

SECTION B – PRICE SCHEDULE / STATEMENT OF OBJECTIVES

B.1 PRICE SCHEDULE

Contractors may complete this price schedule and submit it as their price quote, or they may submit their price quote in a different format on company letterhead (limit to one page), provided all information is provided and remains unchanged. Any price quote submitted that deviates from the below format so significantly that the Government cannot determine if it meets its requirements will be deemed Unacceptable and will not be considered.

LINE ITEM	DESCRIPTION	LABOR RATE	HOURS	TOTAL PRICE
Base Period (120 Workdays)				
0001	Accounting Support Services	\$	960	\$
	Total Base Period			\$
Option Period (120 Workdays)				
This Option Period may be exercised in accordance with FAR 52.217-9, Option to Extend the Term of the Contract (Mar 2000). Work shall not commence until the Contracting Officer issues a formal Modification. If exercised, this option shall commence immediately after the Base Period.				
0002	Accounting Support Services	\$	960	\$
	Total Option Period			\$
Total Order Price				\$

B.2 STATEMENT OF OBJECTIVES

- a. Purpose** – The primary mission of the National Endowment for the Humanities (NEH), an independent agency of the Federal government, is grant-making for humanities projects. The Office of Accounting is integral in meeting that mission, and currently has an immediate, critical need for a contractor to fill a position that is currently vacant until a full-time Federal employee can be brought on board to backfill the billet. This will allow operations to continue by ensuring that our existing staff can maintain their current duties and allow the new Director of Accounting, when hired, enough time to evaluate the current staffing and decide the appropriate time to recruit for the vacant Financial Operations Specialist position.
- b. Scope** – NEH staff work in a single building with no field offices. The contractor will work up to 8 hours a day, only on weekdays. The primary place of performance for this effort is XXXX however this will be a remote position until the NEH staff returns to the office on a full time basis. No travel is expected for this effort.
- c. Period of Performance** – The period of performance is a 120-workday base period and one, 120-workday option period.
- d. Tasks** – The contractor will perform the following tasks:
- Record a variety of invoicing transactions, including vendor invoices, employee reimbursements, grant payments, and payments to other agencies.
 - Record bookkeeping entries related to the agency’s purchase card and travel card activities.

Respond to external requests to confirm balances from grant recipients' CPA firms. • Post obligation transactions and upward and downward adjustments.

- Process grant closeout activities.

e. Preferred Qualifications – The contractor should have experience performing the above-referenced duties for a Federal agency and should have experience working with Oracle Federal Financials accounting software. Ideally, contractors will be familiar with the Prompt Payment Act and 2 CFR 200 (Uniform Grant Guidance). The contractor must be proficient in Microsoft Office applications, including

Word, Excel, and Outlook, and should be proficient with Adobe Acrobat. Pursuant to FAR 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014), roles that have held this position traditionally have a job title of “Financial Operations Specialist,” “Accounts Payable Clerk,” or “Accounts Payable Technician” and were employed as a GS-9, with a starting salary of \$60,129.00.

f. Performance Metrics – The Government will utilize the method of surveillance and review of work products throughout the life of the contract to ensure that the Contractor is performing the services required by this SOO in an acceptable manner. The Government reserves the right to alter or change the Performance Objectives or Standards at its own discretion. If the Technical Point of Contact (TPOC) determines that the performance of the Contractor is below a metric standard, they will notify the Contracting Officer, who will work with the contractor to find a mutually-beneficial solution.

Performance Objective	Performance Standard	Acceptable Levels
1. Technical Needs	<ul style="list-style-type: none"> • Shows an understanding of requirements • Efficient and effective in meeting requirements • Meets technical needs and mission requirements 	Satisfactory or higher
2. Deliverables	<ul style="list-style-type: none"> • Quick response capability • Deliverables completed, reviewed, and delivered in a timely manner • Notifies TPOC in advance of potential problems 	Satisfactory or higher
3. Staffing	<ul style="list-style-type: none"> • Contractor possess necessary knowledge, skills, and abilities to perform tasks 	Satisfactory or higher
4. Value-Added	<ul style="list-style-type: none"> • Provides a valuable service to Government • Services delivered are of stated required quality 	Satisfactory or higher

SECTION C - CONTRACT CLAUSES

C.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one clause by reference, with the same force and effect as if it was given in full text. Upon request, the Contracting Officer will make its full text available. Also, the full text of the clause may be accessed electronically at <http://www.acquisition.gov/far/index.html>.

FAR Number Title Date 52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS OCT 2018
52.212-5 CONTRACT TERMS AND CONDITIONS
REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE
ORDERS — COMMERCIAL ITEMS

(End of Clause)

(a) The Government may extend the term of this contract by written notice to the Contractor at any time during the performance period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 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 240 workdays.

(End of Clause)

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43310121Q4065 Accounting Support Services

SECTION D – ATTACHMENTS

Attachment A - Contractor's Quote (incorporated at award)

SECTION E – SOLICITATION PROVISIONS

E.1 REPRESENTATIONS AND CERTIFICATIONS

The Government will utilize the System for Award Management (SAM) to verify a contractor's representations and certifications in lieu of requiring a contractor complete FAR 52.212-3 and provide it with its submission. SAM will also be used to verify that the contractor is not disbarred or has an active exclusion record in SAM, and verify that the contractor meets the small business size standard corresponding to the North American Industry Classification System (NAICS) code identified in the solicitation.

E.2 BASIS OF AWARD

The Government's intent is to evaluate the submitted proposals against the criteria set forth below and then determine which proposal represents the best value that meets the requirement, considering price and other factors (tradeoffs). The Government reserves the exclusive right to make this determination of the best value and may award the task order to other than the lowest priced proposal if it is determined that the higher price is justified in return for the technical superiority of the higher priced proposal. The Government intends to evaluate proposals and award a task order based on initial offers. Therefore, Offerors are cautioned to submit their best price and technical proposals upfront.

E.3 EVALUATION

- a. Technical Evaluation** – Offerors are responsible for providing **up to two (2) resumes** that have sufficient details, in a concise manner, for the Government to determine its level of confidence in the ability of the Offeror's proposed staff to successfully perform all the tasks listed in Section B.2(d) Tasks. Although the Government is not establishing minimum experience or educational requirements for proposed contractor staff, it is recommended that Offerors ensure resumes showcase the same or similar qualifications described in Section B.2(e) Preferred Qualifications.
- b. Price Evaluation** – The Government will first verify the Offeror's calculation including the Total (Labor Rate

x Hours) for each period (Base, Option Period) and then the Total Order Price (Base Period + Option Period). The Government may adjust the Offeror’s proposed Total Evaluated Price if mathematical errors are identified. Evaluation of options will not obligate the Government to exercise the option(s). The Government requires Offerors to propose labor rates and total prices that are two decimal places. Ensure that the two-digit labor rate multiplied by the quantity equals the two-digit total price (there should be no rounding).

- c. **Past Performance** – Past performance will be reviewed only for the presumptive awardee after the technical assessment and price evaluation have been completed. The Government will assess the presumptive awardee’s past performance based on one or more of the following: NEH staff’s knowledge of and previous experience with the services being acquired, customer surveys, a review of data from the Contractor Performance Assessment Reporting System (CPARS) at <https://www.cpars.gov>, or any other reasonable source. Past performance will be assessed as Acceptable/Unacceptable.
- c. **Approach** – Resumes and price quotes will be evaluated strictly in accordance with their written content. Submissions which fail to meet the minimum requirements of the solicitation, for example a submission that does not include both a price quote and at least one resume, will be rated Unacceptable and thus, ineligible for award.

E.4 SUBMISSION REQUIREMENTS

- a. Offeror shall be a Small Business under NAICS code 561320, “Temporary Help Services,” and shall be a GSA Multiple Award Schedule contract-holder under SIN 561320SBSA, “Temporary Staffing (SBSA)” by the date and time for receipt of offers. The offer shall be submitted electronically by the date and time indicated in the solicitation via the GSA website (<https://www.ebuy.gsa.gov>). The offer shall consist of two volumes: I – Technical, and II – Price.
- b. Late offers will not be accepted for evaluation. To avoid submission of late offers, it is recommended that you submit your offer file at least 2 hours prior to the required offer due date and time. Please be advised that timeliness is determined by the date and time an offer is received by the Government, not when an Offeror attempted transmission.

C. OFFER FILES

- i. Each volume shall be clearly identified and pages of each volume shall be appropriately numbered and identified by the company name in the header and/or footer. Offer page limitations are applicable to this procurement. The Table below indicates the maximum page count (when applicable) for each volume of the offer. All files will be submitted as either a Microsoft Word 2010 (.doc), Microsoft Excel (.xls) file or an Acrobat (.pdf) file as indicated in the table. Page size shall be no greater than 8 1/2" x 11." The top, bottom, left and right margins shall be a minimum of one inch (.75”) each. Font size shall be no smaller than 11-point. Company logos, and headers and footers are not bound by the 12-point font requirement. At least one blank line shall separate each paragraph. **All proprietary information shall be clearly and properly marked.**

Pages in violation of these instructions will not be evaluated; pages not evaluated will not count against the page limitations. The page count will be determined by counting the pages in the order they come up in the print layout view. A Cover Page, Table of Contents and/or a glossary of abbreviations or acronyms will not be included in the page count, however, be advised that all information contained within any Cover Page, Table of Contents and/or glossary of abbreviations or acronyms will not be evaluated.

- ii. The titles and page limits requirements for each Volume are as follows:

Volume	File Name	Page Limit
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Volume I – Technical	Resume 1.pdf Resume 2.pdf	3 pages total 3 pages total
Volume II – Price	Offeror_Price.xls or Offeror_Price.doc	1 page total

E.5 SOLICITATION QUESTIONS

All questions are due to the Contract Specialist by XXX. Please submit all questions via email to XXX@neh.gov with a subject line of “GSA RFQ 43310121Q4065 Q&A.”

RFQ:

19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
		Accounting Support Services					
		<p>The period of performance for the Purchase Order shall be a 120-workday Base Period with one 120-workday Option Period, as follows:</p> <p>Base Period: April 5, 2021 - September 24, 2021 Option Period One: September 25, 2021 - March 26, 2022</p> <p>Purchase Order: TBD PSC: R699</p>					

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30		1. REQUISITION NO. 34065	PAGE 1 OF 5
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NO.	5. SOLICITATION NUMBER 43310121Q4065
7. FOR SOLICITATION INFORMATION CALL: a. NAME [REDACTED]		b. TELEPHONE NO. (No Collect Calls) [REDACTED]	8. SOLICITATION ISSUE DATE 03/22/2021
9. ISSUED BY [REDACTED]		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET AS DE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 561320 <input checked="" type="checkbox"/> HUBZONE SMALL BUSINESS <input checked="" type="checkbox"/> EDWOSB <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD: \$30M	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	13b. RATING N/A
15. DELIVER TO [REDACTED]	16. ADMINISTERED BY [REDACTED]		
17a. CONTRACTOR/OFFEROR CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE	
TELEPHONE NO.		DUNS:	DUNS+4:
<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	
14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> FB <input type="checkbox"/> RFP		18. CONTACT THE CONTRACTING OFFICER WITH ANY INVOICE QUESTIONS. PHONE: [REDACTED] EMAIL: [REDACTED]	

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA

210-2021-6100000-3600-2511-000000

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

\$

<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA	<input type="checkbox"/> ARE	<input checked="" 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
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ 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:	

30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER	31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 53.212