Request for Quotation
N62271-15-Q-1007

This Request for Quotation (RFQ), N62271-15-Q-1007, for the Naval Postgraduate School (NPS) is prepared in accordance with the format in FAR 13 (Simplified Acquisition Procedures) and supplemented with additional information included in this notice. This acquisition is unrestricted. The NAICS associated with this purchase is 541690.

The Operations Research (OR) Department at Naval Postgraduate School has a need for a sleep study analyst assist with data collection, reduction and analysis; operations modeling; and equipment management. This Request for Quotation seeks technical and price submissions for work to be done on site at the Naval Postgraduate School. The submissions shall provide resumes, past performance information and pricing in accordance with the criteria in the Statement of Work (SOW) included in this RFQ.

While discussions are not anticipated, the Government reserves the right to do so. Award will be **Firm-Fixed Price (FFP)** for the services detailed in the accompanying SOW. Travel is not anticipated.

The period of performance is 12 months from date of award estimated at 160 hours a month level of effort.

A successful bidder will have current employees with a signed letter of commitment (included in submission).

NOTE: Personnel proposed are considered key personnel for purposes of clause SUP 5252.237-9400 - Substitution or Addition of Personnel (JAN 1992). The candidates proposed SHALL be the candidates performing the work. ALL substitutions shall be reviewed by the Technical Point of Contact (TPOC) and approved by the Contracting Officer; approval is required <u>BEFORE</u> substitution.

All personnel will be required to sign a Non-Disclosure Agreement (NDA) before commencement of work; submission not required with proposal.

The candidates proposed for onsite work do need to reside in the Monterey area. Commuting expenses will not be paid by the Government.

INSTRUCTIONS FOR SUBMISSION OF QUOTATIONS:

Contractor's proposal shall be valid for sixty (60) days and include Volume 1, and 2. Each document should contain the following language on every page: SOURCE SELECTION SENSITIVE - SEE FAR PART 2.101 AND 3.104.

Volume I - Technical Submission

- Volume 1 shall include the offeror's name and letters of commitment.
- Submission of applicable resumes (Key Personnel Qualifications)
- Past performance information.
- The vendor's technical submission shall address the following factors in accordance with the Statement of Work included in this RFQ to be considered for award:

    A. Key Personnel Qualifications - Resume

- Name/title/category
- Skills/qualifications

B. Past Performance

1. No more than three pages for each resume. MS Word and / or Excel format. PDF is not acceptable, except for the past performance form.
2. Resume shall have the name, title and category of the person on the cover but not within the resume. (3 page limit, not to include cover sheet); Vendors are free to provide a cross reference from the Government's labor category to the vendor's labor category.
3. Past performance does not count for the page limit. Submit one page, maximum, for each contract; submit a maximum of three contracts; use the attached form. The asterisk serve as bullets only, they have no other significance. If the vendor received any awards for outstanding work, coming in under budget, saving the Government money, etc., on the cited award, those should be listed here. If corrective action was required to bring the vendor into compliance with the terms and conditions of the cited award, those should be listed here.

Volume II – Price Submission - vendors shall provide a proposed schedule of services/supplies with associated prices. Table provided below.

1. Vendors shall provide a proposed schedule of services indicating the associated category, monthly billing rates with an hourly rates (fully burdened) and proposed hours explanation for informational purposes.
2. Submitted in MS Word and / or Excel format; PDF is not acceptable. No page limitation.
3. Each page labeled with Contractor's name and pages numbered in the following format: page ___ of ___.
4. The hours and FTE below are for ESTIMATION purposes ONLY; they will NOT be part of the award.

(TASKS 4.0)					
CLIN	**DESCRIPTION OF SERVICES**	**QTY**	**U / I**	**U / P**	**E / P**
0001	Sleep Study Analyst	12	Mo	Full Time Effort Est. 160 hours month	

Labor category and hourly rate will be used for informational purpose only.

EVALUATION FACTORS:

Volume I, Technical Submission:

A Technically Acceptable/Low Price source selection will be conducted. The Task Order resulting from this RFQ, if any, will be issued to the proposal conforming to the RFQ considering the evaluation criteria listed. Ratings of Pass / Fail will be used as evaluation standards. The following technical evaluation factors will be reviewed for technical acceptability:

A. Key Personnel Qualifications - Resumes - Address tasks in the SOW and minimum skill requirements
B. Estimate breakdown of onsite work by labor category and period of performance (evaluate for reasonableness only)
C. Past Performance

TECHNICAL PROPOSAL CRITERIA		
RESPONSE SHOULD CLEARLY IDENTIFY EACH SECTION		
SOW SECTION	DESCRIPTION	EXPECTED RESPONSE
Tasks (3.0)	Requirements And underlying principals	Have experience and knowledge of the underlying principals stated
Minimum Skill Requirements (5.0)	Minimum Skill Requirements	To be reflected in submitted resumes
N / A	Past Performance	– The vendor shall describe its quality of work under past performance and the past performance of its subcontractors (if applicable) on a contract held within the last five (5) years which is similar scope, magnitude (dollar value) and complexity to that which is detailed in the SOW, or affirmatively state that it possesses no relevant directly related or similar past performance. The vendor shall also address whether work was completed within budget and the required period of performance. The past performance form included in this RFQ shall be utilized for this submission; PDF acceptable. – Submit no more than three contracts. Vendor's lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the quote of a firm with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous quote to the Government and thus, may be an unsuccessful quote when compared to the quotes of other firms.

Volume II – Price Submission:

Cautionary Note:
Offerors are advised that a proposal containing unrealistically low price will be deemed indicative of a lack of technical understanding or a failure to comprehend the complexity and risks of the contract requirements and consequently may make the proposal unacceptable.

Price evaluation includes no sub factors. Vendor category, rate and # hours to perform the task will be evaluated for reasonableness.

ACQUISITION TIMELINE:

Offerors questions shall be submitted no later than 27 October 2014, the government will provide a response no later than 28 October 2014, and the proposal shall be submitted no later than 12:00 PM PST 30 October 2014 and shall be valid for 60 days.

The vendor shall submit one email containing Volumes I and II as two separate documents.

Period of Performance: date of award for 12 months

NPS POINTS OF CONTACT:

Marci Ward
mlward@nps.edu
831-656-2972

PAPERLESS CONTRACTING
All contractual documents (i.e. contracts, purchase orders, task orders, delivery orders and modifications) related to the instant procurement are considered to be "issued" by the government when copies are either deposited in the mail, transmitted by facsimile, or sent by other electronic commerce methods, such as email. The government's acceptance of the contractor's proposal constitutes bilateral agreement to "issue" contractual documents as detailed herein.

SUP 5252.237-9400 - SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992)

(a) The Contractor agrees to assign to the contract those persons whose resumes; personnel data forms or personnel qualification statements were submitted as required by the RFQ to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) The Contractor agrees that:

__X__ during the contract performance period
_____ during the first ____ days of the contract performance period

no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) below.

(c) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding 30 working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the Contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least 15 days (30 days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

(End of Clause)

252.204-7000 Disclosure of Information (DEC 1991)

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless—

(1) The Contracting Officer has given prior written approval; or

(2) The information is otherwise in the public domain before the date of release.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 45 days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

<table>
<tr><td colspan="4">Past Performance Form: CONTRACTOR/SUB:</td></tr>
<tr><td>Contract Number:</td><td>Type:</td><td>POP:</td><td>Ceiling Value:
(with options: _____)
Contract Value:</td></tr>
<tr><td colspan="2">Customer Contact:
Name:
Address:

Phone:
E-Mail:</td><td colspan="2">Customer COR:
Name:
Address:

Phone:
E-Mail:</td></tr>
<tr><td colspan="2">Company’s Contracts POC:</td><td colspan="2">Company’s Technical POC:</td></tr>
<tr><td colspan="4">Overview / Description

Relevance:</td></tr>
<tr><td colspan="4">Awards:

Corrective Actions:</td></tr>
</table>

Statement of Work

Sleep Study Analyst
Operations Research Department

Naval Postgraduate School

1.0 Background/Introduction
The Human Systems Integration Laboratory (HSIL) conducts extensive research on a variety of topics. Over the years, this research has expanded into a large-scale operation, collecting fatigue and performance data on hundreds of sailors and other members of the military for extended periods of time. The lab requires a contracted sleep study analyst to handle the large amount of data collection, reduction, and analysis; operations modeling; and equipment management.

2.0 Scope
The contractor shall participate in laboratory equipment management; data collection preparation and local data collection; data reduction and analysis; and operations modeling efforts.

3.0 Tasks
The contractor shall perform the following tasks:

3.1 Provide a written review of relevant literature from scientific journals.
3.2 Prepare for data collection events in field studies to include organizing supplies and sleep equipment.
3.3 Create and maintain an inventory control and tracking system of software and hardware used in sleep research to ensure that equipment is accessible when needed. Maintain actigraphic devices to include battery replacement and cleaning.
3.4 Enter data from surveys and questionnaires into Excel spreadsheets and check for anomalous entries.
3.5 Reduce and scrub raw actigraphic data files, performance data files, and survey data entry after data collection events. Compute sleep duration and sleep efficiency data from raw actigraphic records. Calculate sleep onset and sleep latencies from actigraphic records. Detect and score naps in complex sleep records, using sleep scoring software programs.
3.6 Perform follow-on data analysis using statistical analysis packages such as Statistical Analysis Software (SAS) Institute software or Statistical Package for Social Sciences (SPSS).
3.7 Submit processed and scored sleep data for modeling using the Fatigue Avoidance Scheduling Tool (FAST).
3.8 Prepare written reports describing statistical analysis and the results of each study conducted. These reports will be in standard American Psychological Association (APA) format and will be delivered to the Principal Investigator.
3.9 Assist with the production of PowerPoint presentations that show a scientific display of results.

4.0 Deliverables

The contractor shall be responsible for preparing deliverables in support of the tasks identified in this SOW.

Task	What will be inspected	Acceptable Quality Level (AQL)	Method	Frequency
3.1	Written research summaries of background literature on sleep study-related topics.	Finished products must conform to APA format, be 5-10 pages in length, and include all pertinent information. Summaries are to be delivered monthly to the Principal Investigator.	Contractor will be monitored during the period of performance through personal observation at NPS.	Continuous monitoring.
3.2	Conduct work associated with the physical preparations for executing data collection from a study plan. All sleep study equipment and surveys supplied by the Principal Investigator must be prepared and packed for distribution.	Final packaging must include all pertinent study materials.	Contractor will be continuously monitored with periodic spot checks of study materials prior to study executions.	Continuous monitoring with periodic inventory spot checks.
3.3	Ensure that the wrist actigraphy devices and related sleep scoring equipment are organized and maintained in a workable condition. Identify and conduct maintenance on equipment that is inoperable. Provide recommendations for the purchase of new equipment.	Maintain a continuous inventory log that identifies the lab equipment and the ongoing status of each.	Contractor will be monitored during the period of performance through personal observation at NPS.	Continuous monitoring with periodic inventory spot check.

3.4	Contractor will be required to help with data entry. This includes entering data from participants, collecting completed study materials, and maintaining equipment check-out logs.	All files and equipment logs of participant data are entered into Excel spreadsheets and checked for accuracy.	Contractor will be continuously monitored with periodic spot checks of study materials throughout the data collection and analysis period.	Continuous monitoring with periodic inventory spot checks.
3.5	Contractor shall be responsible for the reduction and scrubbing of raw actigraphic data files, performance data files, and survey data entry upon completion of the data collection period.	All files and equipment for participant data are accounted for in the consolidated raw data files.	Contractor will be continuously monitored with periodic spot checks of raw data files.	Continuous monitoring with periodic spot checks.
3.6	Contractor shall be responsible for assisting with statistical analysis of the study using JMP and SAS statistical software. Results of the analysis will be provided in appropriate statistical graphs and visually inspected.	Finished product will take the form of graphs and tables, approximately one page for each test. They must be accurate; utilizing correct analytical techniques.	Contractor will be continuously monitored with periodic spot checks of analysis outputs.	Continuous monitoring with periodic spot checks.
3.7	Contractor shall be responsible for inputting the data into FAST to create various operational models.	Finished product will be operational models in graphical form, approximately one page per test. They must be accurate; utilizing correct analytical and modeling techniques.	Contractor will be continuously monitored with periodic spot checks of model outputs and assumptions.	Continuous monitoring with periodic spot checks.

3.8	Contractor shall be responsible for assisting with brief, written reports from statistical results as the analyses are completed.	Finished products will be 3-4 pages long, in standard APA format, and will be delivered to the Principal Investigator.	Contractor will be continuously monitored with periodic spot checks of written progress.	Continuous monitoring with periodic spot checks.
3.9	Contractor shall be responsible for assisting with presentations of sleep study results as analyses are completed.	Draft presentations will be prepared approximately once per month in standard APA format using PowerPoint, and will be submitted to the research team and the Principal Investigator.	Contractor will be continuously monitored with periodic spot checks of PowerPoint slides.	Continuous monitoring with periodic spot checks.

The surveillance method for the deliverables listed above will be personal observation at NPS. If performance falls below the AQL defined above, the Contracting Officer's Representative (COR) shall document the instance(s), coordinate with the Contracting Officer and advise the Contractor. The Contractor will be requested to review the documentation and provide a written response on how performance will be corrected in the future. Re-performance of any work for failure to perform in accordance with the specified AQL or task requirement shall be completed at the Contractor's own expense and at no additional cost to the Government.

5.0 Minimum Technical Requirements

- A Bachelor's degree in a research-related field, such as Biology, Psychology, or Anthropology.
- Experience working with human subjects research.
- Experience in operational data collection associated with the military; specifically onboard military vessels.
- Proficient in use of Microsoft Office products.
- Proficient in use of statistical packages (i.e., SAS, SPSS, JMP10, etc.).
- Experience working with actigraphy data; specifically working with Pulsar, Actiware, and Ambulatory Monitoring, Inc. actigraphy software.
- Current knowledge in human performance testing, to include psychomotor vigilance testing.

6.0 Period of Performance

Twelve months from date of award.

7.0 Place of Performance

At the Human Systems Integration Laboratory at the Naval Postgraduate School in Monterey, California.

8.0 Work Week and Hours of Operation

The Contractor shall provide services during normal working hours excluding federal holidays. Normal working hours are 0730-1630, Monday through Friday, unless requirements dictate otherwise. Exceptions can be permitted by the COR upon request and at the COR's discretion.

Work required on-site at NPS shall be performed by the Contractor, as required.

Following is a list of holidays observed by the Government.

Name of Holiday	Time of Observance
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

9.0 Government Furnished Property

Government will furnish the lab equipment and materials for equipment maintenance due to their unique and sensitive nature. In addition, the contractor will be working with datasets collected for the government.

The government shall provide appropriate office space, supplies, and equipment to perform tasks at NPS. Any Government-provided property and information shall be used for official Government business only. Any applicable documents that are authorized for use in performance of these services shall be provided, in accordance with security and contract terms and conditions.

10.0 Travel

No travel required.

11.0 Classification

Unclassified

11.1 Privacy Act Statement

"Pursuant to Title 5 United States Code 552a(m)(l), the contractor and all employees of the contractor working under this contract are required to comply with the requirements of 5 U.S.C. 552a ("The Privacy Act of 1974")."

11.2 Contractor Identification

In accordance with DFAR 211.106, there shall be a clear distinction between Government employees and service contractor employees. Service contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

12.0 Non-Personal Services Statement

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will insure that employees properly comply with the performance work standards outlined in the SOW. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

13.0 Contractor Identification

In accordance with DFAR 211.106, there shall be a clear distinction between Government employees and service contractor employees. Service contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.