

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

1. REQUISITION NUMBER
HQ057943080001000

PAGE 1 OF 50

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER H98210-15-R-0008	6. SOLICITATION ISSUE DATE 25-Mar-2015
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7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME 10:00 AM 06 May 2015
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9. ISSUED BY DEFENSE HUMAN RESOURCES ACTIVITY 4800 MARK CENTER DRIVE, SUITE 06J25-01 ALEXANDRIA VA 22350-4000 TEL: FAX:	CODE H98210	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> 8(A) NAICS: 541820 SIZE STANDARD: \$15.0M
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11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING	14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP
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15. DELIVER TO SEE SCHEDULE	CODE	16. ADMINISTERED BY CODE
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17a. CONTRACTOR/OFFEROR TELEPHONE NO.	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only)
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<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED
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<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
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30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:	31c. DATE SIGNED
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**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p>SEE SCHEDULE</p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001	Marketing and Communication Services FFP Anticipated No. of Task Orders: 3 FOB: Destination PURCHASE REQUEST NUMBER: HQ057943080001000	3	Each		

ESTIMATED
NET AMT

ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel and Related Expenses COST Do NOT propose. The Government will include a not-to-exceed travel amount at the time of contract award. FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1001 OPTION	Marketing and Communication Services FFP Anticipated No. of Task Orders: 3 FOB: Destination	3	Each		

ESTIMATED
NET AMT

ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	Travel and Related Expenses COST Do NOT propose. The Government will include a not-to-exceed travel amount at the time of contract award. FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2001 OPTION	Marketing and Communication Services FFP Anticipated No. of Task Orders: 3 FOB: Destination	3	Each		

ESTIMATED
NET AMT

ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	Travel and Related Expenses COST Do NOT propose. The Government will include a not-to-exceed travel amount at the time of contract award. FOB: Destination				

ESTIMATED COST

ADDENDUM TO SF1449

ADMINISTRATIVE INFORMATION

A. POINTS OF CONTACT:

Contracting Officer: TBD at contract award
4800 Mark Center Drive, Suite 06J25-01
Alexandria, VA 22350-1300
Email: TBD

Contract Specialist: John Rowland
4800 Mark Center Drive, Suite 06J25-01
Alexandria, VA 22350-1300
Email: john.r.rowland10.civ@mail.mil

Contracting Officer's Representative:
(COR) TBD at contract award
Address: TBD
Email: TBD

The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery or any other terms and conditions of the contract. Reference DFARS clause 252.201-7000 (Contracting Officer's Representative).

B. CONTRACT TYPE AND DURATION: Contract award type shall be a Firm-Fixed Price, Requirements Contract. The Period of Performance is date of contract award through 12 months with two 12-month option periods.

C. SECTION 508 ACCESSIBILITY STANDARDS

The following Section 508 Accessibility Standard(s) are applicable to this acquisition.

Technical Standards

1194.22 - Web Based Intranet and Internet Information and Applications
1194.24 - Video and Multimedia Products

Functional Performance Criteria is the minimally acceptable standards to ensure Section 508 compliance.

Functional Performance Criteria

1194.31 - Functional Performance Criteria

(END OF ADDENDUM)

Performance Work Statement
Marketing and Communication Services

1.0 INTRODUCTION

The Federal Voting Assistance Program (FVAP) requires full-service and nonpartisan Communication, Marketing, Advertising and Educational services. The work involves brand planning, design and development, conducting and administering campaigns, and public relations consultation.

2.0 BACKGROUND

2.1. Surveys of absent military and overseas citizen voters frequently show they are unaware of the tools and resources provided by FVAP for their benefit. Federal election and military voting assistance law requires FVAP to distribute information regarding voter registration and absentee ballot request and promote the use of back-up ballot measures. FVAP can better reach these voters and notify them of the availability of resources to assist their absentee voting experience with improved outreach techniques, messages and information. FVAP's Congressional requirement to annually report upon the effectiveness of its voter assistance program requires it to research and evaluate data to ensure focus and support of FVAP outreach efforts. FVAP seeks to instill voter and stakeholder awareness of the Uniformed and Overseas Citizens and Absentee Voting Act (UOCAVA) and Federal military voter laws and responsibilities.

2.2. Due to the cyclical nature of elections, FVAP experiences high and low service years. High service years lead directly up to an election (even-numbered years). These high service years see an increase in activity, to include public relations and advertising campaigns, and a higher service requirement. Low service years (odd-numbered years) historically engage in brand planning, design and development services.

3.0 SCOPE

The Contractor shall provide all personnel, equipment, materials and management to provide a full range of nonpartisan marketing, corporate branding, and communications (including advertising, direct marketing, database marketing, interactive marketing, public relations, planning, education, research and data analysis) in addition to providing the resources necessary to provide future FVAP needs for the creation and execution of integrated marketing communications solutions.

4.0 REQUIREMENTS *The Contractor shall:*

4.1. Program Management. Provide management for the overall contract, its employees and their assigned activities.

4.1.1. Provide weekly updates/reports on all deliverables via excel documents to the Contracting Officer's Representative (COR) via email. Report and monitor (per project) deadlines/milestones and status of actions. Provide additional updates as requested by Government within the specified timeframe.

4.1.2. Maintain complete documentation concerning talent contracts, music rights and any information needed to determine legal issues involving broadcast, or use or distribution of any and all broadcast products to any audience at any time. All broadcast products shall become the property of FVAP, outright, and be provided upon completion of the task.

4.2. Media Planning and Execution. Integrate the planning and execution of all programs across multiple media and disciplines. Configure and manage performance teams to fulfill FVAP requirements within the scope of this contract. Provide support to FVAP to evaluate current strategies and tactics (from both a nonpartisan media and messaging standpoint) and develop any necessary changes to strategies, or the tactical execution of those strategies. Provide expert counsel in the areas of media mix and spending, as well as in the specific areas of media planning and content (creative) development and evaluation.

4.3. Market Research and Reporting. Conduct market research, special studies, analysis and reporting. Review, revise, analyze, report on and/or develop customized market/media research and special studies to support FVAP.

4.3.1. Conduct market research that provides answers to basic questions on absentee voting thoughts and concerns.

4.3.2. Use various types of market-research services such as conducting focus groups, individual interviews and surveys (telephone, in-person, electronic/Internet) preparing/distributing surveys, providing experienced counsel on FVAP research (such as tracking studies) and, for all research, the ability to generate actionable insights from the results and information.

4.3.2.1. Gather strategic insights from existing FVAP-conducted surveys of military, spouses and Voting Assistance officers. Review survey data to gather insights on barriers, opinions and tactics for these groups. Present findings to FVAP, and create executive survey notes for public consumption.

4.3.2.2. Conduct user testing for FVAP on FVAP outreach materials focusing on nonpartisan language, readability and comprehension vs. organization.

4.3.2.3. Prepare all required information collection compliance administrative packages for review and approval by FVAP for licensing by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act as necessary. This shall include all supporting web applications for the execution of the information collection along with all contact strategy supporting documentation. OMB clearance typically requires approximately 120 days. The contractor shall not collect data without OMB approval and clearance. Therefore, in planning and scheduling data collection, the contractor must devote sufficient time and resources to this product to assure timely completion of the clearance process.

4.3.2.4. Provide executive summaries of complex research. Interpret election survey data from FVAP and outside agencies to provide a comprehensive summary easily read by the general public.

4.4. Interactive Marketing. Provide interactive and nonpartisan communications services that include the development and maintenance of websites, planning and execution of online advertising, planning and execution of other forms of Interactive/Direct media – including new and emerging forms of technology (social media, mobile and tablet media, blogs, podcasts, etc.).

4.4.1. Establish metrics reports using existing Google Analytics tool to track data as specified in Task Orders. Provide analysis on the report.

4.4.2. Implement, monitor and update search placements on Search engines (e.g. Google and Yahoo!) for the website.

4.4.3. Plan and implement media campaigns that target FVAP's audiences: military, military families and overseas citizens.

4.4.4. Create online and with other emerging media as required (e.g. social, mobile, tablet, etc.);

4.4.5. Produce multiple sizes/formats of online and emerging media ads

4.5. Communication Tools. Provide recommendations for and content management of educational communication tools to explain complex ideas involved with absentee voting. Recipients of the communication tools include Voting Assistance Officers (VAOs), Installation Voter Assistance Offices (IVA Offices), Local Election Officials (LEOs), voter advocacy organizations and potential absentee voters themselves. Communication tools involve:

4.5.1. Design and create products to teach and present to stakeholders about FVAP initiatives and services.

4.5.2. Research and inform the Government of best practices in adult communication.

4.5.3. Develop, update and host educational communication tool modules.

4.5.4. Hosting environment that supports:

- a. Windows Server 2008 R2 Standard
- b. Microsoft IIS 7.5
- c. Custom web application and web services built using Microsoft ASP.Net 4.0
- d. Microsoft SQL Server 2008
- e. Training Modules packaged for the web (mostly html and javascript)

4.6. Public Relations. Plan, coordinate and execute all Public Relations (PR) outreach programs/services to help FVAP address and defuse issues and support FVAP approved marketing campaigns. Services involve:

4.6.1. Promote FVAP advertising and other marketing initiatives.

4.6.2. Coordinate and execute all media services including wire releases, and the collection of broadcast clippings.

4.6.3. Assist with cross-Service speaking engagements on PR-related issues and strategies.

4.6.4. Develop and produce press releases, public affairs guidance, press kits, interactive presentations and other media materials.

4.6.5. Develop, maintain and update existing crisis communications plans and work with FVAP to help defuse issues that arise.

4.6.6. Develop an umbrella brand positioning campaign to execute across multiple integrated marketing disciplines.

4.7. Communications Services. Provide the following communications services:

4.7.1. Develop nonpartisan collateral materials that promote or augment FVAP marketing, media and awareness efforts (e.g. pamphlets, magazines, booklets, brochures, leaflets, newsletters, newspaper advertisements, catalogs, printed and/or electronic displays, exhibit materials, posters).

4.7.2. Develop trade show/exhibits, conference and event-planning services; consumer promotion and event marketing; and multicultural target marketing.

4.8. Production Services. Provide all commercial production services required for the execution of FVAP integrated, corporate branding, marketing and communications programs (including research, advertising, interactive marketing, broadcast [TV and radio] and PR). Such production capabilities include all forms of art and graphic design services; all forms of commercial photography and videography services (film, digital and videotape); interactive marketing production (website, CD-ROM, etc.; radio recording); and the revision/editing of all materials in any media format. Deliver all pieces to the Government, in the file type agreed upon by the Government.

4.9. Measure Integrated Media Effectiveness. Employ standard advertising industry measures of effectiveness in media planning, placement and evaluation to include reach and frequency, cost-per-thousand, audience composition, audited circulation data, editorial profiles and ratings. Use these effectiveness measures to determine the most cost-efficient media to reach FVAP target audiences. Conduct post-buy analyses by comparing actual results to the media plan(s). Provide performance guarantees with media sources, pursuing make-good advertising placements if actual performance does not meet such guarantees.

4.10. Creative Development. Provide creative work that fully embraces FVAP mission and that is well conceived to execute multi-disciplinary marketing communications programs. Produce creative work across various media that is based on relevant planning insights as specified in Task Orders.

4.11. Integrated Media Planning and Buying. Perform integrated media planning and buying functions that can seamlessly execute across a full array of traditional media forms (e.g. mass print and broadcast), integrated/emerging media forms, and direct marketing vehicles. Provide high value for FVAP media dollars, from both an efficiency and added-value standpoint, and be adept at media measurement techniques to help FVAP evaluate the effectiveness and efficiency of its media buys.

4.12. Post Award Conference. Participate in a Post-Award Conference. This meeting shall provide an introduction between the Contractor personnel and Government personnel who will be involved with the contract. The meeting shall provide the opportunity to discuss technical, management and security issues. Be prepared to discuss any items requiring clarification. Provide a written summary of the Post-Award Conference.

4.13. Hours of Operation. All meetings must be concluded by 5 p.m. Eastern Time, Monday to Friday. FVAP is closed on federal holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day

Thanksgiving Day
Christmas Day

<http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2015>.

5.0. CONTRACTOR MANPOWER REPORTING

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for FVAP via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil>

6.0. CONTRACTOR TRAVEL

Some travel may be required to provide in-person meeting with FVAP or for audio/visual support as specified in individual Task Orders. Travel may be within the continental United States (CONUS) or outside the continental United States (OCONUS). Historically, FVAP required contractor travel to conduct photo and video shoots on-location in support of Public Service Announcement and other collateral creation. Contractor costs for Government authorized travel are included in this contract. All travel shall be in accordance with FAR 31.205-46 and applicable travel regulations (Joint, Federal or Standardized). Contractor payment claims shall include applicable documentation to support actual costs incurred (e.g. airfare and hotel/lodging receipts) as well as any receipts valued at or above \$75.00. Failure to provide appropriate documentation may result in loss of reimbursement of travel expenses.

7.0. SECURITY

7.1 Perform offsite work with Personally Identifiable Information (PII) only on systems and platform information technology systems (PIT) that meet Risk Management Framework (RMF) (formerly Defense Information Assurance Certification and Accreditation Process (DIACAP)) for DoD Information Technology (IT) requirements. Systems previously certified under DIACAP must be current but cannot exceed an authority to operate (ATO) date later than October 2016. Such information systems and PIT systems will be updated on an on-going basis to continue to meet applicable RMF requirements. Systems must have and maintain an Authority to Operate (ATO) or if acceptable to the Government, if under DIACAP an Interim Authority to Operate (IATO) not to exceed the October 2016 time frame.

7.2 Contractor and all Contractor personnel with access to or responsibility for nonpublic Government data under this contract shall comply with:

DoD Directive (DoDD) 8500.1, Information Assurance (IA)
DoD Instruction (DoDI) 8500.2, IA Implementation
The Privacy Act (5 U.S.C. 552a)
DoD 5400.11-R, and DoDD 5400.11, DoD Privacy Program
DoD 6025.18-R, DoD Health Information Privacy Regulation
DoD 5200.2-R, Personnel Security Program
HSPD-12, Homeland Security Presidential Directive

7.3 Contractor shall establish appropriate administrative, technical, and physical safeguards to protect any and all nonpublic Government data to ensure the confidentiality, integrity, and availability of government data.

7.4 Contractor systems and information networks that receive, transmit, store, or process nonpublic Government data must be accredited according to DoDI 8510.01 "Risk Management Framework for DoD IT" (RMF) (formally DIACAP) and comply with annual Federal Information Security Management Act (FISMA) security control testing. All systems subject to RMF must present evidence of authorization in the security plan, Security Assessment Report (SAR) Plan of Action and Milestones (POA&M) and authorization decision document or show that the system has successfully went through the Risk Management Framework Process in order to integrate information security and risk management activities into the system's life cycle. The RMF decision must be current and cannot exceed a 3 year timeframe. Evidence FISMA compliance must be presented in the form of a POA&M. The Contractor will be responsible for the cost of RMF processes and FISMA testing required for any Contractor owned and operated network, facility and/or application processing DoD information.

8.0 GOVERNMENT FURNISHED PROPERTY/EQUIPMENT/INFORMATION (GFP/GFE/GFI)

The Government will provide digital files from previous work to assist in adherence to current branding, as well as access to Google Analytics and existing training modules as necessary.

9.0 QUALITY CONTROL

The contractor shall implement and maintain a Quality Control Plan (QCP) to ensure work performed conforms to the scope of work and meets the requirements under this PWS. The QCP shall, at a minimum provide a method for performing inspections; identifying, correcting and preventing problems/defective service; addressing customer complaints, and improving the quality of services over the life of the contract.

10.0 QUALITY ASSURANCE

10.1. The Government reserves the right to perform inspections and surveillance to evaluate the Contractor's compliance to the contract terms and performance of the requirements in the PWS. The Government will make every effort to ensure that the surveillance methods described below are conducted in an objective, fair, and consistent manner.

10.1.1. Periodic Surveillance. This action occurs when the COR or other Government official observes a deficiency. Examples include evidence from accidents, incidents, or delays. Regardless of where in the line-of-duty the COR observes contractual procedures not being followed, he/she has an obligation to document and report the deficiency to the Contracting Officer.

10.1.2. Customer Complaint Surveillance. This action is instituted when the COR receives a complaint from a stakeholder regarding contractor service. The COR will obtain the complaint in writing and then conduct an investigation to determine its validity. If the complaint is deemed valid, the COR will immediately notify the contracting Officer for action. The COR will notify both the Contract Manager and the complainant of the Government's response to their complaint.

10.2. Contract Discrepancy Report (CDR). In the event of unsatisfactory contractor performance, the COR or CO will issue a CDR that will explain the circumstances and findings concerning the incomplete or unsatisfactory service. The contractor shall acknowledge receipt of the CDR and respond in writing as

to how he/she shall correct the unacceptable performance and avoid a recurrence. The Government will review the contractor's corrective action response to determine acceptability and will use any completed CDR as part of an overall evaluation of Contractor performance when determining present or future contractual actions.

11.0 APPLICABLE DOCUMENTS

Document	Web link
DoDI 8500.2, Information Assurance (IA) Implementation	http://www.dtic.mil/whs/directives/corres/pdf/850002p.pdf
DoDI 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP),	http://www.dtic.mil/whs/directives/corres/pdf/851001p.pdf
FVAP Outreach Materials	www.FVAP.gov/info/outreach
DODI 1000.4: Department of Defense Instruction, Federal Voting Assistance Program (FVAP)	http://www.google.com/url?sa=t&rct=j&q=dodi%201000.4&source=web&cd=1&ved=0CCMQFjAA&url=https%3A%2F%2Fwww.fvap.gov%2Fuploads%2FFVAP%2FPolicies%2Fdodi1000.04.pdf&ei=90yHVNXSJ4WYgwT6sYOQAQ&usg=AFQjCNGDO3YAHuxPoveP6W4FRFDxdAJimw&sig2=Lriy_n9I06W38PczICgP8Q&bvm=bv.81449611_d.eXY&cad=rja
DoD Privacy Program	www.dtic.mil/whs/directives/corres/pdf/540011p.pdf www.dtic.mil/whs/directives/corres/pdf/540011r.pdf
Privacy Act Notification	http://www.google.com/url?sa=t&rct=j&q=dod%2052.224&source=web&cd=8&ved=0CEEQFjAH&url=http%3A%2F%2Fwww.dla.mil%2Ffoia-privacy%2FDocuments%2FFAR%2520and%2520DFARS%2520Privacy%2520Clauses.docx&ei=D4eRVI2HDtCMsQTFrIKACg&usg=AFQjCNESLoaHnM05OOjVQGhPSu3FFtudvA&sig2=4Y0YU9d1XCNAfKMWqD9Bww&cad=rja

(END OF PERFORMANCE WORK STATEMENT)

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-7	System for Award Management	JUL 2013
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	MAY 2012
52.212-1	Instructions to Offerors--Commercial Items	APR 2014
52.212-4	Contract Terms and Conditions--Commercial Items	MAY 2014
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-9 Alt I	Small Business Subcontracting Plan (OCT 2014) Alternate I	OCT 2001
52.219-14	Limitations On Subcontracting	NOV 2011
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.219-28	Post-Award Small Business Program Rerepresentation	JUL 2013
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	JUL 2014
52.222-37	Employment Reports on Veterans	JUL 2014
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-50	Combating Trafficking in Persons	FEB 2009
52.222-54	Employment Eligibility Verification	AUG 2013
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-- Representation and Certifications.	DEC 2012
52.227-15	Representation of Limited Rights Data And Restricted Computer Software	DEC 2007
52.227-17	Rights In Data-Special Works	DEC 2007
52.229-3	Federal, State And Local Taxes	FEB 2013

52.232-11	Extras	APR 1984
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.244-6	Subcontracts for Commercial Items	OCT 2014
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.246-25	Limitation Of Liability--Services	FEB 1997
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7000	Disclosure Of Information	AUG 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.204-7011	Alternative Line Item Structure	SEP 2011
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	NOV 2013
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	JAN 2009
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 2014
252.219-7003 ALT I (Dev)	Small Business Subcontracting Plan (DoD Contracts) (Deviation 2013-O0014) Alternate I	OCT 2014
252.223-7004	Drug Free Work Force	SEP 1988
252.225-7012	Preference For Certain Domestic Commodities	FEB 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.247-7023	Transportation of Supplies by Sea	APR 2014

ADDENDUM TO 52.212-1

INSTRUCTIONS TO OFFERORS

OFFERORS SHOULD NOTE THE FOLLOWING IMPORTANT INFORMATION REGARDING PROPOSAL SUBMISSION:

1. SAM: Any Offeror that submits a proposal in response to this solicitation must be registered in the System for Award Management (SAM), in accordance with FAR Clause 52.232-33 and DFARS Clauses 252.201-7000 and 252.204-7004 Alt A, prior to contract award. Registration information can be found at: <https://www.sam.gov/portal/public/SAM/>.

2. Communication: Solicitation information and amendments will be posted to the Federal Business Opportunities website at www.fbo.gov. Offerors may email written questions requesting clarification of the Request for Proposal (RFP) to the Contract Specialist, John Rowland, at: john.r.rowland10.civ@mail.mil. No information concerning this solicitation or requests for clarification will be provided in response to telephone calls. Questions will be received up to **10:00AM Eastern on April 1, 2015**. Questions received after this time and date may not be answered.

3. Proposal Submissions: All proposal submissions in response to this solicitation must be received no later than the due date/time specified in block 8 of the SF1449, as follows:

- A. Electronic submissions will *not* be accepted.
- B. Hand-carried deliveries *must* be arranged with the Contract Specialist prior to arrival. Arrangements shall be made via email only at least two business days prior to the due date.
- C. Mailed submissions: Offerors *must* submit notification to the Contract Specialist via email five days in advance of proposal delivery. This email notification shall also include a tracking number for the package. Proposals being mailed shall be submitted to the address below:

Defense Human Resources Activity
Procurement Support Office
Attn: John Rowland
Solicitation No. H98210-15-R-0008
4800 Mark Center Drive, Suite 06J25-01
Alexandria, VA 22350

Proposal: Proposals shall be separated into the following three volumes. Offerors shall submit one CD containing a complete copy of their proposal as well hardcopies. Proposal hardcopies shall be submitted in three separate volumes as follows:

- A. **VOLUME I – Business Proposal:** Offerors shall submit one hard copy of Volume I. There is no page limit for the Business Proposal volume. This volume shall include:
 - i. Signed copy of the Standard Form 1449, with blocks 17 and 30 completed.
 - ii. Signed copy of the Standard Form 30 of any amendments issued against this RFP.
 - iii. Offeror's DUNS number, Cage Code, Business Size for the applicable NAICS code (see block 10 of the SF1449), and Tax ID number.

- iv. Completed Representations and Certifications of Offeror (FAR Clause 52.212-3 Alt I and DFARS Clause DFARS 252.212-7000).
- v. All fill-in clauses that require the Offeror's response.
- vi. A document certifying the Offeror's compliance with DIACAP/RMF or, if the Offeror does not currently have certification, a plan demonstrating how the Offeror will obtain certification required to perform.

B. VOLUME II – Technical Proposal: This volume shall include, and separately address, items below within the page limitation detailed at item (iv).

- i. Technical Proposal: This section shall address the technical requirements of the Performance Work Statement (PWS) and Evaluation Factors (Attachment A).
- ii. Offerors shall provide draft copies of the Quality Control Plan (QCP) and Project Management Plan (PMP) in accordance with the PWS and Evaluation Factors.
- iii. Sample Task Orders: This solicitation includes two sample task orders of possible work to be completed under this contract (see Attachment B and C). Offerors shall submit a technical proposal addressing the requirements of each sample task order. Each proposal shall be annotated to the corresponding attachment.
- iv. Page Limitation: In total, the page count for items (i-iii) above shall not exceed 60 single-sided pages – **inclusive** of all cover pages, cover letters, tables of contents, appendices, exhibits, attachments, addendums, etcetera. Any pages in excess of the page limits will **not** be evaluated. Note: Item (v) does **not** count toward the page limit.

Margins shall not be less than ½ inch. Font may be Times New Roman or Arial with not less than eleven pitch.

- v. Past Performance References: Offerors shall submit up to five relevant and recent past performance references for work completed as a prime contractor utilizing the Past Performance Relevancy Questionnaire (PPRQ) at Attachment D. Complete and submit one PPRQ per reference.

C. VOLUME III – Price Proposal: Offerors shall submit one hard copy of Volume III. There is no page limit for the Price Proposal volume. This volume shall include:

- i. As supporting documentation, offerors shall provide all labor categories – including a description of the skills, experience and services applicable for each labor category – and fully burdened labor rates anticipated for completing the tasks of the requirement detailed in the PWS for the Base and Option periods. Additionally, offerors shall provide a cross-walk for the proposed labor categories to the major PWS tasks.
- ii. Sample Task Order Pricing: Offerors shall submit a price proposal for each sample task order which shall be annotated to the corresponding attachment. Pricing for each task shall identify each proposed labor category and the respective proposed hours.

(END OF INSTRUCTIONS TO OFFERORS)

CLAUSES INCORPORATED BY FULL TEXT

52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices,

(ii) The intention to submit an offer, or

(iii) The methods of factors used to calculate the prices offered:

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision _____ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)

(a) Definitions. As used in this provision--

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than \$10,000,000 means--

- (1) The total value of all current, active contracts and grants, including all priced options; and
- (2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror () has () does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

- (i) In a criminal proceeding, a conviction.
- (ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.
- (iii) In an administrative proceeding, a finding of fault and liability that results in--

- (A) The payment of a monetary fine or penalty of \$5,000 or more; or
- (B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

52.212-2 EVALUATION--COMMERCIAL ITEMS (OCT 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

See Attachment A

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (NOV 2014) ALTERNATE I (OCT 2014)

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically via <http://www.acquisition.gov>. If an offeror has not completed the annual representations and certifications electronically at the System for Award Management (SAM) website, the offeror shall complete only paragraphs (b) through (i) of this provision.

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Inverted domestic corporation, as used in this section, means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), i.e., a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c). An inverted domestic corporation as

herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874.

“Manufactured end product” means any end product in Federal Supply Classes (FSC) 1000-9999, except—

- (1) FSC 5510, Lumber and Related Basic Wood Materials;
- (2) Federal Supply Group (FSG) 87, Agricultural Supplies;
- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and
- (10) FSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

Restricted business operations means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

Sensitive technology—

- (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically--
 - (i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

Service-disabled veteran-owned small business concern—

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Small disadvantaged business concern, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that--

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by--

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

Subsidiary means an entity in which more than 50 percent of the entity is owned--

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

Veteran-owned small business concern means a small business concern—

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern—

“Women-owned business concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“Women-owned small business concern” means a small business concern --

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) (1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted electronically on the SAM website.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications--Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs -----.

(Offeror to identify the applicable paragraphs at (c) through (p) of this provision that the offeror has completed for the purposes of this solicitation only, if any.)

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.]

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note to paragraphs (c)(8) and (9): Complete paragraphs (c)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) WOSB concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that--

(i) It ___ is, ___ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [___] is, [___] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: -----.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that--

(i) It [___] is, [___] is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [___] is, [___] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: -----.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(8) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it (___) is, a women-owned business concern.

(9) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(10) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) of this provision.)

___ Black American.

___ Hispanic American.

___ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

___ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

___ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

___ Individual/concern, other than one of the preceding.

(12) Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) or (c)(10) of this provision.
(The offeror shall check the category in which its ownership falls):

Black American.

Hispanic American.

Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

Individual/concern, other than one of the preceding.

(d) Certifications and representations required to implement provisions of Executive Order 11246—

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that—

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American--Balance of Payments Program Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American--Balance of Payments Program--Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products

those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American--Supplies.”

(2) Foreign End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN
—	—
—	—
—	—

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American -- Free Trade Agreements -- Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American -- Free Trade Agreements -- Israeli Trade Act, is included in this solicitation.) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms “Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American-Free Trade Agreements-Israeli Trade Act.”

(ii)) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American--Free Trade Agreements--Israeli Trade Act”:
Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN
—	—
—	—
—	—

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) or this provision) as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act.” The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.”

Other Foreign End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN
—	—
—	—
—	—

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate I (Jan 2004). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Canadian End Products:

Line Item No.:

_____ [List as necessary]

(3) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate II (Jan 2004). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled “Buy American--Free Trade Agreements--Israeli Trade Act”:

Canadian or Israeli End Products:

Line Item No.:	Country of Origin:
—	—
—	—
—	—

[List as necessary]

(4) Buy American--Free Trade Agreements--Israeli Trade Act Certificate, Alternate III. If Alternate III to the clause at 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act": Free Trade Agreement Country End Products (Other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

Line Item No.:	Country of Origin:
—	—
—	—
—	—

[List as necessary]

(5) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements".

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No.:	Country of Origin:
—	—
—	—
—	—

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American statute. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Responsibility Matters (Executive Order 12689). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals—

(1) (___) Are, (___) are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and

(2) (___) Have, (___) have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and

(3) (___) Are, (___) are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) [___] Have, [___] have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. Sec. 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. Sec. 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. Sec. 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). (The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).)

(1) Listed End Product

Listed End Product:	Listed Countries of Origin:
—	—
—	—
—	—

(2) Certification. (If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.)

() (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) () In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) () Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Labor Standards. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) (The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.)

() (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror () does () does not certify that—

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

() (2) Certain services as described in FAR 22.1003-4(d)(1). The offeror () does () does not certify that—

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

(___) TIN: -----.

(___) TIN has been applied for.

(___) TIN is not required because:

(___) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

(___) Offeror is an agency or instrumentality of a foreign government;

(___) Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

- (___) Sole proprietorship;
- (___) Partnership;
- (___) Corporate entity (not tax-exempt);
- (___) Corporate entity (tax-exempt);
- (___) Government entity (Federal, State, or local);
- (___) Foreign government;
- (___) International organization per 26 CFR 1.6049-4;
- (___) Other -----.

(5) Common parent.

(___) Offeror is not owned or controlled by a common parent;

(___) Name and TIN of common parent:

Name ___ .

TIN - ___ .

(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations—

(1) Relation to Internal Revenue Code. An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code 25 U.S.C. 7874.

(2) Representation. By submission of its offer, the offeror represents that--

(i) It is not an inverted domestic corporation; and

(ii) It is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and Certification. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror—

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50(U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if—

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) Ownership or Control of Offeror. (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a DUNS Number in the solicitation.

(1) The Offeror represents that it [--] has or [--] does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code:

Immediate owner legal name:

(Do not use a "doing business as" name)

Is the immediate owner owned or controlled by another entity:

[] Yes or [] No.

(3) If the Offeror indicates "yes" in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest-level owner CAGE code:

Highest-level owner legal name:

(Do not use a "doing business as" name)

(End of Provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (DEVIATION 2013-O0019) (OCT 2014)

(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)(1) 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 (Dec 2010) (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 \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (Jan 2013) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(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) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(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 (Jul 2012).

(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)

52.215-6 PLACE OF PERFORMANCE (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, () intends, () does not intend (check applicable block) to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance(Street Address, City, State, County, Zip Code)

Name and Address of Owner and Operator of the Plant or Facility if Other Than Offeror or Respondent

(End of provision)

52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after date of contract expiration.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the contract's expiration date.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days of the contract's expiration date; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three years.

(End of clause)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

DEFENSE HUMAN RESOURCES ACTIVITY
PROCUREMENT SUPPORT OFFICE
4800 MARK CENTER DRIVE
SUITE 06J25-01
ALEXANDRIA, VA 22350

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

FAR clauses/provisions:	http://www.arnet.gov/far
DFARS clauses/provisions:	http://www.acq.osd.mil
FAR and DFARS clauses/provisions:	http://farsite.hill.af.mil

(End of provision)

52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

252.216-7006 ORDERING (MAY 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued from date of contract award through date of contract expiration.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c)(1) If issued electronically, the order is considered ``issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered ``issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Invoice/Receiving Report (Combo)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Inspection and Acceptance: Destination

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0131
Issue By DoDAAC	H98210
Admin DoDAAC	H98210

Inspect By DoDAAC	HQ0579
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	HQ0579
Service Acceptor (DoDAAC)	HQ0579
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

Contract Specialist: john.r.rowland10.civ@mail.mil
COR: TBD

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

TBD

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

ATTACHMENT A

EVALUATION FACTORS, CRITERIA, AND RATING METHODS

1.0. INTRODUCTION.

1.1. The Government will evaluate all proposals in accordance with the factors and criteria established in this Source Selection Plan (SSP) and in the Request for Proposal (RFP). The criteria provide the basis upon which each evaluation will be based, are established before receipt of the proposals, and are intended to ensure that the evaluation will be a structured process employing equitable measures. Proposals will be evaluated and a contract awarded under the Best Value Continuum approach, to the responsible Offeror whose offer is considered the most advantageous to the Government, price and other factors considered.

1.2. The Government intends to evaluate proposals and make award without discussions. The Government reserves the right to conduct discussions if the Contracting Officer later determines discussions to be necessary.

1.3 Offerors are cautioned that “parroting” of the PWS with a statement of intent to perform does not reflect understanding of the requirement or capability to perform.

1.4. **Pass/Fail** Pass/Fail Factor(s) ___ will x will not be used

1.4.1. The purpose of the pass/fail factor(s) is to determine the offeror’s ability to fully meet critical eligibility/performance requirement(s).

Pass: Offeror met the established criteria

Fail: Offeror did not meet the established criteria

1.4.2. Offers that meet all of the established criteria will receive a “Pass” rating and will receive further consideration for award.

1.4.3. Offers that do not meet part or all of the established criteria will receive a “Fail” rating and **will be ineligible for award and will not be further evaluated.**

2.0. EVALUATION FACTORS

2.1. **Technical.**

2.1.1. The purpose of the technical factor is to assess the offeror’s proposed approach, as detailed in its proposal, to satisfy the Government’s requirements. There are many aspects which may affect an offeror’s ability to meet the solicitation requirements to include technical approach, risk, management approach, personnel qualifications, facilities, small business participation and others. The evaluation of risk is related to the technical assessment.

2.1.2. Risk assesses the degree to which the offeror’s proposed technical approach for the requirements of the solicitation may cause disruption of schedule, increased costs, degradation of performance, the need for increased Government oversight, or the likelihood of unsuccessful contract performance. Risk will be assessed as one aspect of the technical factor rating.

2.1.3. Any proposal receiving a rating of “**Unacceptable**” is deemed to have a risk that is so high that **award cannot be made against the proposal and the proposal will not be further evaluated.**

2.2. **Past Performance.**

2.2.1. The Past Performance Evaluation results in an assessment of the offeror’s probability of meeting the solicitation requirements, based on past performance information as a prime contractor. The Performance Confidence Assessment rating is assessed as an overall factor after evaluating aspects of the offeror’s recent past performance, focusing on performance that is relevant to the technical factors and cost or price.

2.2.2. Recency refers to the state or quality of being current. The more recent the contract, the greater the likelihood that the offeror has the capacity to perform in a like manner. Information regarding contract performance that is recent and has a logical connection with the matter under consideration indicates relevancy.

3.0. EVALUATION FACTOR CRITERIA

3.1. **Pass/Fail Factor** – n/a

3.2. Criteria for Technical Factor

Element A: Technical Approach and Methodology

The proposal must demonstrate the offeror's understanding of, and ability to successfully accomplish, the requirements of the PWS. In addition, the proposal must demonstrate the offeror's agency service-capabilities and experience in successfully accomplishing work similar to the requirements of this PWS.

Element B: Project Management Plan

The proposal shall describe the approach for providing complete program management support that will fully integrate, manage, control, and document all phases of the contract requirements. The proposal must demonstrate the offeror's project management and staffing plans, and the offeror's approach for providing the corporate resources necessary to ensure and maintain service quality levels, staffing levels, training, and risk management.

Element C: Sample Task Orders

The proposal must demonstrate the offeror's understanding of, and ability to successfully accomplish, the requirements of the Sample Task PWSs. The Government will also evaluate the offeror's sample task price proposals for price reasonableness.

Element D: Quality Control Plan

The proposal shall describe the Offeror's approach for instituting and maintaining a capability to ensure the quality and integrity of services/products, including at least: (1) management and task controls to assure work will be completed as required; (2) contingency plans for identifying and correcting problems; (3) steps taken to assure timely delivery of quality products; (4) and steps taken to provide non-partisan products and services.

3.3. Criteria for Past Performance Factor Confidence Assessment. The Government will conduct a performance confidence assessment based upon the past performance of the offerors performing major or critical aspects of the requirement as it relates to the probability of successfully performing the solicitation requirements.

3.3.1. The Government will consider each offeror's demonstrated, current, relevant record of performance in supplying products and services as a prime contractor that meet the contract's requirement. Contracts completed within the last three years are generally considered recent.

3.3.2. In conducting the performance risk evaluation, the Government may use data provided by the offeror and data obtained from other sources it considers current and accurate, including the Past Performance Information Retrieval System (PPIRS).

3.4. Criteria for Price Factor. The Government anticipates that adequate price competition will establish a fair and reasonable price. However, if the Government does not receive adequate price competition, it will evaluate price proposals to ensure price reasonableness of the services being provided to the Government, considering the specific terms and conditions and relevant commercial practices.

4.0. ORDER OF IMPORTANCE.

4.1. Proposals will be evaluated based on best value to the Government using the trade-off approach. For this solicitation, factors are listed below in descending order of importance. Price will be evaluated separately and will not be scored.

1. Technical
2. Past Performance
3. Price

4.2. Technical and Past Performance, when combined, are significantly more important than cost or price.

5.0. RATING METHODS

5.1. **Technical Factor:** One of the following ratings will be assigned:

TECHNICAL RATINGS	
Rating	Definition
Outstanding	The proposal exceeds stated requirements, as reflected through an innovative, comprehensive, outstanding approach. The response is complete in terms of the basic content and level of information the Government seeks for evaluation. There is a high probability of success and minimal risk that this Offeror would fail to meet the quantity, quality, and schedule requirements. Minor weaknesses, if any, need not be corrected to make award.
Acceptable	The proposal meets the stated requirements. The response is considered complete in terms of the basic content and level of information the Government seeks for evaluation. There is a reasonable probability of success and little risk that this Offeror would fail to meet the quantity, quality, and schedule requirements. Minor weaknesses, if any, may not need to be corrected to make award.
Marginal	The proposal does not clearly meet the requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable	The proposal fails to meet the stated requirements. The response is considered deficient in terms of basic content and level of information the Government seeks for evaluation. The degree of risk is so high that an award cannot be made against the proposal . Any proposal receiving this rating will not be further evaluated .

5.2. **Past Performance Factor** – Relevancy and Confidence Assessment:

5.2.1. One of the following Relevancy ratings will be assigned:

PAST PERFORMANCE RELEVANCY RATINGS	
Rating	Definition
Very Relevant	Present/past performance effort involved essentially the same magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved much of the magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort did not involve any of the magnitude of effort and complexities this solicitation requires.

5.2.2. The combination of relevancy and recency, and performance documented by the information collected by the Government, results in the selection of a performance confidence assessment as outlined below.

PERFORMANCE CONFIDENCE ASSESSMENTS	
Rating	Description
Substantial Confidence	Based on the offeror's performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's performance record, the Government has an expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's performance record, the Government has no expectation that the offeror will successfully perform the required effort.
Unknown Confidence	No relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

5.3. **Price Factor:** Price proposals will not be rated.

(END OF ATTACHMENT A)

ATTACHMENT B

SAMPLE TASK ORDER 1

The Federal Voting Assistance Program's (FVAP) Communication and Media Services

1.0. INTRODUCTION

The Federal Voting Assistance Program (FVAP) requires contractor support to provide absentee voter assistance with communication, outreach and education services. Services will inform the uniformed and overseas voter audience of their voting options and rights, increase recognition of the FVAP program, and send voters to the FVAP website for further voter assistance.

2.0. BACKGROUND

2.1. Target recipients for FVAP communication includes stakeholder groups: military absentee voters and their families, overseas citizens, non-governmental agencies associated with elections and voting, and those that assist voters such as Voting Assistance Officers and election officials. Communication includes tailored messages to apply to each group while presenting key messages about FVAP.

2.2. FVAP distributes information explaining voter registration and absentee ballot request procedures and promotes the use of back-up ballot measures. FVAP can better reach these voters and notify them of the availability of resources to assist their absentee voting experience with improved outreach techniques, messages and information.

2.3. All communications to be produced shall be in-line with existing materials and information. Current materials can be found at www.FVAP.gov/info/outreach.

3.0. SCOPE

The Contractor shall provide the personnel, management, materials, and equipment necessary to provide media and communication services.

4.0. REQUIREMENTS *The Contractor shall:*

4.1. Program Management. Provide management for the overall contract, its employees and their assigned activities.

4.1.1. Provide weekly updates/reports on all deliverables via excel documents to the Contracting Officer's Representative (COR) via email. Provide additional updates as requested by Government within the specified timeframe.

4.2. Communication Guidance. Prepare and support strategic communication guidance for the release of FVAP generated research products, and include messaging suggestions, timing and coordination of the release via news releases, emails and further communication. Guidance will surround the release in 2015 of previously-created research reports to highly interested voting advocacy groups, Federal agencies and Congress. Thoroughly review research products and provide guidance for release to the public.

4.3. Marketing.

4.3.1. Provide the Government with a media plan explaining marketing choices, and multi-faceted approach to meet the target audiences of military service members, their families and overseas citizens.

4.3.1.1. Placements shall focus on Print, Digital and Search using targeting, scalability and relevancy criteria. Base the digital plan to garner approximately 1.5 million impressions targeted specifically to stakeholder groups.

4.3.2.1. Provide an outline of the plan to include implementation and purchases.

4.3.2. Monitor purchased media placements to ensure placements are performing at adequate rates and provide link(s) to FVAP for post-contractual monitoring, to include SIGMA encoding, audience deliveries, tracking delivery data and optimization on an ongoing basis, as well as inclusion and tracking through Google Analytics for full-picture metrics. Provide metrics-tracking link to Government for continued tracking upon end of contract.

4.4. Develop and present personas. A persona represents the goals and behavior of a hypothesized group of users based upon collected research data. Capture in 1–2 page descriptions, behavior patterns, goals, skills, attitudes and environment for FVAP's audiences (military service members, their families and overseas citizens).

4.5. Post Award Conference. Participate in a post-award conference and provide a summary of the meeting.

5.0. DELIVERABLES

Deliverable	Ref.	Delivery Date
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Deliverable	Ref.	Delivery Date
Weekly status reports	4.1.1.	No later than (NLT) Noon on the first workday of each week and upon request
Communication Guidance	4.2.	NLT 3 months after award
Media Plan	4.3.1.	NLT 15 days after award
Purchase Ad Space	4.3.2.	Start NLT 30 days after award
Plan Outline	4.3.2.1.	NLT 6 weeks after award
Provide Metrics	4.3.3.	Weekly NLT Noon on Mondays following ad placements, and upon request.
Present personas	4.4.	NLT 3 weeks after award
Post Award Conference	4.5.	NLT 5 calendar days after award

(END OF ATTACHMENT B)

ATTACHMENT C

SAMPLE TASK ORDER 2

The Federal Voting Assistance Program's (FVAP) Communication Services

1.0. INTRODUCTION

The Federal Voting Assistance Program (FVAP) requires contractor support to provide absentee voter assistance with communication, outreach and education services. Services will inform the uniformed and overseas voter audience of their voting options and rights, increase recognition of the FVAP program, and send voters to the FVAP website for further voter assistance.

2.0. BACKGROUND

FVAP is aware from numerous surveys and focus groups that its messaging does not always resonate well with its constituents – military, their spouses and overseas citizens. To better reach these target audiences, FVAP requires an in-depth understanding of the communication practices and styles of these audiences, and the ability to transition complicated research data into easily understandable communication. This will enable FVAP to speak the same language as its users and help ensure understanding of the material so FVAP makes absentee voters aware of their rights and resources when it comes to absentee voting. This will serve to brand FVAP as an official agency, capable of assisting users from all experience levels. To better communicate with its audiences (military, their eligible family members and overseas citizens) FVAP requires an understanding of their communication practices, and in what messaging/verbiage resonates with them, as well as taglines and feedback on its brand positioning.

3.0. SCOPE

The Contractor shall provide the personnel, management, materials, and equipment necessary to provide communication services.

4.0. REQUIREMENTS *The Contractor shall:*

4.1. Program Management. Provide management for the overall contract, its employees and their assigned activities.

4.1.1. Provide weekly updates/reports on all deliverables via excel documents to the Contracting Officer's Representative (COR) via email. Provide additional updates as requested by Government within the specified timeframe.

4.2. Research FVAP language.

4.2.1. Review and identify communication practices and language weaknesses of FVAP materials (FVAP website, collateral found at FVAP.gov/info/outreach and training materials provided by FVAP).

4.2.2. Establish a plan to gather feedback from user groups on FVAP language across its communications and voter assistance practices.

4.2.2.1. Provide an outline of the plan that includes research methods.

4.2.3. Provide language recommendations and practices to implement for FVAP materials and communication.

4.2.3.1 Provide FVAP with recommendations toward implementing the language guidelines.

4.2.4. Provide recommendations and a plan for future usability and language testing on the information presented (not included in this TO).

4.3. Design and produce various collateral materials for FVAP.

4.3.1. Develop, design, and produce one version of an FVAP poster to include any necessary copywriting. Coordinate the printing of 100,000 copies. Bundle posters at 10 units per package (hard, ship-ready cardboard packaging) and ship 30 posters to each location specified in the attached excel document. Provide design files to FVAP. Send remaining inventory to FVAP and Service Warehouses.

4.3.2. Develop, design, and produce one version of an FVAP tri-fold brochure and print 100,000 copies. Bundle and ship tri-folds in packages of 25 (plastic wrapped) and boxes of 500. Send 50 tri-folds to each location specified in the attached excel document. Provide design files to FVAP. Send remaining inventory to FVAP and Service Warehouses.

4.3.3. Review FVAP information and provide recommendations on appropriate infographics. Design three infographics and deliver the final digital layered Adobe CS files to the COR. Use royalty free images.

4.4. Develop media plan to reach young military Service members (18-24 years old) that focuses on smart phone and tablets to reach about 800,000 potential absentee voters.

4.4.1. Develop up to two different media placements. Deliver final design files to the COR in a layered format compatible with Adobe Creative Suite 6. Do not use talent or graphics that require residual payments.

4.5. Hosting/Educational Communication Tools: Update and host educational communication tools - VAO, IVA Office and LEO Courseware Portal. Coordinate and execute updates for FVAP's existing Voting Assistance Officer (VAO), Installation Voter Assistance (IVA) Office and Local Election Official (LEO) training portal to make it look more like the FVAP site, integrate portal metrics with Google Analytics and create a data stream to pipe portal metrics to the internal dashboard. Existing educational communication tools can be found at: <http://www.fvaptraining.com/>. Provide technical support for users.

4.7. Post Award Conference. Participate in a post-award conference and provide a summary of the meeting.

5.0. DELIVERABLES

Deliverable	Ref.	Delivery Date
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Deliverable	Ref.	Delivery Date
Weekly status reports	4.1.1.	No later than (NLT) Noon Eastern on the first working day of each week, and upon request
Plan Outline	4.2.2.1.	NLT 6 weeks after award
Print/Ship Posters	4.3.1.	NLT 2 months after award
Print/Ship Tri-Folds	4.3.2.	NLT 3 months after award
Design Infographics	4.3.3.	NLT 8 months after award
Media Plan	4.4.	NLT 3 weeks after award
Tailored Placements	4.4.1.	NLT 2 months after award
Hosting	4.5.	Begin NLT 15 days after award
Update Modules	4.5.	Begin NLT 2 months after award
Post Award Conference	4.6.	NLT 5 calendar days after award

(END OF ATTACHMENT C)

ATTACHMENT D

PAST PERFORMANCE RELEVANCY QUESTIONNAIRE

1. Contractor (name, address, email and telephone number):
2. Contract Number and name, address, email, telephone number, of the awarding activity's Procuring Contracting Officer and the Contracting Officer's Representative (and other references – e.g. Administrative Contracting Officer – if applicable):
3. Type of Contract: Fixed Price _____ Cost _____ IDIQ _____
4. Contract dollar value:
5. Period of Performance:
6. Scope of work and complexity/diversity of tasks performed:
7. Skills/expertise required:
8. Relevancy of work:
9. Type and extent of subcontracting:

(END OF ATTACHMENT D)