

**Request for Quotation
N62271-15-Q-1078**

This Request for Quotation (RFQ), N62271-15-Q-1078, is prepared in accordance with the format in FAR 13 (Simplified Acquisition Procedures) and supplemented with additional information included in this notice. The NAICS associated with this purchase is 721110.

The Graduate School of Business & Public Policy (GSBPP) has a requirement for contractual support services for a venue and conference space, audio visual equipment and technical support during the annual Acquisition Research Symposium to be held 13-14 May 2015 per attached statement of work.

Anticipated award will be Firm-Fixed Price (FFP) purchase order.

The vendor shall quote ALL items to be eligible for award.

Method of payment will be via Wide Area Work Flow (WAWF).

This requirement is unclassified.

Instructions for Submission of Quotations:

Contractor's questions shall be submitted no later than 23 January 2015, the government will provide a response no later than 27 January 2015, and the proposal shall be submitted no later than 12:00 P.M., PST on 2 February 2015 and shall be valid for 60 days. Please submit Appendix/Enclosure 1 along with the proposal.

Responses to this synopsis or any questions should be forwarded via email to mlward@nps.edu.

This request for quote seeks pricing and technical data for the service listed below.

CLIN	DESCRIPTION OF SERVICES	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL AMOUNT
0001	Contractual support services for a venue and conference space, audio visual equipment and technical support during the annual Acquisition Research Symposium to be held 13-14 May 2015 per attached statement of work.	1	EACH		
1001	Option I - In	1	EACH		

	Accordance With Statement of Work and 3.6*				
2001	Option II - In Accordance With Statement of Work and 3.7*	1	EACH		
Total					

***NOTE: Only one option will be exercised prior to the start date of the conference.**

Naval Postgraduate School Point of Contact:

(Direct all questions)

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Statement of Work

**Hotel Venue – 12th Annual Acquisition Research Symposium, 13-14 May 2015
Acquisition Research Program**

Naval Postgraduate School

1.0 Background/Introduction

The purpose of the Symposium is to provide a forum for the presentation of scholarly acquisition research, as well as for dialogue between scholars and acquisition policy-makers and practitioners. Research papers and presentations will be given on recently completed and on-going Department of Defense (DoD) / Department of Navy (DON) sponsored projects conducted by researchers at a variety of research institutions. Senior DoD/DON acquisition officials will serve as panelists or keynote speakers to present their critiques and comments on research papers and priorities.

2.0 Scope

The Naval Postgraduate School (NPS) has a requirement for contractual support services for a venue and conference space, audio visual equipment and technical support during the annual Acquisition Research Symposium to be held 13-14 May

2015. This Statement of Work (SOW) addresses the planning for, execution of, and preparation/delivery materials required for the Acquisition Symposium. The venue must be able to accommodate 400 individuals, at a minimum, during the two day period in both conference space as well as accommodations.

3.0 Tasks

The contractor shall perform the following task as follows:

3.1 Reservations/Lodging

- 3.1.1 The venue must be capable of offering a single facility that is centrally located within a five (5) mile radius of the Naval Postgraduate School (NPS).
- 3.1.2 400 person capacity for the conference for the period 12-14 May 2015 (12 May for set-up).
- 3.1.3 Offer the current Government per diem rate for lodging for 80 rooms per day 12-14 May 2015.
 - 3.1.3.1 Symposium attendees will make their reservations by individual call-ins and rooms will be reserved on each individual's personal credit card or government travel credit card. This contract shall not cover lodging expenses.
 - 3.1.3.2 The contractor shall make available no less than 80 rooms per night (12, 13, 14 May 2015) at the conference facility at their own risk. The Government shall not incur financial liability associated with the hotel's agreement to hold a block of rooms for a certain time period.

3.2 Provide Venue and Conference Space, tables and chairs

- 3.2.1 Storage Space
 - 3.2.1.1 Storage space shall be provided to hold symposium equipment (computers, posters, etc.)
- 3.2.2 One (1) Small Break-out Room to accommodate 10-15 people
- 3.2.3 Registration area with 3 tables
 - 3.2.3.1 Registration space must have internet for registration/check-in and be available at 0900 on 12 May 2015.
 - 3.2.3.2 Four (4) chairs shall be provided in the registration area
- 3.2.4 Display Table area with 6 tables near the conference area
- 3.2.5 One (1) Large Conference Space to accommodate 300 – 400 people
 - 3.2.5.1 Conference space must be located on-site
- 3.2.6 Three (3) Break-out Rooms (reuse large conference space, pull air-wall), holding 100-120 people

- 3.2.7 Space for Student Research Poster Show and Reception.
Conference space for an evening reception able to accommodate 150 people. Poster easels will be placed around the room. The evening receptions shall be 13 May 2015 from 1700-1900.

3.3 Provide Audio Visual Equipment and Technical Support

- 3.3.1 Audio/Visual services for the symposium and the necessary equipment, including wireless microphones for presenters, handheld microphones for attendee questions, monitors, projection screens and projectors, and on-site technical assistance and expertise throughout the symposium. All rooms for the duration of the conference, including break-out rooms, should have at a minimum, one (1) AV screen and ability to project presentations from a laptop computer. Rooms must have wired or wireless internet connectivity for presenters. Projection screen sizes may differ in the meeting rooms, but must be proportionate to the room size and number of attendees; attendees must be able to view presentation screens with ease.
- 3.3.2 Audio/Visual set-up shall be Tuesday, 12 May 2015, before the event.
- 3.3.2.1 The Contractor shall be responsible for providing and setting up all equipment prior to the symposium and to test and ensure proper operation of all equipment and systems. All equipment and systems shall be tested and made ready at least 30 minutes prior to the start of the conference sessions.
- 3.3.3 Provide a Technical Station to Load Presenter PowerPoint slides outside of the conference space
- 3.3.4 Large Conference Room
- 3.3.4.1 Screens, LCD Projectors, Lecterns, Microphones, Table for panel on the stage with microphones, monitors, etc.
- 3.3.5 Break-out Room Audio/Visual
- 3.3.5.1 Screen, LCD Projector, Lectern, Microphone, Table for panel with three (3) microphones on the stage at the front of the room
- 3.3.6 Provide one (1) technical support person in each break-out room (3 rooms) and in the large conference room (1 room)
- 3.3.6.1 The Contractor shall supply a technician to support and operate all equipment throughout the main conference sessions. The technician shall primarily support the general session audio-visual requirements, spot check and monitor the breakout session systems periodically, and act as primary contact for technical issues. The technician will be responsible for the following:
- 3.3.6.1.1 Ensuring the operation of the equipment
- 3.3.6.1.2 Monitoring and troubleshooting the equipment in all conference sessions, making adjustments

to the audio and video equipment as needed (color correction, feedback suppression, volume adjustments, etc.)

- 3.3.6.1.3 Assisting presenters with their needs, connecting laptops to the projectors, loading presentation material on a laptop, adjusting projected images, playing video programs, etc. Technician should be available to presenters 30 minutes prior to start of conference each day to assist in pre-loading presentations for the day and to provide presenters with instructions on capabilities and how to use the equipment.
- 3.3.6.1.4 Switching from one video source to another, as applicable.

3.4 Event/Facility Representative

- 3.4.1 The contractor shall provide an on-site facility/symposium representative to communicate with the Government point of contact to ensure all requirements are coordinated in a timely and effective manner. Any issues related to the symposium will be coordinated between the facility representative and the Government point of contact. The contractor shall provide the facility representative contact information to the Government technical point of contact no later than two (2) calendar days after contract award. The Contractor's Symposium Facility Representative shall be available to assist the Government point of contact and address logistical issues that may arise. Issues and problems relating to the symposium shall be immediately communicated to the Symposium Facility Representative who will be responsible for quick and effective resolution. The Symposium Facility Representative and Government technical POC shall check all services and equipment prior to each event and monitor the facility's performance in meeting contract requirements for the duration of the symposium.

3.5 Other Conference Support

- 3.5.1 Day parking for vehicles free of charge
- 3.5.2 Internet for the Registration Table as described in 3.2.3.1.

3.6 OPTION I – Concession Lunch & Coffee

- 3.6.1 Option I shall provide lunch and coffee to guests on a concession basis. No food or beverage will be paid for under this contract.

3.7 OPTION II – Monetary gift of \$35,000 from third party to cover food and beverages

- 3.7.1 The contractor shall be provided a monetary reimbursement of \$35,000 from a third party for food and beverage. No food or beverage will be paid for under this contract.

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	Reservations/Lodging	Secure block of rooms at federal per diem rate, and assure hotel adheres to standards listed in Section 3.1.	Progress communicated via email updates with NPS POC and Facility Symposium Coordinator.	Upon award of contract.
3.2	Conference Space, Tables and Chairs	Venue agreement that meets the requirements listed in Section 3.2.	Progress communicated via email updates with NPS POC and the Facility Symposium Coordinator.	As needed and upon completion of venue agreement.
3.3	Audio Visual Equipment and Technical Support	Venue agreement that meets the requirements listed in Section 3.3.	Progress communicated via email updates with NPS POC and the Facility Symposium Coordinator.	As needed and upon completion of venue agreement.
3.4	Event/Facility Representative	Vendor that meets the requirements in Section 3.4	Continual communication between all parties necessary for contractual agreement.	Date of contract award through completion.
3.5	Other Conference Support	Venue agreement for services that meets the requirements listed in Section 3.5.	Progress communicated via email updates with NPS contacts and the vendor.	Upon completion of event.

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

- 5.1** Venue located within a five (5) mile radius of NPS
- 5.2** Capacity to accommodate 400 people (rooms and conference space)
- 5.3** Able to accept single/double occupancy room rates at the Federal Per Diem rate during 12 -14 May 2015
- 5.4** Adequate in size to support the event with three concurrent panel sessions with 100 participants in each
- 5.5** Offer free parking for participants
- 5.6** Technical capabilities and staff to meet the needs of this Statement of Work
- 5.7** Sufficient attention to the event so that the highest levels of customer service are maintained
- 5.8** Past experience hosting academic conferences
- 5.9** A secure and quiet location for events

6.0 Period of Performance

- 6.1** The Period of Performance for this effort is from date of award through 15 May 2015. The Acquisition Symposium will be held from 12 May 2015 – 14 May 2015.

7.0 Place of Performance

- 7.1** The Place of Performance is at the vendor's facility. The facility must be within a five (5) mile radius of NPS.

8.0 Work Week and Hours of Operation: As needed to meet contract requirements. Normal hours of operation for the Symposium are 7:00 A.M. to 5:00 P.M. (including a one (1) hour lunch break). During the conference, the Contractor's Symposium Facility Representative shall be available from 6:30 A.M. to 6:30 P.M. to assist the NPS point of contact and address logistical issues that may arise.

9.0 Government Furnished Property NA

10.0 Travel NA

11.0 Classification Unclassified

12.0 Privacy Act Statement

“Pursuant to Title 5 United States Code 552a(m)(1), 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”).”

12.1 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.

13.0 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.

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.

The following FAR / DFAR clauses are incorporated by reference:

52.204-99	System for Award Management (SAM)	AUG 2012
52.212-1	Instructions to Offerors- Commercial Items	JUN 2008
52.212-4	Contract Terms and Conditions- Commercial Items	JUN 2010
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items	OCT 2009

52.217-8	Option to Extend Services	NOV 1999
52.217-9	Option to Extend the Term of the Contract	MAR 2000
52.232-18	Availability of Funds	APR 1984
252.232-7003	Electronic Submission Of Payment Requests And Receiving Reports	MAR 2008
252.227-7015	Technical Data--Commercial Items	NOV 1995
252.227-7016	Rights In Bid Or Proposal Information	JUN 1995

The following Clauses are applicable to this requirement:

52.212-5 -- Contract Terms and Conditions Required to Implement Statutes or Executive Orders- Commercial Items (MAR 2011) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (a) 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.

(b)

(1) Notwithstanding the requirements of any other clause in this contract, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (b)(i) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) Reserved

(viii) 52.222-41, Service Contract Act of 1965, (Nov 2007), (41 U.S.C. 351, et seq.)

(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (Feb 2009) (41 U.S.C. 351, et seq.)

(xii) 52.222-54, Employment Eligibility Verification (Jan 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately-Owned U.S.- Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)