**[Insert Agency/Office Name]**

**RFQ** **xxxxxxxx**

**Enhanced Entry Screening Services**

**[Insert Project Location(s)]**

**\*\*Note: red text is instructional and should be deleted prior to release\*\***

**1.0 OVERVIEW**

**1.1 Purpose**

The objective of this acquisition is to award one (1) task order against the [Federal Supply Schedules], in accordance with Federal Acquisition Regulation (FAR) 8.405-2, for the services described in this RFQ and its attachments.

\*\*Small business/socioeconomic set aside? If so, include the following statement\*\*:This requirement is a [xxxxx] set-aside, with a NAICS code of [determined by proposed SIN], with a size standard of [determined by proposed SIN]. Notwithstanding the NAICS resulting from the proposed SIN, the firm must show as a small business under its MAS Contract in [eLibrary](https://www.gsaelibrary.gsa.gov/ElibMain/home.do) to be eligible for award.

It is anticipated that services will begin [Insert date or as soon as possible following award].  It is anticipated that the duration of the task order will be [Insert period of performance - recommend shorter than the standard 12 month base period with successive option periods unless ordering agency is certain that services will be needed that long].

**1.2 Method of Acquisition**

The Government anticipates establishing a single task order for enhanced entry screening services through [the GSA Federal Supply Schedule and/or VA schedules] in accordance with (IAW) the procedures of Federal Acquisition Regulation [(FAR) 8.405-2](https://www.acquisition.gov/content/8405-2-ordering-procedures-services-requiring-statement-work).

**1.3 Required Special Item Numbers (SINs)**

In order to be considered for award, a vendor/Contractor Team Arrangement (CTA), collectively, will be required to have certain Special Item Numbers (SINs) awarded on their Schedule contract(s). The government has determined that work could fall under any of the following SINs. NAICS code will be determined by the awarded SIN. [Ordering Contracting Officer may add or delete SINs at their discretion. The following SINs were listed based on the results from RFI responses completed on 3/31/2020. Highlighted SINs are those that industry recommended most often. Note that for SINs that have migrated to the consolidated Multiple Award Schedule, the new SIN listing is provided under the former SIN name. If you are considering a requirement that utilizes multiple SINs, it is recommended to use the consolidated SINs. For more information on the consolidation, please see the [FAQs](https://www.gsa.gov/cdnstatic/MAS%20Consolidation%20Industry%20FAQ%20-%20Summer%202019%20Update%20V2%20-%20508%20.pdf). For more information on Order Level Materials, please see [OLM Guidance](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-features/orderlevel-materials-olms)]

* 621 I VA Schedules, SIN 621-001, Physician - General and Family
* 621 I VA Schedules, SIN 621-002, Physician - Emergency Medicine
* 621 I VA Schedules, SIN 621-003, Physician - Internal Medicine
* 621 I VA Schedules, SIN 621-025, Registered Nurses
* 621 I VA Schedules, SIN 621-030, Physician Assistants
* 621 I VA Schedules, SIN 621-038, Licensed Practical/Vocational Nurse
* 621 I VA Schedules, SIN 621-039, Medical Assistant
* 621 I VA Schedules, SIN 621-040, Nurse Assistant
* 621 I VA Schedules, SIN 621-046, Clinical Laboratory Science / Medical Technology
* 621 I VA Schedules, SIN 621-056, General Clinical Technologists/Technicians
* \*\*736 TAPS, SIN 1, TEMPORARY ADMINISTRATIVE, MANAGEMENT & CLERICAL OCCUPATIONS
  + \*\*Consolidated MAS SIN: 561320SBSA
* \*\*736 TAPS, SIN 3, TEMPORARY GENERAL, TRADE, FACILITY SERVICES AND SUPPORT
  + \*\*Consolidated MAS SIN: 561320SBSA
* \*\*736 TAPS, SIN 5, TEMPORARY TECHNICAL, SCIENTIFIC, LEGAL, MEDICAL, PROTECTIVE AND PROFESSIONAL OCCUPATIONS
  + \*\*Consolidated MAS SIN: 561320SBSA
* 84 - Protective Services, SIN 246 54, Protective Service Occupations
  + Consolidated MAS SIN: 561612, Protective Service Occupations
* 84 - Protective Services, SIN 246 52, Professional Security/Facility Management Services
  + Consolidated MAS SIN: 561612, Protective Service Occupations

\*\*Note: In accordance with 5 CFR 300.504, (a)Time limit on use of temporary help service firm. An agency may use a temporary help service firm(s) in a single situation, as defined in 300.503, initially for no more than 120 workdays. Provided the situation continues to exist beyond the initial 120 workdays, the agency may extend its use of temporary help services up to the maximum limit of 240 workdays.

**1.3.1 Labor Category**

Notwithstanding the expected (not required) SCLS labor category shown below in [FAR 52.222-46](https://www.acquisition.gov/content/52222-42-statement-equivalent-rates-federal-hires) is “Medical Assistant,” the screener need not have medical experience and/or be a medical professional.

**1.4 Commitment of Public Funds**

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed acquisition. Any other commitment, either explicit or implied, is invalid.

**1.5 Communications Prior to Award**

Questions concerning this RFQ must be submitted via email with the subject header [“**RFQ: xxxxxxxx”]** to the attention of:

[Name: xxxxxx

Title: Contracting Officer

Email: [xxxxx](mailto:xxxxxx@gsa.gov) ]

**1.6 Place of Performance**

[Provide name/address of each building]

Additional information on the above location(s), such as hours of operation, average number of visitors, etc. is provided in the PWS.

**1.7 Quotation Due Date**

In order to be considered for award, offers conforming to the requirements of the RFQ must be received at the following email address no later than [xxxxx] local time on the following date and at the following email address:

Date: xx/xx/xxxx

Email Address: xxxxxxx

**2.0 GENERAL INSTRUCTIONS TO CONTRACTORS**

**2.1 General Submission Instructions**

1. Contractors shall submit signed and dated quotes to the office specified in this solicitation at or before the exact time specified in this solicitation. At a minimum, quotes must show -
   1. The solicitation number;
   2. Federal Supply Schedule Contract Number and expiration date;
   3. Offeror’s DUNS number;
   4. The name, address, telephone and e-mail address of the Contractor;
   5. Socio-Economic status (e.g., Service Disabled Veteran Owned Small Business, 8(a) Business, Woman-Owned Small Business, HUBZone Business, Small Disadvantaged Business, Small Business, or Large Business);
2. If the Contractor objects to any of the terms and conditions contained in this solicitation, the Contractor shall state in its quote, "The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:" [Contractor shall list exception(s) and rationale for the exception(s)]. It is the sole responsibility of the contractor to identify in their quote any exceptions to the terms and conditions of the solicitation. If the contractor does not include such a statement, the submission of a quotation in response to this solicitation will be regarded as the Contractor's acceptance of the Government's terms and conditions for inclusion into the resultant task order.
3. Quotes submitted must be valid for a period of ninety (90) calendar days.

**2.2 Submission of Quote Package**

The RFQ response package is due by the date and time established in Section 1.7, Quotation Due Date, and shall consist of two (2) volumes (separate files). The Volumes are: Volume I – Technical Quote and Volume II – Price Quote. Quote Packages shall be formatted so as to be printable on non-reduced 8-1/2” x 11” pages using font size 12 with 1” margins on all four sides. Any forms and charts shall be clearly labeled and referenced and are not subject to the font size limitation.  
  
The RFQ response package shall be organized as follows:

1. Volume I - Technical Quote
2. Prior Experience
   1. The contractor shall submit a detailed descriptive listing of **no more than** **three (3) projects** performed **within the past five (5) years** that are similar in nature to the one described in this solicitation.  For Contractor Team Arrangements (CTA), joint ventures, or any major subcontractor arrangements, the teaming agreement between both parties should be submitted detailing ownership stakes, roles and responsibilities.  Projects may be submitted for the CTA/joint venture as an entity or for an individual member of the CTA/joint venture.
   2. “Similar” is defined as projects comparable in terms of such factors as duration, dollar value, types of services performed or level of Contractor responsibility and authority. The detailed description submitted for each project should include, at a minimum, the following information:
      1. Contract number
      2. Estimated annual dollar value of contract
      3. Description of services (including location) provided and the offeror’s level of responsibility and authority on the project.
      4. List of subcontracted services and subcontractors used, along with estimated annual cost of each subcontracted service.
      5. Type of contract (e.g. cost reimbursable, incentive fee, award fee, time and materials, fixed price, etc.).
      6. Date of contract start and completion, including options.
      7. Name, title, address, phone number, and email of customer contact.  It is incumbent on the offeror to ensure the customer information is current and accurate.
3. Technical and Management Approach
   1. The contractor shall provide a Technical and Management Approach clearly demonstrating how the requirements of the PWS will be met. This section shall address: transition-in, staffing, training, safety/security protocols, and quality assurance procedures.
4. Volume II - Price Quote
5. Pricing Information

* Signed Standard Form 1449, including acknowledgement of any amendments
  + Information required in Section 2.1 of this RFQ
  + Fully completed Price Quote for all requested Contract Line Items. The quote should clearly identify the proposed labor rates, as well as confirmation that the rates proposed are at or below the established rates contained in the corresponding GSA/VA schedule.
  + If one or more labor categories on the Pricing Sheet differs from the offeror’s GSA/VA Schedule labor categories, provide a “crosswalk” which maps the suggested labor categories in the Pricing Sheet to the corresponding proposed labor categories from the offeror’s GSA/VA Schedule contract.

2. Schedule Contract Information: The quote shall clearly indicate the Federal Supply Schedule Contract Number containing the SIN(s) being quoted. \*\*\*If including T&M Order Level Material CLIN, include the following statement:\*\*\*Note that Contractors’ schedules must contain the Order Level Materials SIN in order to respond to the OLM CLIN.

3. Department of Labor wage determinations

* + Services under this solicitation are covered by the Service Contract Labor Standards. Applicable areawide prevailing wage determinations shall be drawn from the Schedule contract.

Offerors  are advised that the entire quote package submission, inclusive of all attachments, shall not exceed 20MB. It is recommended the offeror submit their quote to the Contracting Officer with a read receipt request.

Notwithstanding any other statement within the solicitation, there is a size limitation of **ten (10) pages** for the Technical Quote submission. This limitation is inclusive of any charts, tables, pictures, and diagrams. Pages that exceed the required page limitations will not be evaluated.

**3.0 EVALUATION FACTORS**

A single task order award will be established with the responsible contractor whose quote conforms to the requirements outlined in this RFQ and is most advantageous to the Government based on the best value determination. The Contracting Officer will determine best value to the Government based on evaluation of price with non-price factors considered. The combined weight of the non-price factors is more important than price.

The technical evaluation factors, listed in descending order of importance, are as follows:

* Prior Experience: the Government will evaluate the extent to which the Contractor’s previous experience with projects of a similar size, scope and complexity demonstrate its capability to successfully perform the requirements of this task order.  Prior experience working together in a CTA/joint venture minimizes risk to the Federal Government and will therefore be evaluated more favorably than a CTA/joint venture whose experience projects did not involve the CTA members working together.
* Technical and Management Approach - the Government will evaluate the degree to which the technical and management approach demonstrates a thorough understanding of the requirements and provides a viable plan and means for successful completion, including transition-in, staffing, training, safety/security protocols, and quality assurance procedures.

The Contractor’s GSA schedule must contain line items for all services/labor categories to be furnished under the resulting task order. The Price Quote must not propose prices that exceed the contractor’s current GSA Schedule contract prices. Contractors are strongly encouraged to offer discounts from their awarded Schedule contract prices in the submission of offer for this potential task order.

\*\*Include the following statement if TO has options\*\*\*The solicitation will require offerors’ quotations to price options which will be included in the overall evaluation of offers for award in accordance with FAR Subpart 17.2.

\*\*Include the following paragraph if FFP\*\*\* The offeror must submit firm-fixed prices and extended prices (i.e. Unit Price x Estimated Quantity) for every line item listed under each performance period in the attached pricing spreadsheet. The offeror must also provide a Total Evaluated Price for the overall performance period.  All prices quoted should be inclusive of all labor, materials and equipment to successfully perform the services identified.

\*\*Include the following paragraph if T&M/LH\*\*\* The offeror must submit fully burdened labor rates for every line item listed under each performance period in the attached pricing spreadsheet. The ceiling price for this task order is [insert ceiling price or ceiling calculation method]. The Government will not be liable for any costs exceeding the task order’s ceiling price.

Only those quotations that fully meet all submission and eligibility requirements as outlined in the RFQ will be considered responsive. Non-responsive offerors may be eliminated from consideration for award.

The Government intends to award a task order without further communicating with contractors. Consequently, contractors are highly encouraged to quote their best technical and pricing quotes in their initial submissions. However, the Government reserves the right to communicate and/or conduct exchanges with any or all contractors submitting a technical and price quote, if it is determined advantageous to the Government to do so. This statement is not to be construed to mean that the Government is obligated to communicate with every Contractor (note that FAR Part 15 procedures do not apply to FSS orders, therefore formal discussions are not applicable). A contractor may be eliminated from consideration without further communication if its technical and/or pricing quotes are not among those contractors considered most advantageous to the Government based on a best value determination.

**4.0 RFQ PROVISIONS**

The terms and conditions of the Awardee’s Federal Supply Schedule Contract shall apply to this RFQ and resultant task order. In addition, the following provisions are hereby incorporated into the solicitation:

**FAR 52.217-5, EVALUATION OF OPTIONS (JUL 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement.  This includes FAR 52.217-8, Option to Extend Services. Evaluation of FAR 52.217-8 will be accomplished by using the prices offered for the last 6 months of the last option period to determine the price for a 6-month option period, which will be added to the base and other option years to arrive at the total price. Evaluation of options will not obligate the Government to exercise the option(s).

**FAR 52.233-2, SERVICE OF PROTEST (AUG 1996)**

(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 General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from: General Services Administration, (*Insert Address)*. (Attn: *Insert Name of Contracting Officer)*.

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

**5.0 ATTACHMENTS - The below attachments will be incorporated into the resultant task order.**

Attachment 1 Task order Terms and Conditions

Attachment 2 Applicable Wage Determinations

Attachment 3 Standard Form 1449 (see separate attachment)

Attachment 4 Performance Work Statement (see separate attachment)

**ATTACHMENT 1: FAR/GSAR CLAUSES**

\*\*Note: should be tailored to include any Agency-specific provisions/clauses\*\*

The terms and conditions of the Awardee’s Federal Supply Schedule Contract shall apply to the awarded task order. In addition, the following clauses are hereby incorporated into the solicitation and the resultant task order.

**FAR 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 Contractorwithin 30 days of contract expiration**.**

**FAR 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 contract expiration; 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 [XXXX] years.

#### 52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 2014)

#### In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of [5 U.S.C.5341](http://uscode.house.gov/browse.xhtml;jsessionid=114A3287C7B3359E597506A31FC855B3) or [5 332](http://uscode.house.gov/browse.xhtml;jsessionid=114A3287C7B3359E597506A31FC855B3).

This Statement is for Information Only: It is not a Wage Determination

|  |  |
| --- | --- |
| Employee Class | Monetary Wage-Fringe Benefits |
| 12100 MEDICAL ASSISTANT | GS-04 |

(End of clause)

**GSAR 552.217-71,  NOTICE REGARDING OPTION(S) (NOV 1992)**

The General Services Administration (GSA) has included an option to purchase additional quantities of supplies or services and to extend the term of this contract in order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful offeror that performs at a level which meets or exceeds GSA's quality performance expectations as communicated to the Contractor, in writing, by the Contracting Officer or designated representative.  When deciding whether to exercise the option, the Contracting Officer will consider the quality of the Contractor's past performance under this contract in accordance with 48 CFR 517.207.

**GSAR 552.204-9, PERSONAL IDENTITY VERIFICATION REQUIREMENTS (OCT 2012)**

(a) The contractor shall comply with GSA personal identity verification requirements, identified at http://www.gsa.gov/hspd12, if contractor employees require access to GSA controlled facilities or information systems to perform contract requirements.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have access to a GSA-controlled facility or access to a GSA-controlled information system.

**GSAR 552.237-71, QUALIFICATIONS OF EMPLOYEES (MAY 1989)**

(a) The contracting officer or a designated representative may require the Contractor to remove any employee(s) from GSA controlled buildings or other real property should it be determined that the individual(s) is either unsuitable for security reasons or otherwise unfit to work on GSA controlled property.

(b) The Contractor shall fill out and cause all of its employees performing work on the contract work to fill out, for submission to the Government, such forms as may be necessary for security or other reasons. Upon request of the Contracting Officer, the Contractor and its employees shall be fingerprinted.

(c) Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or, who presents other evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

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**ATTACHMENT 2 – APPLICABLE WAGE DETERMINATIONS**

Note Regarding Service Contract Labor Standards Wage Determination:

The prevailing rates of the Service Contract Labor Standards Wage Determination (WD) currently incorporated into the GSA Schedule contract apply.

For reference, the applicable prevailing WD(s) incorporated into the GSA Schedule contract for the geographic location of this task order are as follows:

**<<Note to CO: Insert WDs - ONLY list WDs currently incorporated into the GSA Schedule contract.>>**

* WD1
* WD2