

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotations are being requested and a written solicitation will not be issued.

Solicitation Number: W81XWH-04-T-Conf

The solicitation document and incorporated provisions and clauses are those in effect through the Federal Acquisition Circular.

Performance Work Statement for S&T Technical Conference

I. Background

The Department of Homeland Security (DHS) is committed to science and technology leadership and creation of an enduring national capability for homeland security. Toward this end, the DHS Directorate of Science and Technology (S&T) supports and recognizes technical excellence in research, development, testing and evaluation (RDT&E) of homeland security technologies; encourages collaborations and partnerships among RDT&E performers across the homeland security science and technology complex; actively disseminates knowledge generated through the execution of RDT&E programs and university-based homeland security centers; and to the greatest extent practical, enhances visibility and recognition of scientists and engineers dedicated to homeland security missions. With this mission and objectives in mind, the S&T Directorate, through its Office of Research and Development, will sponsor a technical conference in Boston, Massachusetts, no later than May 1, 2005, to achieve the following short-term objectives and long-term outcomes:

Short-term objectives:

- Provide leading research scientists in the private sector and university communities information on RDT&E programs executed through the national and DHS laboratories.
- Increase peer-to-peer appreciation for the core competencies specific to homeland security RD&TE that reside in the national and DHS labs.
- Maximize opportunities for the private sector and university-based research scientists to benefit from technology advancements and technical approaches developed/employed by the national and DHS laboratories.
- Maximize opportunities for the national and DHS laboratories to generate intellectual property in collaboration with and leveraging private sector and university-based research programs.

Long-term outcomes:

- S&T succeeds in preparing ground for sustainable partnerships between industry and university R&D organizations and the national and DHS labs.

- Private sector and university scientists, engineers, and researchers form partnerships or other collaborations to meet the most pressing technical challenges and narrow the most critical knowledge gaps S&T needs to address to achieve its mission.

II. Scope of Work

The Office of Research and Development (ORD) is soliciting the services of a qualified performer to serve as technical co-sponsor and manage the technical conference sponsored by the S&T Directorate. The technical conference will bring together approximately 500 leading research scientists and engineers in the DHS and national laboratories, private sector, and university communities, as well as research institutes of the nation's allies in the global war on terrorism, to share with the broader homeland security and science technology communities problem sets and research outcomes aligned with DHS awareness, countermeasures and response and recovery goals. The conference shall be two full days in duration, with a kick-off event the evening prior to the first day's registration. The conference shall take place in Boston, Massachusetts, no later than May 1, 2005.

The requirements expected to be completed under this contract are:

Task 1. Conference Organization

The objectives for this task include, but are not limited to: a) finalizing the outline for conference agenda; b) confirming the venue for conference (to lock in dates and location) and having S&T review hotel specifications prior to contract placement; c) securing appropriately themed venue(s) for off-site special events; d) recommending, recruiting and confirming guest speakers; and e) developing and implementing strategies for in-kind sponsorship.

Task 2. Technical Session Management

This task is focused on the organization of a technical, peer-reviewed program that elicits cutting-edge research and development, in mission areas encompassing countermeasures to chemical, biological, radiological, nuclear, and explosives threats, critical infrastructure protection, and threat and vulnerability assessment. The objectives for this task include, but are not limited to: a) issuing a call for papers; b) developing evaluation criteria and facilitating work of the technical review panels; c) overseeing web-based reviews of submitted papers for technical excellence and mission relevance; d) managing ongoing communication with authors of submitted papers, invited speakers, session chairs and technical/peer reviewers; e) organizing at least two poster sessions, one of which must highlight research interests and accomplishments of the DHS Scholars and Fellows; f) finalizing the technical program and evaluation form; g) providing a written analysis of the technical session with recommendations for improvements to the S&T Technical Conference in future years; and h) production of a CD-Rom set with a compendium of the papers presented during the conference.

Task 3. Marketing and Promotion

The objectives for this task include, but are not limited to: a) devising and implementing a peer-to-peer marketing strategy to reach senior scientists and engineers in government, academe, professional societies, and the private and non-profit sectors; b) developing and hosting a conference web site to manage online registration and payment, to support match-making in advance of the conference, and imposing quality standards for externally linked pages; c) developing and managing a contacts data base for DHS S&T to support the conference and post-conference match-making, and to aid in DHS S&T constituency building and outreach; d) producing and distributing a “save the date” flier, e) producing a marketing brochure (print and e-mail versions) and more targeted pieces for exhibitors, potential sponsors and the media; f) assisting with free and paid media placements in main stream and technical publications/professional society trades; g) arranging for a conference photographer and production of a conference photo album; h) assisting in DHS official media relations efforts as requested; and i) organize an exhibition for 30 – 50 organizations, which may include private sector companies, that represent the cutting edge of research in areas directly relevant to homeland security missions. All marketing and conference materials must implement the DHS branding guidance.

Task 4. Conference Logistics

The objectives for this task include, but are not limited to: a) establishing an on-line registration and payment system; b) providing DHS S&T with direct liaison to the conference venue to manage aspects such as A/V, catering, room assignments, signage, exhibit hall/poster session management, on-location support during conference hours, and so on; c) producing the registration packet and managing the badging process; and d) providing pre-event, registration and guest services for conference participants, with special attention to pre-registration liaison with the Oak Ridge Institute for Science Education (DHS’s implementation partner for the Scholars and Fellows Program) and support to DHS Scholars and Fellows on site.

Task 5. Program Management

The objectives for this task include, but are not limited to: coordinating with DHS weekly and writing monthly program reports, conducting planning meetings, and performing the conference close-out and writing the final financial report.

To support the above tasks, this scope of work requires an experienced and cohesive team of conference management professionals with experience including but not necessarily limited to in the following areas: conference management, technical program development and management, business program management, marketing program management, and logistics and finance management. More important, and in addition to conference management skills, the conference implementer must possess a depth of technical knowledge and experience with the unique requirements of a technical conference, the primary thrust of which is presentation and constructive dialogue of peer-

reviewed papers among leading research scientists and engineers across the homeland security science and technology complex.

III. Other Contract Details

1. Period of Performance. The period of performance for this scope of work is from the contract award date to September 30, 2005. DHS may give subsequent extension notices in writing for further contract performance in accordance with the terms set forth herein.
2. Travel. Domestic travel will be required in performance of these duties. While foreign travel is not anticipated, technical co-sponsor is hereby notified that all foreign travel associated with its conference organization work must be approved in advance by DHS S&T.
3. DHS Furnished Information
 - a. DHS will provide certain information, material, and forms unique to DHS to technical co-sponsor to support certain tasks. The technical co-sponsor is not authorized to acquire any property, other than the items necessary to perform the tasks outlined in section II above, without the prior written authorization from the DHS S&T Technical Representative.
 - b. DHS will make available certain DHS information related to this SOW, which may be necessary for contractor performance, to the technical co-sponsor. The S&T Technical Representative will be the point of contact for identification of any required information to be supplied by DHS.
 - c. The technical co-sponsor will be required to prepare documentation in accordance with defined guidelines provided by DHS.
4. DHS Furnished Facilities, Supplies and Services. If work at DHS-provided facilities is necessary for the services being performed under this SOW, these facilities will be provided at the DHS/S&T Directorate in Washington, DC. Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, desktop PC, consumable and general purpose office supplies) will be provided while working in Government facilities.
5. DHS Furnished Property. DHS does not anticipate providing property to support this scope of work. DHS may agree to provide property under a specific task order issued under this SOW. In those instances, the Government will maintain property records.

6. Place of Performance. The technical co-sponsor will perform the majority of its work at its office. All deliverables identified in the Statement of Work should be transmitted directly to the DHS S&T Technical Representative with a copy of the transmittal letter to the Contracting Officer.
7. Program Status Report. The technical co-sponsor will deliver a monthly Program Status Report in accordance with the Parties mutually agreed format and content requirements to the DHS Technical Representative and DHS Resource Manager. This report shall include financial, schedule, and scope information, and an assessment of performance for all work under this scope of work.

8. Security Requirements

- a. All work performed under this contract is unclassified.

IV. Applicable Provisions and Clauses Incorporated by Reference

52.037-4000 Contractor Identification
52.204-6 Data Universal Numbering System (DUNS) Number
52.212-1 Instructions to Offerors—Commercial
52.212-3 Offeror Representations and Certification—Commercial Items
52.212-4 Contract Terms and Conditions—Commercial Items
52.232-25 Prompt Payment
52.243-1 Changes—Fixed-Price
52.246-1 Contractor Inspection Requirements
52.247-34 F.O.B Destination
52.249-4 Termination for Convenience of the Government (Services)
52.249-8 Default (Fixed-Price Supply and Service)
52.253-1 Computer Generated Forms
252-204-7001 Commercial and Government Entity (CAGE) Code Reporting
252.204-7003 Control of Government Personnel Work Product
252.204-7004 Required Central Contractor Registration

V. Applicable Provisions and Clauses Incorporated by Full Text

52.212-2 Evaluation-Commercial Items.

As prescribed in 12.301(c), the Contracting Officer may insert a provision substantially as follows:

Evaluation-Commercial Items (Jan 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

1. Technical Capability. The offeror shall provide a technical capability statement that is no more than 10 pages in length that discusses the offeror's ability to perform the above performance work statement. The offeror shall specifically address how it can and will meet the requirements in the performance work statement. Brochures or other marketing information that do not specifically address the requirements are unacceptable ways to demonstrate the offeror's technical capability. The offeror must detail its familiarity with, and existing presence in, the Boston, MA metropolitan area.

2. Past Performance/Past Experience. The offeror shall provide no more than three relevant past performance examples. The examples should be similar in terms of size, scope, and complexity to the above requirement. The examples shall include a reference that the contracting office can contact. DHS S&T will contract only with an organization which possesses a proven track record in managing homeland security conferences and events.

3. Price/cost. The offeror shall provide a price quote for the performance work statement. The quote must be sufficiently detailed to evaluate the reasonableness and realism of proposed costs.

Non-cost factors, when combined, are more important than cost.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2002)

(a) The Contractor shall comply with the following FAR clauses, which are incorporated in this contract by reference, to implement provisions of law or executive orders applicable to acquisitions of commercial items:

(1) 52.222-3, Convict Labor (E.O. 11755).

(2) 52.233-3, Protest after Award (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components:

(Contracting Officer shall check as appropriate.)

NA (1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U.S.C. 2402).

NA (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999).

NA (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer).

NA (4) (i) 52.219-5, Very Small Business Set-Aside (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

NA (ii) Alternate I to 52.219-5.

NA (iii) Alternate II to 52.219-5.

NA (5) 52.219-8, Utilization of Small Business Concerns (15 U.S.C. 637 (d)(2) and (3)).

NA (6) 52.219-9, Small Business Subcontracting Plan (15 U.S.C. 637 (d)(4)).

NA (7) 52.219-14, Limitations on Subcontracting (15 U.S.C. 637(a)(14)).

NA (8)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Concerns (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

NA (ii) Alternate I of 52.219-23.

NA (9) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

NA (10) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

NA (11) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

XX (12) 52.222-26, Equal Opportunity (E.O. 11246).

XX (13) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (38 U.S.C. 4212).

XX (14) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793).

XX (15) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (38 U.S.C. 4212).

XX (16) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (E.O. 13126).

NA (17)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (42 U.S.C. 6962(c)(3)(A)(ii)).

NA (ii) Alternate I of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

NA (18) 52.225-1, Buy American Act--Supplies (41 U.S.C. 10a-10d).

NA (19)(i) 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).

NA (ii) Alternate I of 52.225-3.

NA (iii) Alternate II of 52.225-3.

NA (20) 52.225-5, Trade Agreements (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

NA (21) 52.225-13, Restriction on Certain Foreign Purchases (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).

NA (22) 52.225-15, Sanctioned European Union Country End Products (E.O. 12849).

NA (23) 52.225-16, Sanctioned European Union Country Services (E.O.12849).

XX (24) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (31 U.S.C. 3332).

NA (25) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (31 U.S.C. 3332).

NA (26) 52.232-36, Payment by Third Party (31 U.S.C. 3332).

NA (27) 52.239-1, Privacy or Security Safeguards (5 U.S.C. 552a).

NA (28) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241).

NA Alternate I of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, which the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:

(Contracting Officer check as appropriate.)

NA (1) 52.222-41, Service Contract Act of 1965, As amended (41 U.S.C. 351, et. seq.).

NA (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et. seq.).

NA (3) 52.222-43, Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C.206 and 41 U.S.C. 351, et seq.).

NA (4) 52.222-44, Fair Labor Standards Act and Service Contract Act - Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

NA (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) or (d) of this clause, the Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (38 U.S.C. 4212);

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793);

(4) 52.247-64, Preference for Privately-Owned U.S.- Flag Commercial Vessels (46 U.S.C. 1241)(flow down not required for subcontracts awarded beginning May 1, 1996)., and

(5) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.).

(End of clause)

52.252-2 Clauses Incorporated by Reference.

As prescribed in 52.107(b), insert the following clause:

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): www.usamraa.army.mil.

VI. Quote Submission Instructions

Please submit your quote electronically via email to karen.martin@amedd.army.mil. The quote should be submitted no later than 9:00 AM on 12 October 2004.