

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 41	
1. REQUEST NO. W912CZ-04-T-0038	2. DATE ISSUED 24-Mar-2004	3. REQUISITION/PURCHASE REQUEST NO. WC1SH54063F015	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			
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) SCHADER, BRANDI 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> 02-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>	

Family Readiness Program, Army Community Service, Fort Wainwright, Alaska

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Victim Advocacy Services: FFP Contractor shall furnish all labor, tools, materials, facilities and transportation necessary to provide victim advocacy services for the Army Family Advocacy Program (FAP), which consists of intake and referral services for persons identified as victims of spousal or child abuse (See Statement of Work, below). Period of Performance: Date of award for a period of twelve months. POC: Paul Kilanski, 353-4243. PURCHASE REQUEST NUMBER: WC1SH54063F015				
					<hr/>
					NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Provide Victim Advocacy Services FFP Contractor will provide intake and referral services for persons identified as victims of spousal or child abuse, as per Statement of Work below. PURCHASE REQUEST NUMBER: WC1SH54063F015	1	Years		
					<hr/>
					NET AMT

FOB: Destination

Family Readiness Program, Army Community Service, Fort Wainwright, Alaska

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Training Expenses: FFP	1	Each		
	Contractor is required to complete at least one (1) training session per year. The FAP Manager will approve the class. Costs for travel, per diem, and tuition shall be billed against this CLIN, and restricted to coach airfare, economy class rental vehicle, and JTR allowances.				
	PURCHASE REQUEST NUMBER: WC1SH54063F015				

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	Victim Advocacy Services: FFP				
	Contractor shall furnish all labor, tools, materials, facilities and transportation necessary to provide victim advocate services for the Army Family Advocacy Program (FAP), which consists of intake and referral services for persons identified as victims of spousal or child abuse (See Statement of Work, below). Period of Performance: A period of twelve months to follow CLIN 0001.				
	PURCHASE REQUEST NUMBER: WC1SH54063F015				

NET AMT

FOB: Destination

Family Readiness Program, Army Community Service, Fort Wainwright, Alaska

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA OPTION	Provide Victim Advocacy Services FFP Contractor will provide intake and referral services for persons identified as victims of spousal or child abuse, as per Statement of Work below. PURCHASE REQUEST NUMBER: WC1SH54063F015	1	Years		

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB OPTION	Training Expenses: FFP Contractor is required to complete at least one (1) training session per year. The FAP Manager will approve the class. Costs for travel, per diem, and tuition shall be billed against this CLIN, and restricted to coach airfare, economy class rental vehicle, and JTR allowances. PURCHASE REQUEST NUMBER: WC1SH54063F015	1	Each		

NET AMT

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORK

**STATEMENT OF WORK
FORT WAINWRIGHT FAMILY ADVOCACY PROGRAM**

VICTIM ADVOCACY SERVICES

C.1. GENERAL REQUIREMENTS:

C.1.1. The Army Family Advocacy Program (FAP) is a client driven program with the primary mission to protect victims of family violence. The Contractor shall provide victim advocacy services.

C.1.1.2. For the purpose of this contract, the term "Contractor personnel" applies to Contractor employee, sub-Contractor or any other person(s) acting for, or on behalf of the Contractor to perform work on this contract. The Contractor's services shall include comprehensive assistance, liaison, and services to and for victims of domestic violence as outlined in the following Statement of Work. The Contractor will interface with both military and civilian medical, legal, social service, and criminal justice systems to assure that the client's interests are represented as outlined in the following Statement of Work. This contract is under the Family Advocacy Program IAW 608-18. **Please see Contract Management Section, Paragraph C.1.23.1.**

C.1.1.3. The Contractor will provide services in accordance with applicable Department of Defense (DoD) and Department of the Army (DA) regulations and policies, to be listed herein. The Contractor shall also abide by all applicable Federal, State and local law, regulations, policies, procedures, codes, and directives as specified in this contract. The Contractor shall prepare and provide required reports, statistics, and submit necessary information as specified in this contract.

C.1.1.4. This contract is a non-personal services contract.

C.1.2. DEFINITIONS:

C.1.2.1. CONTRACTING OFFICER (KO). A person duly appointed with the authority to enter into and administer contracts on behalf of the Government. Only the KO can make changes to the contract or modify the contract to add additional services.

C.1.2.2. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An individual designated in writing by the KO who ensures the Contractor is in compliance with the contract requirements. 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 KO by properly executed modifications. The COR may not obligate the Government to pay Contractor any additional sums.

C.1.2.3. FAMILY ADVOCACY PROGRAM (FAP). The Army program that monitors the prevention, identification, reporting, investigation and treatment of spouse and child abuse incidents.

C.1.2.4. FAMILY ADVOCACY PROGRAM MANAGER (FAPM). Program Manager of overall FAP at the Fort Wainwright installation.

C.1.2.5 FISCAL YEAR (FY). A period beginning October 1, 2003 and ending September 30, 2004 of consecutive calendar years. The fiscal year is designated by the calendar year in which it ends.

C.1.3. GOVERNMENT FURNISHED PROPERTY AND/OR SERVICES:

C.1.3.1. The Government will provide property and services listed below.

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C.1.3.2. The Government will provide all equipment, supplies, and utilities it deems necessary to perform required services, including office space for the Contractor to conduct work.

C.1.3.3. The Government will provide administrative supplies and equipment. The Contractor may utilize office equipment to fax invoices and other documents to Defense Finance and Accounting Services (DFAS) or as required for provision of services under this contract.

C.1.3.4. The Medical Treatment Facility (MTF) will provide emergency health care to the Contractor personnel for injuries sustained while on duty at Fort Wainwright, if the Contractor so desires, however the MTF has the authority to bill the Contractor for services provided. The Contractor also has the option of going to a private physician at no cost to the Government instead of being treated at the MTF. In either case, the Contractor will complete the appropriate Alaska State "Department of Labor and Industries Accident Report" and take it to the treating physician. Upon completion by the physician, it shall be submitted to the Department of Labor and Industries with a copy retained by the Contractor.

C.1.4. CONTRACTOR FURNISHED ITEMS AND WORK SCHEDULES:

C.1.4.1. The Contractor personnel shall furnish his/her own personal items to include cellular phone, decorative items, reference material, professional society dues, etc. The cost of a cell phone procured to support the requirements of the contract may be included in the cost of the contract. Any material developed to meet the requirements of the contract will become property of the Government with rights to reproduce materials.

C.1.4.2. The Contractor shall not be required to furnish any other property or materials relevant to this contract, but shall be responsible for, caring for, accounting for and returning any Government furnished property.

C.1.4.3. The Contractor shall consult with the COR and the FAPM concerning any changes they would recommend in procedures, programs, or other changes that would improve services and assistance to clients.

C.1.4.4. Army Community Service hours of operation are Monday-Friday, 0800 to 1200 and 1300 to 1700. Unless otherwise specified in the contract, the Contractor shall ensure that services are available to customers a minimum of 8 hours each day, Monday through Friday, excluding Federal holidays. The nature of the service requires flexibility in the work scheduling for evening and weekend program functions, special events and training activities, home visits with MP's, and initial screenings as soon as possible after a domestic violence event. The Contractor shall provide home visits and initial screenings on an "on call" basis, and Contractor employees must be available, telephonically or by pager, evenings and weekends for these purposes. Permissible Lapses in Service: 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 due to illness when the Contractor will be out sick.

C.1.5. SCOPE OF WORK:

C.1.5.1. The Contractor shall provide service to any eligible military service member and/or their spouses and children who are alleged or substantiated victims of domestic violence, neglect, child abuse/neglect, or sexual assault.

C.1.6. STATEMENT OF WORK:

C.1.6.1 The Contractor shall provide services outlined in the following Statement of Work.

C.1.6.2. The Contractor shall provide screening and assessment to victims of spouse and child abuse to evaluate their needs. The Contractor shall provide services as a liaison by contacting agencies to which the victim has been referred, and assisting the victim in gathering information from agencies, completing necessary forms, and upon request of the victim, accompanying the victim to appointments with the agencies. Upon recommendation by the Case Review Committee (CRC) and in compliance with the treatment plan developed by Social Work Service (SWS), Contractor will provide evaluation and referral to treatment to victims of violence. The Contractor shall

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conduct a home visit for initial screening and assessment, documented in informal progress notes, to victims and at-risk family members, once per person. The Contractor will provide office and/or home follow up assessments at the direction of the counselor to all identified victims of spouse and/or child abuse, and maintain copies of progress notes.

C.1.6.3. The Contractor shall, upon request of the victim and the prosecutor, district attorney, and/or judge, provide information on behalf of the victim which is within the legal boundaries of the Privacy Act.

C.1.6.4. The Contractor shall develop an information packet that provides information about domestic violence, safety plans, ways to seek assistance and their rights as victims, and the resources and services available to them.

C.1.6.5. The Contractor shall serve as a non-voting visitor of the CRC on a case-by-case basis. The Contractor will provide information to members of the team on any case she/he is working on upon request of the team. Contractor will attend the CRC on only those cases where his/her client's cases are being presented. CRC meets in Building 1064 on Tuesdays as scheduled.

C.1.6.6. The Contractor shall complete required DA Forms as listed throughout this Statement of Work and, create a file for each victim, organize files, and maintain case records for accountability and quality assurance. The Contractor will ensure confidential handling of all documents or conversations relative to client care. Contractor will complete DA Form 5897 (ACS Client Case Record), DA Form 5901 (ACS Single Contact Log), and progress notes. The Contractor will store and lock all case records in the ACS Family Advocacy Victim Advocate's office, Building 3401, Room 102.

C.1.6.7 The Contractor shall provide ACS Management Report statistics to the FAPM on a monthly basis, due to the FAPM by the 3rd working day of each month. The Contracting Officer's Representative (COR) will provide a list of required statistics to the Contractor within 30 days of award, along with required reporting forms. A copy of the list and the required forms may be provided to offerors by the Contracting Officer upon request.

C.1.6.8. The Contractor shall provide prevention education materials relating to this contract, provided by the Government, within the general community and ACS functions . These may include: Bi-annual Fort Wainwright Town Hall meetings, pre and post-deployment briefings as requested, monthly Community Action Council, Newcomers' Orientation and Information Fair (1st and 3rd Wednesday and Thursday of each month), annual installation unit briefings for each unit on the installation, either individually or in mass educational events, as mandated by AR 608-18. Child and Youth Services/professional domestic violence briefings will be provided by the Contractor once each month, on a date to be provided by the COR. Training will be provided by the Government at the beginning of the contract (Family Advocacy Staff Training – 2 week course) to qualify Contractor to provide these recertification briefings on domestic violence, prior to any requirement for the Contractor to provide the recertification briefings. The Contractor shall schedule briefings listed within this paragraph at the request of the units, and bring required materials to the briefing.

C.1.6.9. The Contractor shall provide services, as outlined below, at the following special events and activities: Domestic Violence (DV) Prevention Month (April and October), DV Stand Down (April and October), Child Abuse Prevention Month (April), and Soldier Appreciation Day events. Contractor will set up a booth for displaying prevention and education literature at each event, reserve booth space and location space, hand out literature, document contacts using DA Form 5901, and notify unit commanders of upcoming events. Contractor will hand out prevention literature; publicize information on FAP seminars, workshops, programs, and services through marketing, public affairs, and the local media.

C.1.6.10. The Contractor shall ensure that all records, reports, files and other documentation generated by the Contractor are made available to the COR and the FAPM. The Contractor shall obtain prior approval from the COR before releasing any information to persons outside of ACS, and shall ensure that in releasing information no violation of the Privacy Act will result. The Contractor shall not provide any USARAK related information for media release without prior approval from the Public Affairs Office (PAO) and the Contracting Officer (KO).

C.1.6.11. The Contractor shall provide referral services to families, couples, teens, children, and individuals identified as at risk for spouse or child abuse; referrals shall be to prevention and education services, behavioral

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skills training, and support groups in addition to Alcoholics Anonymous, Al-Anon, Al-Ateen, and Tough Love programs, as recommended by the CRC, and in compliance with the treatment plan developed by SWS. **The Contractor's role is to provide intake and referral services, not to provide treatment services or therapy to people identified as victims, spouse or child abusers.**

C.1.6.12. The Contractor shall report on the status of at-risk families on a weekly basis to the FAPM and SWS.

C.1.6.13. The Contractor shall refer any behaviors reportable under law or Army regulation for child or spouse maltreatment, suicidal or homicidal ideation, and felony offenses to the FAPM, SWS or to the appropriate medical or legal authority. The Contractor is required to inform each person interviewed that the interview is not completely confidential and information shared may be reported under certain circumstances, AR 608-18, Para 3-8.

C.1.6.14 The Contractor shall provide the FAPM a proposed schedule of classes/briefs for the upcoming quarter no later than (NLT) the 5th of the month preceding the beginning of a new quarter.

C.1.6.15 Contractor is required to submit After Action Reports (AAR) on classes and/or briefs within 3 days after last scheduled class and/or briefing during a given week.

C.1.7 APPLICABLE AUTHORITIES:

C.1.7.1. The following regulations, instructions, and documents apply to the extent referenced in this Statement of Work (SOW) and may be obtained through the Family Advocacy Program Manager (FAPM).

C.1.7.2. DOD Directive 6400.1, Family Advocacy Program 1992.

C.1.7.3. DOD Directive 6400.2, Child and Spouse Abuse Report.

C.1.7.4. AR 608-18, The Army Family Advocacy Program 1995.

C.1.7.5. Memorandum of Agreement (MOA) with the State Division of Family and Youth Services, MCUC-01-00.

C.1.7.6. Army Community Service (ACS) AR 608-1.

C.1.7.7. FAP accreditation standards Para 1-6, AR 608-1.

C.1.7.8. State and local law as pertaining to criminal domestic violence, child abuse, and child custody.

C.1.7.9. DOD Victim Advocate Manual.

C.1.7.10. Army Family Team Building (AFTB) Level-1.

C.1.7.11. Spouse Abuse Manual (SPAM)

C.1.7.12. Family Advocacy Information System (FAIS) – where/when available.

C.1.7.13. Domestic Violence Lesson Plan.

C.1.7.14. Victim Witness Handbook/Training Manual.

C.1.7.15. Transitional Compensation Packet (TCP) Appendix F, AR 608-1.

C.1.7.16. Alaska Resource Manual.

C.1.8. QUALITY STANDARDS:

Family Readiness Program, Army Community Service, Fort Wainwright, Alaska

C.1.8.1. The Contractor shall perform under the laws and regulations in effect on the execution of this contract. Period of this contract is for one year from the date of award, plus a one year option period.

C.1.8.2. The Contractor personnel shall comply with all regulations and directives established by the Department of the Army and Fort Wainwright. Additionally, the Contractor's performance is subject to scheduled and unscheduled evaluations by COR of pre and post clients' performance outcomes, clients' level of satisfaction, and the reduction in the overall family violence incidence among the clients served.

C.1.8.3. The FAPM, in consultation with the COR, will determine unsatisfactory performance of services under the contract. Should this occur, the COR will notify the ACS Director and the KO of the unsatisfactory performance. The KO may notify the Contractor in writing of suspected contractual performance issues as specified within the terms and conditions of the contract and clause prescriptions therein and provide a reasonable opportunity to cure any defects, after review of the facts.

C.1.8.4. The Contractor shall notify the COR two weeks prior to proposed changes to established hours. The Contractor will only provide services to victims in emergency situations upon approval by the COR.

C.1.9. EVALUATION CRITERIA:

C.1.9.1. The Contractor personnel shall meet the following criteria as a minimum and shall provide the requested supporting documents.

(a) The Contractor shall submit to a Criminal Background History Check (CHBC) in accordance with AR 680-10, AR 680-18, AR 215-3, and DOD Instruction 1402.5, as the Contractor personnel will be working with minors. The Contractor shall pay for any costs associated with obtaining background checks from state and federal authorities. The Contractor shall maintain a file documenting the results of these CHBCs and shall have this file available upon request of the KO. A Program Review Board (PRB), as described in AR 608-10 and AR 608-18, will review any derogatory information received as a result of the CHBC to determine if the Contractor will be allowed to perform services under the contract. An unfavorable CHBC may be a basis for termination of the contract under the Termination for Default Contract clause.

(b) Completed resume and/or curriculum vitae with complete names, addresses, and phone numbers.

(c) Names, addresses and phone numbers of three peer references.

(d) The Contractor personnel shall read, write, and speak the English language fluently so as to be easily understood by clients, FAP staff, and other military and civilian resources and contacts. This will be evaluated by a brief exam during the interview process.

C.1.9.2. All references, licenses, certifications, and education may be verified. Any adjudicated misconduct, licensing actions, suspensions, limitations, or revocations of privileges shall be fully explained in writing.

C.1.9.3. The Contractor personnel must meet the following requirements to be considered technically proficient:

(a) A Bachelor's Degree or a Master's Degree in a social services or a behavioral sciences field, as evidenced by a copy of that degree, is required. A Master's Degree will receive greater weight in evaluating offers than a Bachelor's Degree.

(b) Evidence of a minimum of one year experience in providing individual or group training in the area of domestic violence, home visitation, domestic violence prevention programs and services, domestic violence education, and advocacy intake and referral services in spouse and/or child abuse to at-risk families.

(c) The Government will not consider proposals that do not meet the above criteria.

C.1.9.4. Contractor personnel shall be required to use Microsoft (MS) Word, MS Excel, MS Access, MS Powerpoint, and MS Outlook in performance of this contract, and inability to utilize these tools may result in

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termination for default under Clause 52.249-8, Default (Fixed Price Supply and Service). A statement stating that bidder meets the above criteria will be self-certified and submitted with the bid package.

C.1.9.5. No proposal shall be considered if the Contractor personnel has been convicted of a felony or adjudicated guilty of malpractice. The Contractor shall immediately advise the KO and the COR upon becoming aware of such a conviction or adjudication arising during the contract period. In the event there is an adverse determination by a judicial authority or professional licensing authority, the Contract may be terminated for cause.

C.1.9.6. The Contractor personnel shall not be an active duty member of a uniformed service or a regular, full time, Federal, civilian employee while in the performance of this contract.

C.1.10. QUALITY CONTROL:

C.1.10.1. The Contractor shall provide weekly reports to the FAPM regarding projects and any issues that the Contractor believes to be of concern. The Contractor must notify the FAPM, ACS Director or COR of any at-risk situation involving an individual who is vulnerable to spouse or child abuse.

C.1.10.2. The Contractor shall keep the COR informed of any contractual issues that may disrupt or prevent contract performance. The COR will report any contract issues not resolved internally to the KO. The COR will perform quarterly performance assessment reviews with the Contractor and forward the results to the KO on a quarterly basis.

C.1.11. TRAINING:

C.1.11.1. The Contractor personnel may attend Army continuing education courses related to this contract such as the Family Advocacy Staff Training (FAST) or Family Advocacy Staff Training Advanced (FASTA). The Government will offer training workshops that the Contractor personnel may attend, to increase skills or develop new skills in prevention of domestic violence and child abuse. The Contractor will attend at least one (1) 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 \$3,000 and will not exceed \$3,000. The location of the training impacts the associated expenses.

C.1.12. CONTRACTOR COSTS:

C.1.12.1. The Contractor shall provide privately owned conveyance at no additional costs to the Government.

C.1.13. VEHICLE REGISTRATION, SECURITY, AND SAFETY:

C.1.13.1. Vehicle Registration. Motor vehicles entering Fort Wainwright shall have a valid state registration, license, and liability insurance meeting the requirements of the State of Alaska, and shall be registered with the Vehicle Registration Section of the Provost Marshal Office (PMO). The Contracting Officer Representative (COR) will provide the Contractor with the appropriate documentation that must be presented to the Provost Marshal. Vehicles shall be registered prior to commencement of contract work. The Contractor shall have all necessary operators' licenses for the category of vehicles being operated and shall comply with applicable local, state, and federal directives.

The Contractor shall return registration decals to the COR within 3 work days after termination or completion of work under this contract.

C.1.14. TELEPHONE:

C.1.14.1. Contract personnel shall not use Government telephones for any toll or long distance calls, unless such calls are related to the provision of victim assistance services.

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C.1.14.2. Contract personnel shall be available after-hours by cellular phone (see para C.1.4.1) to receive emergency victim advocate calls (see para C.1.4.4.).

C.1.15. PHYSICAL SECURITY:

C.1.15.1. Contract personnel shall safeguard all Government property in the work area. At the close of each work period, the COR will ensure that facilities and equipment are secured.

C.1.16. INSTALLATION ACCESS AND CONTROL:

C.1.16.1. Access Control. All vehicles and personnel are subject to search for and seizure of contraband and/or unauthorized Government property upon entering and leaving the Installation.

C.1.17. FEDERAL HOLIDAYS:

C.1.17.1. Federal holidays are established by Federal Law and are listed in the table below. When one of the designated Federal holidays falls on a Sunday, the following Monday will be observed as a Federal holiday. When a Federal holiday falls on a Saturday, the preceding Friday is observed as a holiday by the United States Government Agencies.

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25

C.1.17.2. The Contractor must submit periodic invoices to Defense Finance Accounting Service, Hawaii. The COR will submit a completed DD250 to the Defense Financial Accounting Service for payment of services and provide a copy of the DD250 to the KO. The Contractor may use Government furnished property to fax invoices and other pertinent documents to the Defense Finance Accounting Service. If the Contractor fails to submit the invoices to the Defense Finance Accounting Service in a timely manner, payment of services may be delayed.

C.1.18. CONSERVATION OF UTILITIES:

C.1.18.1. The Contractor will comply with all federal, state, and local regulations concerning protection of the environment.

C.1.19. SAFETY:

C.1.19.1. 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.1.20. CONDUCT:

C.1.20.1. 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.

C.1.21. CLOTHING AND IDENTIFICATION:

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C.1.21.1. The Government will provide a photo identification badge to the Contractor personnel at Government expense. The Contractor shall immediately report any lost or stolen badges to the Fort Wainwright PMO. Upon completion or termination of the contract, the Contractor shall return the photo identification badge to the COR. The Contractor shall wear at all times while on duty an ACS-furnished nametag. The Contractor shall be responsible for the cost of replacement badges, which are lost, stolen, or not returned upon termination of services. Dress is expected to be business attire. Any dress less than this, will be authorized by the COR for special occasions only.

C.1.22. CONTRACT MANAGEMENT:

C.1.22.1. Period of this contract is for one year from date of award, plus one option year period.

C.1.23. REGULATIONS, MANUALS, AND TECHNICAL DOCUMENTS:

C.1.23.1. The Government will make available all regulations, manuals, and technical documents applicable to this contract at the full contract performance start date.

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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
0001AA	Destination	Government	Destination	Government
0001AB	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0002AA	Destination	Government	Destination	Government
0002AB	Destination	Government	Destination	Government

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Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 05-APR-2004 TO 04-APR-2005	N/A	DIREC OF COMMUNITY ACTIVITIES (DCA) SCHADER, BRANDI FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 907-353-4243 FOB: Destination	FW-FAP
0001AA	POP 05-APR-2004 TO 04-APR-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP
0001AB	POP 05-APR-2004 TO 04-APR-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP
0002	POP 05-APR-2005 TO 04-APR-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP
0002AA	POP 05-APR-2005 TO 04-APR-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP
0002AB	POP 05-APR-2005 TO 04-APR-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP

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Section G - Contract Administration Data

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
P.O. Box 35510
Fort Wainwright, Alaska 99703-0510

(End of clause)

INVOICES

Submit invoices to the following offices:

1 copy: Regional Contracting Office-Alaska
ATTN: Victim Advocate Contract Administrator
P.O. Box 35510
Fort Wainwright, AK 99703-5510

Original to the Payment Office: DFAS-PACIFIC
DFAS PC-FFVA
477 ESSEX STREET
PEARL HARBOR, HI 96860-5806

PAYMENT OFFICE ADDRESS

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

DFAS-PACIFIC
DFAS PC-FFVA
477 ESSEX STREET
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 to make payment 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 and address on the contract (Block 15 of DD 1155).

(End of clause)

CLAUSES INCORPORATED BY REFERENCE

Family Readiness Program, Army Community Service, Fort Wainwright, Alaska

CLAUSES INCORPORATED BY FULL TEXT

RCO-AK 0001 CONTACT FOR CONTRACT ADMINISTRATION (Local Clause)

In the event your organization 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: _____

(End of Clause)

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)

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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
52.217-8	Option To Extend Services	NOV 1999
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
52.222-26	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	JAN 2004
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
52.233-3	Protest After Award	AUG 1996
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
52.252-6	Authorized Deviations In Clauses	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
252.223-7004	Drug Free Work Force	SEP 1988

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**;

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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)

52.252-2 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 003 PERIOD OF PERFORMANCE (Local Clause)

The basic period of performance of any contract resulting from this solicitation is anticipated to be from 5 April 2004, or date of contract award, whichever is later, through 4 April 2005. 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)

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

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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)

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Section J - List of Documents, Exhibits and Other Attachments

TE-1

**SURVEILLANCE PLAN
FOR
Family Advocacy Program Victim Advocate**

MONTHLY INSPECTION CHECKLIST

DATE OF INSPECTION: _____

INSPECTOR'S NAME: _____

CONTRACTOR'S NAME: _____

YES **NO**

Has the Victim Advocacy Resource File been established?
within 30 days of contract award?

(list date when Resource when file was completed: __) _____ _____

Has the Victim Advocacy Program been
advertised on a weekly basis?
(Describe method of publicity; i.e., marquee, newspaper,
flyer, method of distribution and dates of publication)

_____ _____ _____

Has the Victim Advocacy Resource File been updated
on a quarterly calendar basis?
(Please list: date of quarterly update: _____)

_____ _____ _____

How many drop in customers have utilized the FAP
Victim Advocacy Program this month? State number: _____

_____ _____ _____

How many clients have been referred to the
Victim Advocacy Program this month? State number: _____

_____ _____ _____

List dates and types of special events that Contractor has
participated in: _____

Attach copies of MOAs that Contractor has updated or formulated with local domestic violence shelters, and other
community organizations, which provide safety for victims of child and/or spouse abuse. List date of MOA
update: _____

List dates of Family Advocacy Committee meetings
attended: _____

List dates of Case Review Committee meetings
attended: _____

Has quarterly class and/or unit briefing schedule
been submitted? (Attach quarterly schedule) _____ _____ _____

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Has 4 unit briefings been
conducted this month? (List briefing topic,
date, time, number of attendees:

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DA FORM 5900, MAY 1999
USAPA V1.00

DA FORM 5900-R, JUL 90, IS OBSOLETE

TE-3

Class Evaluation

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.

TE-4

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 check 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

TE-5

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 _____							

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Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

52.222-22 Previous Contracts And Compliance Reports FEB 1999

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;

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___ 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)

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Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY FULL TEXT

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--

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“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--

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(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

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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.

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(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)

52.215-5 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 service contract resulting from this solicitation.

(End of clause)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

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

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(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).

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"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)

52.233-2 SERVICE OF PROTEST (AUG 1996)

- d. 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

Contracting Officer
Bldg 3030 Room 126
Fort Wainwright, AK 99703-5510

(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

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procured. (Contracting Officer shall strike the word "not" where the GSBCA is a correct forum.)

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>

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Section M - Evaluation Factors for Award

EVALUATION FACTORS FOR AWARD

Award will be based on best value. Compliance with technical requirements (Section C.1.9), price and past performance will be considered in the evaluation, with compliance and past performance when combine 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 MEET []

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requirements (e.g. invoices/billings, schedules)?

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?

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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

CLAUSES INCORPORATED BY REFERENCE

52.217-5

Evaluation Of Options

JUL 1990