

## N62271-16-Q-1150

### Strategic Communication Workshops

This is a COMBINED SYNOPSIS/SOLICITATION for commercial educational services and is prepared in accordance with the information in FAR Subpart 12.6, using Simplified Acquisition Procedures under FAR 13, as supplemented with the additional information included in this notice. This announcement constitutes the only solicitation; a written solicitation will not be issued. PAPER COPIES OF THIS SOLICITATION WILL NOT BE AVAILABLE. This combined synopsis/solicitation SHALL be posted on both FEDBIZOPPS and NECO (<https://www.neco.navy.mil/>). The incumbent contractor is the University of Southern California under contract N62271-16-M-1018.

The RFQ number is N6227116Q1150. This solicitation documents and incorporates provisions and clauses in effect through FAC 2005-87-1 and DFARS Publication Notice 20160325. It is the responsibility of the contractor to be familiar with the applicable clauses and provisions. The clauses may be accessed in full text at these addresses: <https://www.acquisition.gov/far/> and <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>.

The NAICS code is 611310 and the Small Business Standard is \$27.5. This requirement is being competed Full and Open. The Small Business Office concurs with the acquisition strategy.

The Naval Postgraduate School requests responses from offerors for the following:

CLIN	Description	QTY	UOM	Unit Price	Total Cost
0001	Strategic Communication Workshop in accordance with the SOW (June 27-29 <sup>th</sup> , 2016, Washington State)	1	EA	\$	\$
0002	Option 1: Strategic Communication Workshop (Tentative Date: August 9-11 <sup>th</sup> , 2016, Washington, DC)	1	EA	\$	\$
0003	Option 2: Strategic Communication Workshop (Before September 30 <sup>th</sup> , 2016, date and location TBD)	1	EA	\$	\$
0004	Travel to Washington State	1	LOT	\$	\$
0005	Option 1: Travel to Washington, DC	1	LOT	\$	\$
0006	Option 2: Travel – Location TBD	1	LOT	\$	\$
				<b>Total:</b>	\$

#### Clauses:

The following FAR provisions and clauses are applicable to this procurement:

52.212-1 Instructions to Offerors - Commercial Items

52.212-3 and its ALT I, Offeror Representations and Certifications - Commercial Items;

52.212-4 Contract Terms and Conditions - Commercial Items

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items

52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment

52.209-10 Prohibition on Contracting with Inverted Domestic Corporations

52.222-19 Child Labor—Cooperation with Authorities and Remedies

52.222-21 Prohibition of Segregated Facilities

52.222-35 Equal Opportunity for Veterans

52.222-36 Affirmative Action for Workers with Disabilities

52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving

## **N62271-16-Q-1150**

### **Strategic Communication Workshops**

#### 52.239-1 Privacy or Security Safeguards

Quoters shall include a completed copy of FAR 52.212-3 and its ALT I with quotes. All clauses shall be incorporated by reference in the order. Additional contract terms and conditions applicable to this procurement are:

- 252.203-7000 Requirements Relating To Compensation of Former DoD Officials
- 252.203-7002 Requirement to Inform Employees of Whistleblower Rights
- 252.203-7998 Prohibition on Contracting With Entities That Require Certain Internal Confidentiality Agreements— Representation (Deviation 2015-O0010)
- 252.203-7999 Prohibition on Contracting With Entities That Require Certain Internal Confidentiality Agreements (Deviation 2015-O0010)
- 252.203-7005 Representation Relating To Compensation of Former DoD Officials
- 252.204-7003 Control of Government Personnel Work Product
- 252.204-7004 Alt A, System for Award Management
- 252.204-7007 Alternate A, Annual Representations and Certifications
- 252.204-7008 Compliance with Safeguarding Covered Defense Information Controls
- 252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Information [**for services only**]
- 252.204-7011 Alternative Line Item Structure
- 252.204-7012 Safeguarding Covered Defense Info and Cyber Incident Reporting
- 252.204-7015 Disclosure of Information to Litigation Support Contractors
- 252.209-7992 Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law—Fiscal Year 2015 Appropriations.
- 252.232-7003 Electronic Submission of Payment Requests And Receiving Reports
- 252.232-7010 Levies On Contract Payments
- 252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel [**for services only**]
- 252.244-7000 Subcontracts For Commercial Items

#### **Submission Deadline:**

This announcement will close at 5:00 PM EST on 5/27/2016. Contact Matthew White, who can be reached at (831) 392-7335 or email [mjwhite@nps.edu](mailto:mjwhite@nps.edu). Oral communications are not acceptable in response to this notice. All responsible sources may submit a quote which shall be considered by the agency.

#### **Evaluation:**

Procedures in FAR 13.106 are applicable to this procurement. While price will be a significant factor in the evaluation of offers, the final contract award will be based on a combination of factors a combination of price and past performance will be evaluated. Award will be made to the lowest-price technically acceptable offeror.

System for Award Management (SAM). Quoters must be registered in the SAM database to be considered for award. Registration is free and can be completed on-line at <http://www.sam.gov/>.

All quotes shall include price(s), FOB point, a point of contact, name and phone number, GSA contract number if applicable, business size, and payment terms. Each response must clearly indicate the capability of the quoter to meet all specifications and requirements.

#### **Volume 1 – Technical & Past Performance**

- Volume 1 shall include the offeror's name and letters of commitment.
- Submission of applicable resumes
- 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:

## N62271-16-Q-1150

### Strategic Communication Workshops

- A. Contractors Corporate Experience to accomplish the requirement as stated in the SOW (10 page limit)
- B. Contractors Management Structure in support of the requirement (10 page limit)
- C. Confirmation that the Contractor will supply a Non-Disclosure Agreement upon award
- D. Signed Letter of Candidate Commitment
- E. Resume addressing Candidate Minimum Technical Criteria referenced in SOW section 5.0 – Minimum Technical Requirements
  - Key Personnel Qualifications - Resume (3 page limit)
    - name/title/category
    - skills/qualifications
    - references maybe asked for upon request
- F. Past Performance

#### **Past Performance:**

The quoter shall submit, as part of its quote, information on previously performed contracts or on-going contracts that are similar to the statement of work/item description in the solicitation performed for Federal, State or local Governments, and for commercial firms. Information shall be provided on either 1) all such contracts within the past three years, or 2) the last three such contracts performed, whichever is fewer, and shall be limited to the name and address of the organization for which the product was supplied and services were performed and the number (phone, fax or Internet) of a contact for each contract listed. The quoter should not describe past performance history in the quote. The information should include, however, discussion of any major problems encountered on the contracts listed and the corrective actions taken to resolve them. The information may also include a description of any quality awards earned by the quoter. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government. Quoters lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the quote of a company 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 responses of other quoters. The quoter should provide the information requested above for past performance evaluation, or affirmatively state that it possesses no relevant directly related or similar past performance. The assessment of the quoter's past performance will be used as a means of evaluating the relative capability of the responder and other competitors to successfully meet the requirements of the RFQ. The Government will give greater consideration to the contracts that the Government feels are most relevant to the RFQ.

#### **Volume 2 - Price:**

Price quotations shall be firm fixed price and in accordance with CLIN structure provided on page 1 of this combined synopsis/solicitation document.

\*\*\*\*\* End of Combined Synopsis/Solicitation \*\*\*\*\*