



**U.S. Customs and
Border Protection**

August 4, 2005

(Company address via e-mail)

Subject: Request for Quotation (RFQ) #HSBP-05-007 for "Program
Management Support for Modernization Program"

U.S. Customs and Border Protection (CBP) is conducting a solicitation for Program Management Support for the Modernization Program in accordance with the Federal Acquisition Regulation (FAR) Part 8.4. Your company is invited to participate in this GSA Schedule solicitation process under our Request for Quotation (RFQ) #HSBP-05-007. The purpose of this letter is to highlight several provisions and key points concerning this RFQ and forward instructions for the RFQ.

This acquisition will be issued as a Blanket Purchasing Agreement (BPA) subject to the terms and conditions of your current GSA Management, Organizational and Business Improvement Services (MOBIS) Schedule or MOBIS Special Item Numbers (SINs) under the GSA Corporate Schedule. The BPA period of performance will be for one year from the date of award with four additional one-year option periods. Your company must certify in the cover letter that if the BPA extends beyond the current term of your MOBIS GSA Schedule, or MOBIS SINs under the GSA Corporate Schedule, that there are option periods in your MOBIS GSA Schedule, or MOBIS SINs under the GSA Corporate Schedule contract, that, if exercised, will cover the BPA's period of performance if all BPA option periods were exercised.

Instructions for this Request for Quotation #HSBP-05-007 are attached. CBP will conduct a best value evaluation of each company's submission in response to this RFQ on the basis of non-price and price factors. See the attached instructions for the factors and their relative importance. You are required to arrange for the submission of Past Performance information from three (3) references.

The government intends to make only one BPA award. CBP reserves the right to make an award without discussions. CBP reserves the right to make multiple awards.

The Government does not guarantee any task orders will be issued against this BPA. CBP reserves the right to obtain services from other than the BPA Holder.

The Government is obligated only to the extent of purchases authorized by Task Orders issued by the Contracting Officer under the BPA.

Questions regarding this RFQ must be submitted prior to 1:00 PM, Friday, August 12, 2005 by e-mail to (b) (6).

Upon receipt of this letter, provide primary and alternate points of contact by e-mail to (b) (6). This shall consist of names, company title, address, telephone and fax numbers and their e-mail address.

Please provide a courtesy e-mail if your company decides not to participate.

If you have any questions, please call me at (b) (6).

André S. Aslen
Contracting Officer
Office of Procurement
U.S. Customs and Border Protection
Department of Homeland Security
National Place Building, North Tower, Suite 1310
1331 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Attachments: Request for Quotation #HSBP-05-007 Instructions
BPA with Statement of Work (BPA SOW) and Attachments
Task Order #1 Statement of Work (Task SOW)
Task Order #1 Level of Effort estimate
and labor category descriptions
Past Performance Evaluation of Contract Form
Oral Presentation/Interview Agenda
Price Template

Program Management Support for Modernization Program**RFQ #HSBP-05-007
INSTRUCTIONS****1. GENERAL**

The Request for Quotations (RFQ) is issued as a limited competition among contractors using their GSA Management, Organizational and Business Improvement Services (MOBIS) Schedule contracts or MOBIS Special Item Numbers (SINs) under the GSA Corporate Schedule contracts. This is a FAR Subpart 8.4 acquisition.

The proposed BPA and its Statement of Work (SOW) are attached. The Statement of Work for Task Order #1 is also attached. The government intends to issue task order #1 immediately following award of the BPA.

The Government does not guarantee any task orders will be issued against this BPA. CBP reserves the right to obtain services from other than the BPA Holder. The Government is obligated only to the extent of purchases authorized by Task Orders issued by the Contracting Officer under the BPA.

2. REQUIREMENTS**A. Letter**

The following are to be delivered by 1:00 PM, Monday, August 29, 2005 to the Contracting Officer at the address noted in the signature information block of the RFQ cover letter. For hand deliveries, request a copy of the time-stamped cover letter as your receipt.

1. A less than two page transmittal letter to the Contracting Officer, signed by a senior executive of the company, indicating the company's participation in the RFQ and its commitment to the success of the company's support if it is awarded the BPA.
2. Indicate if there are any exceptions taken with respect to the terms and conditions of the BPA in the cover letter. If none, so state.
3. Include the company's DUNS number in the cover letter.
4. Attach to the cover letter a copy of the company's current GSA Management, Organizational and Business Improvement Services (MOBIS) Schedule or MOBIS Special Item Numbers (SINs) under the GSA Corporate Schedule to include labor category descriptions and labor category rates.

5. Certify in the cover letter that if the BPA extends beyond the current term of your MOBIS GSA Schedule, or MOBIS SINs under the GSA Corporate Schedule, that there are option periods in your MOBIS GSA Schedule contract, or MOBIS SINs under the GSA Corporate Schedule, that, if exercised, will cover the BPA's period of performance if all BPA option periods were exercised.

6. Each company is requested to consider offering a discount percentage for each year of the BPA. The offered discount is to be specified in the letter as a percentage for each BPA year. The discount for each year will be applicable to all company GSA MOBIS Schedule, or MOBIS SINs under the GSA Corporate Schedule, labor category rates during that year. Indicate if no discount is offered.

7. Attach to the cover letter the submissions requested below for: Corporate Experience; Staffing and Key Personnel Resumes; Transition Plan; and, Price.

8. Names and positions of company personnel who will attend Oral Presentation/Interview.

B. Corporate Experience and Qualifications

Submit a summary of previous corporate experience and qualifications (including the experience of any subcontractors or key individuals) in related work over the last ten (10) years as it directly relates to the BPA SOW and the Task Order #1 SOW. This summary is not to exceed seven (7) pages in length. The information provided shall be specific and relevant, providing a straightforward, concise delineation of corporate experience and qualifications to satisfy this requirement.

C. Staffing and Key Personnel:

Submit a brief description of how the company would staff the work effort, select personnel to pass security clearance processing, provide for staff retention, provide training to keep its staff current with technology relevant to the Modernization Program and provide backup support for each function. This description is not to exceed three (3) pages.

Provide resumes for nine (9) expert key personnel positions named in the BPA, Section 23. Each key personnel resume will not exceed two pages in length. Relevant expertise will be current within the last ten years. For each person whose resume is submitted, provide a letter signed by the person and a senior company official who would be responsible for the management of the effort, that the person will be assigned to this BPA, if awarded to the company. For each person whose resume is submitted and who is not a current employee of the company, also submit a contingent hire letter, signed by the person and a senior company official who would be responsible for the management of the effort.

Provide a worksheet that mirrors the price quote but only provides the columns containing: 1) the GSA MOBIS Schedule, or MOBIS SINs under the GSA Corporate Schedule, labor categories; 2) the total hours for each labor category; and 3) the total hours for all labor categories provided at the bottom of the hours column. No price information is to be provided with this worksheet.

D. Transition Plan

Submit a transition plan to describe the procedures to transition program management support and full operating knowledge of the Modernization Program from the incumbent to your company. This plan is not to exceed two (2) pages in length. For your information, the Government intends to award task order #1 immediately after issuance of the BPA to begin transition of the program management functions. A three (3) month transition period may be awarded to the incumbent contractor prior to the award of this BPA for the incumbent to continue to perform during the transition period.

E. Price:

The Task Order #1 Statement of Work (Task SOW) will be used as the basis for the price submission. Your company is encouraged to provide its own solution for Modernization Program support based on the Task SOW. In order to help you understand the size of this effort, the government's estimate of the level of effort to perform this Task SOW and brief labor category descriptions are attached.

A template guide is attached for the pricing submission. Assume that the base year of the BPA will be effective September 1, 2005, that the Task SOW period of performance will be September 1, 2005 through August 31, 2006 and that the task order is a Fixed Price Performance Award type of task order. The labor categories and GSA Schedule pricing are to correspond to the appropriate period of the current GSA MOBIS Schedule, or MOBIS SINs under the GSA Corporate Schedule. Since the Task SOW is for a one-year period, additional columns are provided to split the labor category level of effort in line with the company's GSA Schedule year.

As noted above in item 2.A.6 above, each company is requested to consider a discount percentage for each BPA one-year period of performance. This percentage would apply for all labor category rates during the respective year of the BPA.

Other Direct Costs (ODCs) are not to be included in this quote. For information purposes, the government anticipates separating ODCs from the Fixed Price Performance Award labor. ODCs are expected to be limited to travel only and will be reimbursable at cost.

F. Submission Format

Submissions shall conform to the following requirements and standards:

1. An original and three (3) copies bound in three-ring binders not greater than 1" thick.
2. Submissions shall conform to the page limits given. Pages beyond the limit will not be evaluated. Cover, section title and table of contents pages shall not count in page limits.
3. All text material shall be in not less than 12-point font.
4. All submissions shall be submitted on 8½x11-inch paper. A page shall be considered a printed side of a sheet of paper. No foldout pages are allowed.
5. No cost or pricing data shall be submitted in non-price submissions or in the oral presentation/interview.

3. PAST PERFORMANCE

For Past Performance, you shall submit 3 references from the past 5 years for the same/similar work as described in the BPA SOW and Task Order #1 SOW.

A "Past Performance Evaluation of Contract" form is attached. The company shall complete the initial part of the form for each of three (3) contracts/tasks performed that demonstrate their ability to provide a high quality of support in an environment of similar complexity, depth and scope as set forth in the BPA SOW and Task Order #1 SOW. Not more than one (1) of the three past performance evaluation forms may be provided for a company's proposed subcontractor(s).

The Government may use past performance information obtained from other than the sources identified by the company. References listed by the company may/may not be contacted by the Government. The company shall provide verified telephone numbers for the references and shall ensure that the references are still current and available.

After completing the company's part of the form, the company is to provide the form to the named reference for completion. The forms may be returned by facsimile or expedited delivery from the reference, not from the company.

If the forms are returned by facsimile, the fax machine number is 202-344-7093 or 1812. Please call (b) (6) if automatic confirmation is not available to the sender.

If the forms are returned by expedited means (e.g., FEDEX, USPS Express Mail, etc.), the address for receipt of the completed forms is:

U.S. Customs and Border Protection
Office of Procurement
National Place Building, North Tower, Suite 1310
1331 Pennsylvania Avenue
Washington, D.C. 20004
Attn: André S. Aslen
RFQ #HSBP-05-007

Regardless of the method of forwarding the forms, the closing date for receipt of completed Past Performance forms is not later than 1:00 PM, Thursday, August 25, 2005.

In the case of a company without a record of relevant past performance information or for whom information on past performance is not available, the company shall not be evaluated favorably or unfavorably on past performance.

4. ORAL PRESENTATION/INTERVIEW

The company shall make an oral presentation/interview that addresses their capabilities/approach and demonstrates the company's ability to perform the Government's requirements in the BPA Statement of Work and the Task Order #1 Statement of Work. A question and answer session with one or more scenarios will be used during the interview process to provide the Government with an understanding of the company's ability to meet the Government's requirements. Please see the attached agenda for the Oral Presentation/Interview.

The Contracting Officer will provide at least a 24-hour notification to each company of the time and location of its oral presentation/interview. The government plans to conduct the oral presentation/interview at a facility within the Washington D.C. metropolitan area not earlier than August 31, 2005. The Government reserves the right to reschedule any company's oral presentation/interview.

Upon arrival at the oral presentation/interview, the company will provide the contracting officer with four (4) copies of the company's presentation. If the time constraint becomes an issue, any pages not substantially covered during the presentation will be excluded from consideration by the evaluators.

During the oral presentation/interview, which is planned not to exceed two and one-half (2 ½) hours, company representatives shall do the segments outlined in

the attached Agenda for Oral Presentation/Interview. Time limits are by segment and enforced by the contracting officer. Time management within each segment is the responsibility of the company. Time remaining in one segment is not available for another segment.

5. BEST VALUE EVALUATION CRITERIA

The evaluation factors are divided into two categories: Non-Price and Price. The non-price factors are significantly more important than price. The weighted value of each non-price factor is as follows:

Oral Presentation/Interview:	40%
Corporate Experience and Qualifications	25%
Staffing and Key Personnel	20%
Past Performance	10%
Transition Plan	<u>5%</u>
Total	100%

A. Non-Price – In general, this category focuses on a mix of the company's technical capabilities and managerial approach. The non-price factors will be rated numerically. The substantive submission requirements to facilitate an evaluation based on these factors are contained in paragraphs 2 through 4 of these instructions.

1. Oral Presentation/Interview - The Government evaluators will rate each company on their confidence level that the company being rated will:

- Perform expert, timely and accurate program management service, advice, assessments, and tracking in a variety of program areas
- Provide expert financial management support
- Provide expert acquisition management support
- Provide expert support for internal and external reporting and program oversight requirements
- Develop, implement, and maintain program documents, plans, and performance measures
- Develop and maintain databases, tracking, and reporting systems
- Prepare and Support Templates, Models, Guides and Training
- Support unspecified program management tasks.

2. Corporate Experience and Qualifications - The Government evaluators will rate each company on the demonstrated relevance and scope of their

experience and qualifications to:

- Perform expert, timely and accurate program management service, advice, assessments, and tracking in a variety of program areas
- Provide expert financial management support
- Provide expert acquisition management support
- Provide expert support for internal and external reporting and program oversight requirements
- Develop, implement, and maintain program documents, plans, and performance measures
- Develop and maintain databases, tracking, and reporting systems
- Prepare and Support Templates, Models, Guides and Training
- Support unspecified program management tasks.

3. Staffing and Key Personnel - The Government evaluators will rate each company on their confidence level that the company being rated will:

- provide expert quality key personnel
- adequately staff the work effort
- select personnel to pass security clearance processing
- retain the staff assigned to the work effort
- provide training to keep its staff current with technology relevant to the Modernization Program
- provide backup support for each function.

4. Past Performance - The past performance references will be requested to complete the questionnaire containing questions on items listed in the prior factors and regarding contract management. The Government evaluators will review the input from the past performance references and rate each company on their performance history with respect to the likelihood that past performance will be an indicator of future performance.

In the case of a participant without a record of relevant past performance or for whom information on past performance is not available, the participant will not be evaluated favorably or unfavorably on past performance.

5. Transition Plan – The Government will rate each company on the quality and capability to undertake the successful transition within a 3-month period from the time of BPA and Task Order #1 award.

B. Price – Price will be evaluated based on the total price for Task Order #1. The price proposal will be evaluated for price reasonableness by comparing the proposed total price to that of other quoters. Price will be verified against each company's GSA MOBIS Schedule rates or MOBIS SINS under the GSA Corporate Schedule. The price quote will be reviewed to determine if discounts are offered and the discount price calculations will be reviewed for accuracy.

6. SOURCE SELECTION DECISION

The Government will determine the best value award of this BPA on the basis of the non-price and price factors described above. Although the non-price factors are significantly more important than price in this process, price should not be ignored. The degree of its importance will increase with the degree of equality of the non-price factors among the companies or decrease when the price is so high as to diminish the qualitative superiority of the non-price factors to the Government. In the event that the companies are considered essentially equal in overall rating in the non-price factors, price may become the deciding factor.

The company with the best combination of:

- 1) Non-price rating (which is significantly more important than price); and
 - 2) total price for the Task Order #1 per the RFQ,
- will be considered the best value.

End of RFQ #HSBP-05-007 Instructions