

QUOTE SUBMISSION

A. INSTRUCTIONS TO OFFERORS

Introduction and Purpose - This section specifies the format and content that Offerors shall use in responding to this Request for Quote (RFQ). The intent is not to restrict the Offerors in the manner in which they will perform their work, but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors shall submit a quote that is legible and comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Any proposal which does not provide, as a minimum, that which is required in this solicitation may be determined to be substantially incomplete and not warrant any further consideration.

The Government intends to evaluate quotes and award without discussions with contractors. Therefore, the contractor's initial quote should contain the contractor's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions in the Contracting Officer (CO) determined that it is deemed necessary later. The Government may reject any or all quotes if such action is in the Government best interest; accept other than the lowest quote; and waive informalities and minor irregularities in quotes received.

SUBMISSION OF PROPOSALS: Proposals shall be submitted and received in three (3) Volumes and no later than **18 May 2011 by 3:00 PM Local Time, Frederick, MD.**

Volume 1 - TECHNICAL QUOTE

Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK & SMALL BUSINESS PLAN

Volume 3 - PRICE QUOTE

1. Each volume shall be separate and complete, so that the evaluation of each one may be accomplished independently and concurrently with the evaluation of the others. Each Volume shall be placed on a separate CD.

Proposals shall be submitted to the following address:

Director
U.S. Army Medical Research Acquisition Activity (USAMRAA)
ATTN: MCMR-AAA-T/W81XWH-11-R-0029 (Ms. Laura N. Charles)
820 Chandler Street
Fort Detrick, MD 21702-5014

2. All questions in reference to this solicitation shall be submitted in writing via email no later than **10 May 2011 by 3:00 PM Local Time, Frederick, MD and closing date for receipt of quotes is 18 May 2011.** Questions are to be submitted to both Ms. Laura N. Charles, Contract Specialist at laura.n.charles@amedd.army.mil. Include the solicitation number: **W81XWH-11-R-0029** on the subject line. Questions will not be addressed by telephone. Responses to all questions will be provided by amendment to the solicitation. In the event that multiple questions address the same issue, the Government reserves the right to answer a representative question that best exemplifies the issue. No additional questions will be accepted after the stated date(s).

3. Offerors shall refer to Instructions to Offerors Provisions, for general instructions on: submission, modification, revision and withdrawal of proposals; late proposals and revisions; offer expiration date; restrictions on disclosure and use of data; and contract award. Contractors shall complete and return all RFQs prior to the time specified in Block 8 of the standard form (SF) 1449 in order to be considered for award. Quotes shall be received before the closing date and time specify in this RFQ or the quote will be considered untimely and may be rejected.

4. Evaluation of Quotes: The Government will evaluate quotes in accordance with the evaluation criteria set forth in this RFQ.
5. An Offeror's quote shall stipulate that it is predicated upon all the terms and conditions of this RFQ.
6. It is understood that the Offeror's quote will become part of the official contract file.

B. PROPOSAL FORMATTING & PACKAGING GUIDELINES

1. **Format.** The Government’s preferred format is as follows: The submission should be clearly indexed and logically assembled. Each volume should be clearly identified and should begin at the top of a page. All pages of each volume should be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. The proposal shall be clear and legible. Attachments shall conform to the following guidelines:

- **Type Font:** 12 point, 10 pitch (Times New Roman)
- **Spacing:** Single-spacing between lines of text
- **Margins:** 1.0 inches on all sides
- **Acronyms:** Spell out all acronyms the first time when they are used. One page following the proposal body is allocated to spell out acronyms, abbreviations and symbols.
- **Language:** English
- **Format:** Microsoft Office Applications (i.e. MS Word, Excel)
- **Graphics & Tables:** 8 point, 10 pitch (Arial).

In addition, each paragraph should be separated by at least one blank line. A standard, 12-point minimum font size applies. Times New Roman font is preferred. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape.

2. **File Packaging.** None of the proposal files shall be compressed (zipped). Zipped files cannot be opened by the Contracting Office.
3. **Page Limitations.** Page limitations shall be treated as maximums. If exceeded, the excess pages will not be considered in the evaluation of the quotes and will be destroyed without review. Volume 1 shall be tabbed to separate major sections—e.g., Technical Approach and all its subfactors. Offerors may also tab the Organizational Conflict of Interest (OCI) Mitigation Plan and the draft Quality Control Plan, and the draft Recruitment/Retention Plan. Tabs will not count against the indicated page limits and shall contain no other information besides tab title. Volume 2 shall be tabbed to separate major sections—e.g., Past Performance/Performance Risk and Small Business Plan. Offerors shall provide the number of hard and electronic file copies as follows:

CD	Contents	Title	Number of Hard/Electronic Copies
A	Volume 1	Technical Approach	4/5
B	Volume 2	Past Performance/ Performance Risk & Small Business Plan	4/5
C	Volume 3	Price Quote	2/2

4. Electronic Copies. The electronic portion of the quote shall be submitted

on virus-free CD-ROMs compatible with Microsoft Office 2003 applications. In addition, each CD-ROM shall be made “final.” “Final” is a recording option that renders the CD totally used so no other data tracks can be added. Do not use compressed file formats. Use separate files to permit rapid location of all

portions, including exhibits, annexes, and attachments, if any. A separate CD is required for each volume identified above. Documents such as previously printed materials, graphics or any other documents that cannot be submitted in electronic form are exempt, but if provided in hard copy, will be considered in the page count. A directory shall also be placed on the CD, if it contains more than one file.

C. VOLUME CONTENT

1. Volume 1 - TECHNICAL QUOTE

The Technical Proposal is required to meet all requirements of the RFQ, not just Evaluation Factors to be eligible for award. The Offeror shall submit a quote comprehensive enough to provide the basis for a sound evaluation by the Government. The Technical Quote shall not exceed 50 pages including resumes and required Plans. Pages exceeding the specific page limitation will be removed and not forwarded for evaluation. The Technical Quote shall include a discussion of the Offeror's methodology to meet all the requirements of the PWS. The Technical discussion shall be specific, detailed, and complete enough to clearly and fully demonstrate that the Offeror understands the requirements and the inherent problems associated with the objectives of this procurement. Stating that the Offeror understands and will comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as, "Standard procedures will be employed" and "Well-known techniques will be used

(a) Technical Approach

The Offeror shall provide the following information, at a minimum:

A proposed business approach to meeting the requirements of the PWS. This includes management of medical research and development contracts. The Offeror shall identify the personnel considered to be key personnel in meeting the requirements of the PWS. The Offeror shall identify the labor categories and corresponding effort that will be used in performing the work. The Offeror shall discuss the proposed GSA labor categories in relation to experience, responsibilities and education in outlining its approach to meeting the PWS requirements.

(b) Personnel Qualifications

The Offeror shall provide the following information, at a minimum: (1) the qualifications of the Offeror's proposed Key Personnel (Program Manager, Project Team Lead, and Regulatory Compliance Specialist) to include relevant education, training, and credentials; (2) the competency of the Offeror's personnel as determined by relevant experience to include general and research operations, regulated studies procedures, product development experience, and publication record; (3) qualification of personnel under the proposed GSA labor categories; and (4) a draft Recruitment/Retention Plan to demonstrate their ability to recruit, retain and competent qualified personnel with the qualification and skills to successfully perform the requirements of the PWS . This includes any applicable licenses or regulatory certificates. The draft Recruitment/Retention Plan shall include methods to recruit and retain qualified U.S. applicants and resident/non-resident alien scientists.

(c) Corporate Experience

Provide evidence of the Offeror's experience providing medical research management support services in contracts of similar size and scope and in hiring and managing qualified research support services in the following disciplines: research management support, regulatory complaint and scientific consulting support services. Provide metrics in this section describing the number of contractor personnel hired within the past three (3) years whose expertise falls within the

disciplines listed above, or the number of contractor personnel currently hired whose expertise falls within the disciplines listed above. Provide evidence of experience in reviewing medical research protocols and experience with Title 10 regulatory compliance requirements. Describe how the National Agency Check (NAC)s is processed within the Offeror's organization, including approximate timeframe from initial NAC paperwork submittal until final decision for both U.S. citizens and non-resident aliens. Also, the Offeror must provide metrics describing the number of NACs processed by their organization in the past 12 months.

(d) Draft Quality Control Plan (QCP) for timely and successful performance of the requirements of the PWS. A final QCP will be provided 10 days after contract award.

(e) Draft OCI Mitigation Plan to ensure proper execution of the requirements of the PWS. A final OCI Mitigation Plan will be provided 10 days after contract award.

2. Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK & SUBCONTRACTING PLAN

(a) Past Performance/Performance Risk

The Offeror shall describe awards of a nature and complexity similar to this proposed service contract and provide references in which the Offeror is presently performing or has performed in the past (within last 3 years) for the same or similar services. The past performance can be Government and/or commercial in nature; however, specific support provided to life sciences research, biomedical laboratories or other Government agencies.

Each contract description should provide the following information: Project or contract title; award number, contracting agency, type of contract, and total dollar value; date of contract and period of performance; Government agency or firm for which the work has been performed, including address, points of contact (project manager and contracting officer, name, title, address and telephone number; brief description of the contract work, scope and responsibilities; the average number of personnel (key and other personnel) assigned to the respective contract(s). In addition, a brief description of how the cited work is the same or similar to the proposed effort being submitted.

The Past Performance Proposal may not exceed 10 pages inclusive of references.

Sample format for past performance information:

Contracting Organization:	
Contract Number:	
Contract Type:	
Period of Performance:	
Current Contract Value:	
Contact Person:	

DESCRIPTION OF WORK: (Provide a synopsis of work performed).

Past performance provided shall include both prime and subcontractor experience. Offerors shall describe problems encountered in the performance of similar services and describe how the problem(s) was/were resolved. **The Offeror shall have the referenced sources submit a Past Performance Questionnaire (Exhibit C) directly to the Contract Specialist, Ms. Laura N. Charles at laura.n.charles@amedd.army.mil prior to the closing date of the solicitation.** Past performance information obtained by the Government from other sources may also be used for evaluation. The information gathered will be used to assess the relevancy of previous services performed and to

determine the degree of performance risk involved in accepting each Offeror's proposal. In the event an established Offeror is simply without a record of past performance, the Offeror's lack of past performance will be evaluated as an unknown risk having no favorable or unfavorable impact on the evaluation.

(b) Small Business Plan

All offerors, both small and large businesses, are required to submit Small Business Participation Plan information in the following format in accordance with DFARS 215.304 that shall include the following:

(i) Type of Business of Prime Contractor: Check all applicable boxes

- Large
- Small (also check type of Small Business below)
- Small NonDisadvantaged Business
- Small Disadvantaged Business
- Woman Owned Small Business
- HUB Zone Small Business
- Veteran Owned Small Business
- Service Disabled Veteran Owned Small Business
- Historically Black College and Universities/ Minority Institutions

(ii) Total Contract Value: (Include options, etc) \$_____

(iii) Dollar Value of your participation as a Prime Contractor: \$_____

(iv) Dollar Value and Percentage of Total Contract Value of Subcontracts Planned for:

	<u>Dollar Value</u>	<u>% of Total Contract Value</u>
Large	\$_____	%_____
Total Small	\$_____	%_____
Small NonDisadvantaged	\$_____	%_____
Small Disadvantaged	\$_____	%_____
Woman Owned Small	\$_____	%_____
HUB Zone Small	\$_____	%_____
Veteran Owned Small	\$_____	%_____
Service Disabled Veteran Owned Small	\$_____	%_____
HBCU/ Minority Institutions	\$_____	%_____

(v) Each participation percentage above shall be accompanied by detailed supporting documentation regarding the individual commitments. Detailed explanations shall also be provided when the percentages fall short of the DoD goals. **NOTE:** The sum of the dollar values and percentages of Small Non-Disadvantaged and Small Disadvantaged should equal the entries for Total Small. However, the sum of all the percentages under Paragraph (iv) need not equal 100% since the prime is not included and individual subcontractors may be counted towards more than one category. All percentages should use TOTAL CONTRACT VALUE as a baseline. Detailed explanations shall also be provided when the percentages fall short of the Small Business Goals listed below:

Small Business Category	Goal
Total Small	25%
Small Non-Disadvantaged	7%
Woman Owned Small	6%

Service Disabled Veteran Owned Small Business 3%

(vi) List principal supplies/services (be specific) to be subcontracted to:

Name of Company	Type of Service/Supply
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Large:
Small:
Small NonDisadvantaged:
Small Disadvantaged:
Woman Owned
Small:
HUB Zone Small:
Veteran Owned Small Business:
Service Disabled Veteran Owned Small:
HBCU/ Minority Institution:

NOTE: For purpose of subcontracting, Historically Black Colleges and Universities/Minority Institutions (HBCUs/MIs) are considered as disadvantaged and should be broken out separately.

(vii) Prior Performance Information: Provide any information substantiating the Offerors track record of utilizing small business on past contracts. For Large Business: include ACO rating and SF 295 Information. For Large and Small businesses: provide descriptive information for all small business categories. Any information concerning long-term relationships with Small Business subcontractors, such as mentor-protégé relationships, should be provided.

(viii) Extent of Commitment: Provide documentation regarding enforceable commitments to utilize any Small Business category, as defined in FAR Part 19, as subcontractors.

(ix) Each Large Business Offeror shall provide a Small Business Subcontracting Plan that contains all the elements required by FAR 52.2199. This plan shall be submitted separately from the Small Business Participation Plan information required above, which applies to both large and small businesses. The Small Business Subcontracting Plan is not a requirement for evaluation in source selection, but rather a requirement for award to a large business and will be incorporated into any resultant contract.

3. Volume 3 – PRICE QUOTE

Price Quote shall consist of the following parts:

- Fully burdened hourly labor rates for all suggested labor categories and any additional proposed labor categories or levels (Completed Exhibit B). The quote shall include the rate for all Contract Line Item Numbers (CLINS) stated in Section B.2, Price/Cost Schedule of the SF 1449 and Exhibit B, with exception of Travel, which has already been estimated by the Government.
- Any labor category quoted shall be on the contractor's Federal Supply Schedule (FSS) or GSA contract.
- Pricing information relating to Contractor Manpower Reporting requirements.
- Representations and Certifications.
- Signed SF1449 and required acknowledged solicitation amendments.

Suggested descriptive labor category descriptions and historical contractor support are provided in Exhibit A of the RFQ. Pricing shall be provided for individual labor categories as contained in Exhibit A and Section B of the RFQ. The Government will evaluate offers for award purposes by comparing the fully burdened hourly labor rates proposed in Exhibit A and for the base year and all option years.

Price may become the deciding factor if proposals are evaluated and determined to be technically equivalent.

Solicitation, Offer and Award - Each Offeror shall complete (fill-in and signatures) Section A of the solicitation (Standard Form (SF) 1449, Solicitation, Offer and Award provided with the solicitation. An authorized official of the firm shall sign the SF 1449 and acknowledge receipt of all amendments issued. An Acrobat PDF file shall be created to capture the signatures for submission.

Offeror Representations and Certifications - The Offeror shall complete the annual representations and certifications electronically through the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>. In addition to submission to ORCA, the Offeror shall provide completed FAR 52.212-3 provision, Offeror Representations and Certifications – Commercial Items.

Offeror shall submit a copy of their FSS/GSS schedule that authorized them to quote on the required labor categories, along with their terms and conditions, maximum order limitation, tax identification number, and contract expiration date. Price discounts are encouraged in accordance with FAR 8.405-4, *Price Reductions*.

This requirement includes a base period and four (4) option periods. To be considered for award, an offeror must have a current GSA contract, which would ensure performance of the base and all option periods of this contract/task orders. The offeror shall submit a copy of its current GSA contract if it has any questions about the duration of its contract with GSA and thus its ability to perform the requirement.

The business proposal should be specific and complete in every detail. The method of payment is Wide Area Workflow (WAWF).