



Date: December 5, 2012

To: Prospective Offerors

From: GSA Headquarters Contracting Division

Subject: Request for Quote for GSA Consolidation of Chief Financial Officer, Chief Information Officer, Chief People Officer, and Office of Administrative Services functions

The General Services Administration (GSA), Office of Governmentwide Policy, Contracting Division is issuing this Request for Quote (RFQ) on behalf of The Offices of the Chief Financial, Chief Information, Chief People Officers, and the Office of Administrative Services (hereafter the CXO Team) for the purpose of entering into a contract pursuant to FAR Subpart 37.602. The CXO Team intends to acquire these services by awarding a competitive contract to an offeror that has a current Management, Organizational and Business Improvement (MOBIS) Schedule holders (Schedule 871 SIN 1, 2, 6, and 7). Teaming is permitted among various MOBIS schedule holders. All services provided by the team member to the prime contractors must be within the scope of the team member's GSA contract and be consistent and fully compliant with the terms and conditions of the team member's GSA contract.

GSA is providing the below schedule of activities regarding this Request for Quote:

Activity	Due Date
Vendor Questions Submission	Monday, December 10, 2012, 9:00 a.m. Eastern
GSA Response to Vendor Questions	Thursday, December 13, 2012, 5:00 p.m. Eastern
Vendor Technical and Price Proposals	Wednesday, January 2, 2013, 10:00 a.m. Eastern
Contract Award	On or about Wednesday, January 23, 2013
Period of Performance Start	On or about Monday, January 28, 2013

Questions Regarding This RFQ

All questions must be submitted in writing via email to the Contract Specialist no later than, **Monday , December 10, 2012, at 9 a.m Eastern Time (ET)**, to ensure a response. All questions must be in writing and no questions will be accepted by telephone. The Government reserves the right to edit any questions as needed to protect the identity of the source, but absent this consideration, the Government intends to quote each submitted question verbatim in its response. The Government has targeted, but cannot guarantee a consolidated response on or about **December 13, 2012**.

Format for Technical Proposal

The proposal shall clearly demonstrate the Offeror's understanding of the overall and specific requirements of the SOW; convey the Offeror's capabilities for transforming their understanding into accomplishments for performing the contract.

The Technical Proposal shall not exceed forty (40) pages in length, inclusive of resume summaries and all other addendums, attachments, exhibits, etc. Resumes shall be a short summary of the professional and technical qualifications of the offeror's proposed personnel. As Technical Proposals are reviewed, evaluated and rank-ordered prior to reviewing Price Proposals, all technical information shall be in the Technical Proposal to be considered. This proposal must describe the offeror's proposed technical approach with explicit detail defining **how** the offeror's proposed approach will be executed at GSA. **Simple statements of compliance (i.e., "understood"; "will comply") without the detailed description of how compliance will be met may not be considered sufficient evidence that the proposed services can technically meet the requirements of this SOW.**

The government reserves the right to request oral presentations.

A deliverable schedule is also required per the technical needs specified in the Statement of Work. Past Performance reference and key personnel resume summaries shall also be included in the oral presentation page limitations.

The Contractor or Contractor Team selected, as a result of this SOW, shall be responsible for all contract requirements. In the event teaming or subcontracting arrangements are proposed for accomplishing the required work, the Offeror shall thoroughly describe the organizational relationships of the team members and subcontractors throughout the contract life, including the proposed contribution of each team member to the overall effort.

Changes to the proposal by the Offeror shall be accomplished by amended page(s). Any changes from the original page shall be indicated by a vertical line, adjacent to the change, on the outside right margin of the page. The Offeror shall include the date of the amendment on the lower right hand edge of the page. Proposal amendments will be allowed only prior to the due date for proposals. Proposal revisions shall be permitted only at the Contracting Officer's request.

Telecopied or facsimile proposals, or modifications or withdrawals of proposals are *not* permitted and shall be disregarded if received.

Offerors whose proposals are no longer being considered for award or whose proposals were not selected for award shall be so notified in writing. Such notification shall state in general terms the basis of non-selection. Unsuccessful Offerors may request, in writing, a post-award debriefing.

The Contracting Office shall retain one copy of each proposal, successful or unsuccessful, any extra copies shall be destroyed.

PRICE PROPOSAL INSTRUCTIONS

The price proposal shall be a separate attachment submitted at the same time as the technical proposal. There is no page limit on the price proposal.

Proposal Preparation Cost

The Government will not be obligated to pay any cost incurred by any Offeror in the preparation and submission of a proposal in response to this BPA. The Contracting Officer is the only person who can legally obligate the Government for the expenditure of public funds in connection with this procurement.

Proposal Content and Submission Instructions

Proposal Content

Offerors are cautioned to review the SOW and ensure that the proposal submitted *fully complies* with *any or all requirements* of same. Each proposal shall clearly demonstrate the Offeror's understanding of the overall and specific technical requirements of the SOW. The Offeror must provide the requested past performance and pricing information. Failure of the Offeror to address any or all requirements of the SOW in their proposal may result in the proposal not being considered for award by the Government. Clarity and completeness of the proposal is of the utmost importance. The proposal must be written in a practical, clear and concise manner. It must use quantitative terms whenever possible and must avoid qualitative adjectives to the maximum extent possible. Proposals must be legible, single-spaced, typewritten (on one side only), in a type-size not smaller than ten (10) point proportional, on paper not larger than eight-and-a-half by eleven inches. Each Offeror must submit a proposal, which consists of three (3) parts:

Demonstrated Technical Capability and Personnel

The Offeror shall describe the technical approach to performing the work identified in the SOW. The technical approach should include:

The technical capability as it demonstrates the knowledge, understanding, and technical ability of all SOW technical requirements

Resumes for all personnel the Offeror plans to assign to this contract whether full-time or part-time and identify the key personnel and non-key personnel.

Past Performance information

The Offeror shall describe previous experience in performance for technical projects similar in size, scope, technical difficulty, and complexity to the requirement being competed. **The Offeror shall cite not less than three (3) not more than five (5) projects performed within the last three (3) years.** For each relevant project, Offerors shall identify the following:

Customer
Contract Number/Contract Title
Delivery Schedule/Period of Performance
Description of the Work Performed
Unique or Complex Characteristics of the Project
Relevance to the GSA Requirement

The Offeror shall provide a list of references complete with points of contact; names and addresses that can be used by the Government to collect data on the Offeror's history of recent and relevant past performance. The references shall include at a minimum the projects identified above, but should not exceed a total of five (5) references. In order to facilitate the evaluation of the Offeror's past performance, the Offeror shall present the following information:

Name and Address of Customer.
Contract Number.
Brief Description of Contract.
Brief Description of Services Provided/Technologies Used.
Name, address and current phone number for the Customer's Business Manager (Contracting Officer).
Name, address and current phone number for the Customer's Technical Manager.

If the Offeror has no past performance, the Offeror shall submit a certification to Contract Specialist via electronic mail indicating the Offeror has no past performance.

Proposed team Members and subcontractors anticipated to perform more than 25% of the work identified in this SOW, shall be required to submit the experience and past performance information described above.

Small Business Concern

The offeror shall describe how it will utilize small business concerns. Offerors will be evaluated on whether they are small businesses or their subcontractors are small businesses.

Pricing

The Offeror shall prepare a Price Proposal that contains all information necessary to allow for a comprehensive evaluation of the prices proposed by the Offeror. The Price Proposal shall consist of pricing discounts with the proposed labor categories and hours, GSA Schedules and an accompanying narrative that fully describes all assumptions made by the Offeror.

The pricing shall identify each category of labor proposed for performance mapped to the applicable GSA Schedule labor category, provide the GSA Schedule price, show the proposed discounts for the rate, and the rate proposed for the particular labor category inclusive of the discount. The pricing shall provide the total number of full time equivalents (FTEs) for each labor category. The Offeror is responsible for identifying the categories of labor and the FTEs proposed for each category.

EXAMPLE:

<u>Labor Category:</u>	<u>Schedule Rate</u>	<u>Discount %:</u>	<u>GSA Rate:</u>	<u>FTE:</u>	<u>Total:</u>
Program Manager	\$	10%	\$0	1.0	\$

Proposal Submission

Proposals must be submitted in strict accordance with the instructions set forth herein. The Government may consider any failure on the part of an Offeror to comply with these instructions to be indicative of the type of conduct it can expect during contract performance. Therefore, Offerors are encouraged to contact the Contract Specialist in order to request any necessary clarifications or explanations of these instructions.

GSA requires that an Offeror submit one (1) electronic copy of their entire Volume 1 and 2 proposals in Microsoft Word, PowerPoint, Excel, or PDF format.

Offers shall submit the proposal in two separate volumes: Volume 1 shall be the Technical Proposal, and consist of the following sections and adhere to the page limitations identified below:

Demonstrated Technical Capability and Past Performance - 40 pages (NOTE: Resumes are included in the page limitation)

Offerors are reminded that Volume 1 shall NOT contain any pricing data and shall strictly adhere to the page limitations. The Contracting Officer will review Volume 1 and exclude all pages in excess of the page limitations and delete pricing data (if any) prior to the proposal evaluation.

Volume 2 shall contain the Price Proposal and shall include the following sections:

Pricing (including discount terms), labor categories, rates, and hours

There are NO page limitations for Volume 2.