availability and loan of an item does not constitute Army endorsement of the product or its manufacturer. The signing of this form denotes acceptance of full liability and responsibility for the use of loaned items, and for the safety of any person who uses the items. Instructions, if provided, must be read and followed. The signer agrees to hold harmless and defend the Government of the United States and all its agents, acting officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney's fees arising from, claimed on account of, or in any manner predicted on the loss or damage to the property of and injuries to or death of any persons whatsoever, which may occur from the use of these items.

TE-2

(ACS COPY)

ARMY COMMUNITY SERVICE

LENDING CLOSET ISSUE RECEIPT

(PHONE #: 353-4333/ 7908/ 4227)

<u>SERVICE MEMBER</u> Last, First, MI: (Required)		<u>FAMILY MEMBER:</u> Last, First, MI:		<u>SSN:</u> (Required)	
<u>RANK:</u> (Required)		<u>UNIT:</u> (Required)		<u>DUTY PHONE:</u> (Required) <u>HOME PHONE:</u>	
It is the Service Member's responsibility to update all information to include phone numbers and units.					
DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY					
	#		#	√	
			Issue		

Alarm Clock			Iron			Strainer (colander)		
Bowl (cereal)			Ironing board			Table spoon		
Bowl (mixing 3 pc)			Knife (table)			Teaspoon		
Bowl (serving)			Knife (paring)			Telephone		
Bowl (storage 3 pc)			Knife (steak)			Toaster		
Bottle opener			Knife (utility)			Toaster oven		
Booster seat (table)			Measuring cups			Tongs		
Can opener			Measuring spoons			Tote (10 gal) -lid?		
Can opener -elect			Microwave (#)			Tote (18 gal) -lid?		
Car seat (booster)			Mixer-electric			Utensil trays		
Car seat (infant)			Noodle server			Whisk		
Car seat (toddler)			Pan (baking)					
Casserole set (8 pc)			Pan (cake)					
Coffee maker			Pan (fry sm./ lg.)			DISH KIT-2		
Coffee mug			Pan (loaf)			KIT #		
Cookie sheet			Pan (muffin)			DISH KIT-4		
Cup/ tumbler			Pan (sauce sm./ lg.)			KIT #		
Crock-pot (sm./ lg.)			Peeler			DISH KIT-6		
Cutting board			Pitcher-plastic			KIT #		
Dish drainer			Port-a-crib -bag?					
Electric skillet			Pot (4qt)			KIDS KITS		
Fork (dinner)			Plates (dinner)			KIT #		
Fork (salad)			Plates (serving)					
Garbage can			Serving fork			Replacement cost of dish kits:		
Grater			Serving ladle					
Griddle			Serving spoon			Family of 2:	\$193.00	
High chair			Serving spoon- slot			Family of 4:	\$232.00	
Hot pad			Spatula/turner			Family of 6:	\$270.00	
						Kids:	\$12.00	
<u>DATE ISSUED:</u>			<u>DATE DUE BACK:</u>			<u>EXTENTION DATE:</u>		
<u>ISSUED BY:</u>			<u>DATE RETURNED:</u>			<u>RECIVED BY:</u>		
PCS	INBOUND	SM	RETIRED	OTHER				
NON- PCS	OUTBOUND	FM	DA CIVILIAN					
Calls to Service Member: _____ E-mail to 1SG: _____ E-mail to 1SG and SGM: _____ DD139: _____ (See attachments for each)								

From: Relocation/Lending Closet Specialist
Sent: Thursday, May 08, 2003 11:45 AM
To: Worley, Sara
Subject: Over due Lending Closet Items

TODAY'S DATE

ISG _____,

Soldiers Name has items checked out for the Lending Closet at ACS that are now over due by NUMBER days. I have made NUMBER attempts to contact the soldier by phone on DATE at TIME, at the Service Member's home number and duty number that was given to me at time of check out. I have not received any response back from him/her. If these items are not returned by the Service Member by COB on DATE, a DD139 will be submitted and the amount for the replacement price of the items listed below will be withheld from the Service Members pay.

If there are extenuating circumstances that are preventing the Service Member from returning the items to our office, please call 353-4333 or e-mail me at

_____ no later than COB on DATE to discuss this.

XXXXXXXXXX

Relocation/Lending Closet Specialist
907-353-4333

Items Checked out:

TE-5
APVR-WCA-C (608-1)

19 June 2000

MEMORANDUM FOR: Army Community Service (ACS) Staff Personnel

SUBJECT: Standard 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 3401, Fort Wainwright, AK.
2. REFERENCE: AR 190-11, 190-31.
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.

APVR-WCA-C

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

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 3401. 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

APVR-WCA-C (608-1)

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

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 checked of the building before departure. This staff member will complete and initial the security checklist at Enclosure 2.

2. 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

SUZANNE JAMES
Director, Army Community Service

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	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-OCT-2003 TO 30-SEP-2004	N/A	DIREC OF COMMUNITY ACTIVITIES (DCA) BRANDI SCHADER FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 (907)353-4243 FOB: Destination	FW-FAP
0002	POP 01-OCT-2004 TO 30-SEP-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP

Section G - Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

RCO-AK 005 PAYMENT OFFICE POINT OF CONTACT (Local Clause)

The point of contact for any problems associated with the payment of invoices will be Ms. Faith Lehano, Chief Army Alaska Vendor Pay, telephone (808) 472-7750, or Facsimile (808) 472-5825. Customer Service is available by dialing 1-888-222-6950 (toll free) or Facsimile (808)472-5836. The EFT Team may be reached by telephone at (808) 472-7776 or 472-7771.

(End of clause)

CONTRACT ADMINISTRATOR

All matters pertaining to Government administration of this contract should be directed to:

Regional Contracting Office-Alaska
ATTN: Contract Administrator: (907) 353-7300
PO Box 35510
Fort Wainwright, Alaska 99703-0150

CONTACT FOR ADMINISTRATOR

In the event that your firm receives a contract as a result of this solicitation, please designate a person whom we may contact for contract administration:

NAME _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

E-MAIL: _____

PAYMENT OFFICE ADDRESS

Payment will be made by the following finance and accounting office:

DFAS-PACIFIC
DFAS PC-FPVA

477 ESSEX STREET
PO BOX 1392
PEARL HARBOR, HI 96860-5806

Payment will be made by Electronic Funds Transfer (EFT). See FAR Clause 52.232-33, entitled "Payment by Electronic Funds Transfer – Central Contractor Registration". The Contractor is required, as a condition to any payment under this contract, to provide the Government with the information required for making payments by EFT. Contractor's EFT information must be submitted to the designated Paying Office in this contract, prior to submission of request for payment.

WARNING: To avoid payment delays, Contractor's name and address on invoice documentation must exactly match the Contractor's name on the contract (Block 15 of DD 1155).

Section H - Special Contract Requirements

CLAUSES INCORPORATED BY FULL TEXT

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)

RCO-AK 008 SERVICE CONTRACT WAGE DETERMINATION (Local Clause)

Department of Labor Wage Determination No. 94-2017, Rev 28 dated 4 June 2003, is hereby incorporated and made a part of the resulting contract.

The wages for the different occupations listed in the above referenced Wage Determination are based on various descriptions as defined in the publication entitled, "Service Contract Act Directory of Occupations," issued by the U. S. Department of Labor. This document may be reviewed at the Regional Contracting Office - Alaska, Bldg 3030, Room 126, Fort Wainwright, Alaska.

(End of Clause)

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

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

Relocation Asst, GS-5, \$11.27 per hour

(End of clause)

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 1 October 2003, or date of contract award, whichever is later, through 30 September 2004. One consecutive 12-month option period is also included that the Government may exercise in accordance with the terms of the contract.

(End of Clause)

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)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **624190**.

(2) The small business size standard is **\$6 million dollars**.

(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

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (JUN 2003)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

- (1) The clauses listed below implement provisions of law or Executive order:
 - (i) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
 - (ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).
 - (iii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iv) 52.225-13, Restrictions on Certain Foreign Purchases (June 2003) (E.O.'s 12722, 12724, 13059, 13067, 13121, 13129).

(v) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Feb 2002).

(v) 52.233-1, Disputes (Jul 2002).

(vi) 52.244-6, Subcontracts for Commercial Items and Commercial Components (APR 2003).

(vii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Sept 2002) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (DEC 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (APR 1984) (29 U.S.C. 793) (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (JAN 1999) (38 U.S.C. 4212) (Applies to contracts over \$10,000).

(vi) 52.222-41, Service Contract Act, As Amended (May 1989) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (APR 1998) (E.O. 12856) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act--Supplies (June 2003) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if

the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the **acquisition--**

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(ix) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (May 1999). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(x) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (May 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JULY 1995) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (JUN 1988) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 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>

52.202-1	Definitions	DEC 2001
52.217-8	Option to Extend Services	NOV 1999
52.219-6	Notice of Total Small Business Set-Aside	JUL 1996
52.222-22	Previous Contracts and Compliance Reports	FEB 1999
52.222-43	Fair Labor Stds Act & Svc Contract Act – Price Adj (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
52.233-2	Service of Protest	AUG 1996

52.233-3	Protest After Award	AUG 1996
52.237-2	Protection of Government Buildings, Equipment & Vegetation	APR 1984
52.243-1 Alt I	Changes – Fixed Price (Aug 1984) – Alternate I	AUG 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	Required Central Contractor Registration	NOV 2001

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

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

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

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

Section M - Evaluation Factors for Award

EVALUATION FACTORS FOR AWARD

Award will be based on best value. Compliance with technical requirements (Section C1.2), price and past performance will be considered in the evaluation, with compliance and past performance combined being of approximately the same importance as price (see attached Past Performance Survey).

Attachment 6

Past Performance Questionnaire

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.

Business relations can be measured by the offeror’s active participation during contract administration. This includes but is not limited to, the timeliness, completeness and quality of problem identification; corrective action plans; customer satisfaction; and timely award and management of subcontracts.

4. MANAGEMENT OF KEY PERSONNEL: Has the Contractor’s ability to manage key personnel met/not met/exceeded your requirement?

MEET
NOT MEET
EXCEED

Please explain how the Contractor has met/not met/exceeded the requirement for proper management of key personnel and provide any strengths or weaknesses.

Management of key personnel can be measured by the offeror’s performance in selecting, training, retaining, supporting and replacing, when necessary, key personnel with personnel who have a breadth of experience and knowledge in contract management, and who have demonstrated their ability to carry out contract management for and on behalf of the Contractor.

5. OTHER:

a) If applicable, what were the Contractor’s strong points?

b) If applicable, what were the Contractor's weak points?

c) How would you rate this Contractor overall?

- Exceptional-** No performance problems. No Government oversight needed.
- Very Good-** Displayed considerable initiative. Little Government oversight needed.
- Satisfactory-** Displayed some initiative. Some Government oversight needed.
- Marginal-** Displayed little initiative. Substantial Government oversight needed.
- Unacceptable-** Displayed no initiative. Failed to meet specified minimum performance