

**Request for Quote**  
**RFQ #X – [INSERT TITLE HERE]**

**SAMPLE ACQUISITION MANAGEMENT RFQ**

**Key: Sample Language Bolded and Highlighted with yellow.**

**1.0 SUPPLIES OR SERVICES AND PRICES**

**1.1 GENERAL DESCRIPTION**

The contractor shall perform the effort required by this Task Order on a Firm Fixed Price/Time and Materials/Labor Hour basis. The work shall be performed in accordance with all sections of this Task Order and the offeror's BPA **GS-XX-XXXXX** awarded under Schedule MAS SIN 561611 for Acquisition Management Services.

**1.2 SERVICES AND PRICES/COSTS**

The following abbreviations are used in this price schedule:

CLIN - Contract Line Item Number

T&M/LH – Time & Materials/Labor Hour if utilizing this include Ceiling (NTE)

FFP – Firm Fixed Price

NTE – Not To Exceed

**1.2.1 CLINS**

| CL  | Description Base Period         | Quantity | Unit | Total Price |
|-----|---------------------------------|----------|------|-------------|
| 000 | Acquisition Management Services | 1        | Lot  | \$          |
|     |                                 |          |      |             |

or

| Labor Category              | Hours | Hourly Rate |  |
|-----------------------------|-------|-------------|--|
| <i>Contractor to quote.</i> |       |             |  |
|                             |       |             |  |
| <b>TOTAL HOURS</b>          |       |             |  |

**1.2.2 Option Period**

| Labor Category              | Hours | Hourly Rate |  |
|-----------------------------|-------|-------------|--|
| <i>Contractor to quote.</i> |       |             |  |
|                             |       |             |  |
| <b>TOTAL HOURS</b>          |       |             |  |

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1.2.3 Travel

|                             |  |  |  |
|-----------------------------|--|--|--|
| Travel                      |  |  |  |
| <i>Contractor to quote.</i> |  |  |  |
|                             |  |  |  |
| NTE Amount                  |  |  |  |

NTE estimate of Travel to be reimbursed in accordance with FAR 31.205-46..

GRAND TOTAL CLINS: \$ \_\_\_\_\_

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2.0 DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

2.1 PURPOSE

The purpose of this BPA Task Order is to obtain acquisition support services to **[Insert the purpose of the order here.]**

2.2 BACKGROUND

**[Provide a synopsis of the ordering organization’s mission, type of work as needed.]**

2.3 SCOPE

The scope of this requirement is to provide acquisition support services to **[Insert language to describe the scope of work to be performed under the order. Note: A description of the scope is to be high level, but DO NOT just repeat the scope of the BPA. In this section, talk about the mission and what this support will do Use more detail in the task section below.]**

2.4 TASKS

The Contractor shall provide qualified personnel for **[Insert scope statement here.]** Tasks must fit within the scope of the Acquisition Management Support Services BPA[s], which is copied below for convenience:

- acquisition planning assistance, including market research and recommending procurement strategy;
- acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, statements of objectives, synopses, solicitations, price negotiation memoranda, source selection plans, etc.;
- expert assistance in supporting proposal and quote evaluations, including price/cost analysis or technical proposal and quote analysis;

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- contract administration support services, including assistance with reviewing Contractor performance, developing contract modifications, and investigating reports of contract discrepancies;
- contract close-out assistance;
- drafting policy or procedure documents for government review;
- competitive sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

### **2.4.1 Task 1 –Acquisition Planning Assistance**

▪ **Subtask 1 - Monthly Progress Meeting & Reporting**

The Contractor shall develop and submit Monthly Progress Reports to the COR and Task Order Contracting Officer for review at the Monthly Progress Meetings. The Monthly Progress Reports shall include a summary of activities for the month, issues, and goals for the next month. The Monthly Progress Reports shall summarize the Contractor's accomplishments during the previous month, planned work during the upcoming month and any significant problems or issues requiring resolution, along with proposed corrective actions. The Contractor shall deliver these reports to all appropriate parties identified here. The Monthly Progress Reports shall include, at a minimum, the following information:

- **BPA number**
- **Task Order Number**
- **Project Activity for each Project**
- **Project Manager**
- **Accounting Control Transaction (ACT) number**
- **Reporting period**
- **Brief task description**
- **For each employee: name, skill level, regular and overtime hours worked (denoting on or off site), and cumulative regular and overtime hours worked along with the following statement, "I certify to the best of my knowledge and belief that the above named employee(s) worked the hours shown at the skill levels indicated." The signature and date of the Contractor Program Manager of his/her designee shall directly follow the above statement**
- **A narrative review of work accomplished during the reporting period and significant events**
- **Deliverable Status**
- **Problem areas and task risks**
- **Personnel actions for the period (separations, labor category changes, recruitments)**
- **Anticipated activity for the next reporting period**

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- **Description of any travel or unique services provided**

## **2.4.2 Task 2 –Development of Acquisition Related Documentation**

## **2.4.3 Task 3 – [Create Task Name or State what the contractor will be performing or developing]**

- **Subtask 1 – Acquisition Planning Phase**
- **Subtask 2 – Contract Administration Phase**

As a general rule, the contractor shall ensure that all support is compliant with applicable Federal Regulations and Guidelines. **[Insert any other task order scope statement here.]**

Note: For a Firm Fixed Price (FFP) task order, you may need to provided specific details about the above deliverables in terms of their expected content and purpose]

### Special Instructions for Award of a Task Order

Pursuant to [OFPP Policy Letter No. 93-1](#), After receipt and evaluation of quotes, GSA strongly recommends that ordering activities address in writing the following questions regarding conflict of interest prior to making an award of a task order, via an agency-prescribed format (memorandum to the file or D&F):

- 1) Can the potential contractor perform under the contract in such a way as to devise solutions or make recommendations that would influence the award of future contracts to that contractor?
- 2) Has the potential contractor participated in earlier work involving the same program or activity that is the subject of the present contract wherein the offeror had access to source selection or proprietary information not available to other offerors competing for the task order?
- 3) Will the contractor be evaluating a competitor's work?
- 4) Will the work under the resultant task order put the contractor in a position to influence Government decision-making, e.g., developing regulations, that will affect the contractor's current or future business?
- 5) Will the work under a resultant task order affect the interests of the contractor's other clients?
- 6) Is the potential contractor or any of its personnel who will perform services under the task order former agency officials who, while employed by the agency, personally or substantially participated in (a) the development of the requirement for, or (b) the procurement of, these services within the past two years?

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Additionally, ordering activities are strongly encouraged to verify that any additional requirements pertaining to contracting for acquisition support services are met.

Due to the risks associated with contractor performance of acquisition support services, the ordering agency's Inspector General or other interested parties may select task orders for these services to be reviewed for compliance with statutory, regulatory, and policy requirements. Thus, proper documentation of the task order file (addressing the questions/issues described above), along with sufficient management and oversight of the contract, is necessary in order to protect the Government's interests.

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3.0 PACKAGING AND MARKING

[Include as necessary.]

4.0 INSPECTION AND ACCEPTANCE

[Include as necessary.]

5.0 DELIVERABLES OR PERFORMANCE

5.1 PLACE OF PERFORMANCE

The place of performance is the XXXX located at the XXXXX building in Washington, D.C. at the following address:

XXXXXXXXXXXX

1401 Constitution Ave, NW  
Washington, DC 20230

5.2 PERIOD OF PERFORMANCE

The Period of Performance for Order #X is xx weeks from the date of award.

|                 | Beginning | End |
|-----------------|-----------|-----|
| Base Period     |           |     |
| Option Period 1 |           |     |
| Option Period 2 |           |     |

SAMPLE:

|                 | Beginning      | End             |
|-----------------|----------------|-----------------|
| Base Period     | March 23, 2009 | March 22, 2010. |
| Option Period 1 |                |                 |
| Option Period 2 |                |                 |

5.3 DELIVERABLES

The following schedule of milestones will be used by the appointed COR to monitor timely progress under this Task Order.

The following abbreviations are used in this schedule:



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The Contractor shall notify the appointed COR via as soon as it becomes apparent to the Contractor, that a scheduled delivery will be late. The Contractor shall include in the notification the rationale for late delivery, the expected date for the delivery and the project impact of the late delivery. The COR will review the new schedule and provide guidance to the Contractor. Such notification in no way limits any Government contractual rights or remedies including but not limited to termination.

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### 6.0. CONTRACTING OFFICER AND COR ON THIS ORDER

**[Indicate who the designated Contracting Officer is on this order and appointed COR.]**

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### 7.0 CONTRACT ADMINISTRATION DATA

**[Indicate Point of Contact for the ordering Contract Officer, for invoices, and for the COR.]**

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### 8.0 SPECIAL CONTRACT REQUIREMENTS

**[Incorporate PBS specific requirements which are not in conflict with the schedule or BPA, as applicable.]**

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### 9.0 GOVERNMENT FURNISHED EQUIPMENT

**[Do not include office equipment provided to contractor staff working at a Government site.]**

**[Incorporate as needed per FAR 45.107 government equipment clauses; 52.245-1 and 9 as applicable.]**

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### 10.0 TASK ORDER CLAUSES

**[Incorporate any necessary ordering activity specific clauses which are not in conflict with the schedule or BPA, as applicable.]**

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### 11.0 LIST OF ATTACHMENTS

**[Include as necessary.]**

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### 12.0 TECHNICAL AND PRICE SUBMISSION

**[Please remember to tailor the technical submissions to your particular acquisition. Remember also to indicate how the technical submissions will be evaluated.]**

#### **Technical:**

- Please include X number of resumes the Government reserves the right to require interviews of the personnel submitted. The government will notify the BPA holder**

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**X number of business days ahead of time with the details of the interview (i.e. site, contents etc.).**

- **The government may also request references to evaluate the experience of key personnel on the project team on similar past projects.**
- **Ordering activities should require prospective contractors to include in their quote the following disclosures:**
  - Whether and to what extent the offeror has participated in earlier work involving the same program or activity that is the subject of the present contract wherein the offeror had access to source selection or proprietary information not available to other offerors competing for the task order;
  - Whether and to what extent the offeror has information in its possession that the work under the resultant task order would put the offeror in a position to influence Government decision-making, e.g., developing procurement documentations, that will affect the contractor's current or future business;
  - Whether and to what extent the offeror has any information in its possession that the work under a resultant task order affect the interests of the contractor's other clients; and
  - Whether to what extent the offeror or any of its personnel who will perform services under the task order were former agency officials who, while employed by the agency, personally or substantially participated in (a) the development of the requirement for, or (b) the procurement of, these services within the past two years.
- Indicate in quote if you are taking any exceptions to the BPA, GSA Schedule contract Request that quoter's submit a non-disclosure statement for any proposed employees. (see for sample at [www.gsa.gov/mobis](http://www.gsa.gov/mobis))
- Request that quoter's include any other technical requirements required for evaluation.

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### 13.0 Pricing

**[Please prepare a price quote which is reflective of the Tasks delineated in Section 2.3 above and which is in accordance with your BPA. Please submit in the format indicated in Section 1.2. above. Discounts are encouraged.]**

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### 14.0 Best Value Determination

**[Indicate that the award will be based on a best value determination.]**  
**[Remember to remind BPA holder's that the terms and conditions of their respective BPA and GSA Schedule contract apply to each order.]**