

**FROM:** 12th Contracting Squadron  
395 B Street West Suite 2  
Randolph AFB TX 78150-4525

**TO:**

**SUBJECT:** REQUEST FOR PROPOSAL (RFP)

1. This RFP is issued in accordance with the terms and conditions contained in your NETCENTS contract. This request includes both instructions to offerors and the evaluation criteria. In order to ensure terms, conditions and/or requirements unique to DoD, the Air Force or Randolph AFB, TX are incorporated into the order, strict compliance to the instructions contained herein are important.

**2. INSTRUCTION TO OFFERORS.**

a. The following instructions that contain an "X" in the block apply.

A Firm Fixed Price Order is requested.

Award for this instant acquisition will be limited to schedule contractors who are small business.

b. A single award will be made as a result of the RFP. Multiple awards and late responses will not be considered. Responses will not exceed 15 pages. Responses exceeding 15 pages will not be considered for award. Award will be made based on initial responses. Responses to this RFP shall include a technical proposal, to include labor categories, labor mix, and proposed number of hours per labor category, if applicable.

c. The government reserves the right to enter into an exchange with a contractor for the purpose of clarifications in this response to the RFP. In the event that the other factors (past performance and technical) do not result in a differentiation between proposals, and all offerors are determined to be clearly capable of performing, considering both past performance and technical evaluation, price competition will be used to determine the contractor that offers the best value to the government. Incomplete responses will not be considered for award. It is each offeror's responsibility to ensure all data is complete and accurately transmitted. The government assumes no responsibility for incomplete or inaccurate transmissions. Incomplete or inaccurate proposals may result in the rejection of said proposal.

d. There may be instances where the Contracting Officer must incorporate into the resultant order contract clauses or provisions in order to be compliant with any applicable DoD-unique statutes, regulations, directives, and other requirements. As prescribed in FAR 22.1006(e)(1), FAR 52.222-48 is incorporated into the RFP:

**Exemption from Application of Service Contract Act Provisions for Contracts for Maintenance, Calibration, and/or Repair of Certain Information Technology, Scientific and Medical and/or Office and Business Equipment -- Contractor Certification (Aug. 1996)**

(a) The following certification shall be checked:

**Certification**

The offeror certifies\_\_ does not certify\_\_ that --

(1) The items of equipment to be serviced under this contract are commercial items, which are used regularly for other than Government purposes, and are sold or traded by the Contractor in substantial quantities to the general public in the course of normal business operations;

(2) The contract services are furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, and/or repair of certain information technology,

scientific and medical and/or office and business equipment. An “established catalog price” is a price (including discount price) recorded in a catalog, price list, schedule, or other verifiable and established record that is regularly maintained by the manufacturer or the Contractor and is either published or otherwise available for inspection by customers. An “established market price” is a current price, established in the course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated by data from sources independent of the manufacturer or Contractor; and

(3) The Contractor utilizes the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the Contractor uses for equivalent employees servicing the same equipment of commercial customers.

(b) If a negative certification is made and a Service Contract Act wage determination is not attached to the solicitation, the Contractor shall notify the Contracting Officer as soon as possible.

(c) Failure to execute the certification in paragraph (a) of this clause or to contact the Contracting Officer as required in paragraph (b) of this clause may render the bid or offer nonresponsive.

(End of Clause)

e. The offeror is required to have three (3) clients complete and submit the attached Questionnaire to be used for past performance evaluation. Clients must have had a contract with the offeror within the past (3) years that was similar in scope and relevancy and which demonstrated the same skills and technical qualifications as stated in this RFQ. Questionnaires will be submitted to the 12<sup>th</sup> Contracting Squadron, address above, no later than 10:00A.M., Central time, Date 17 Mar 05. Failure to submit past performance information may render your proposal incomplete and result in rejection.

f. Offeror must provide their method of billing, i.e., if separate billing will be submitted after each piece of equipment is received; if billing will be submitted after each individual service is provided, if separate billing will be submitted after all service provided, etc. The method of billing will assist in structuring the CLINs upon contract award and potentially expedite payment.

g. Your response to this RFP is due by: 17 Mar 05, 10:00 A.M. CST.

**3. EVALUATION CRITERIA.**

a. The resultant single award shall be placed with the offeror that represents the best value to the government. A response may be considered ineligible for award solely based on the lack of one or more of the evaluation criteria listed below. If a contractor is found to be technically unacceptable, a further evaluation will not be performed

b. The following factors listed below shall be used to evaluate the responses.

Factor One (1) has a greater weight than Factor Two (2). Factor Two (2) has a greater weight than Factor Three (3). The factors are listed in descending order of importance. This may result in an award to a higher priced offeror.

**(1) Past Performance:**

To support past performance, provide information on awards similar in scope and relevancy, demonstrating the same skills and technical qualifications as required by this RFP. In addition to the skill and technical qualifications, include the contract numbers (s), contract type (i.e., fixed price, time and material, etc.), including whether government or commercial, award date, completion date, and dollar amount. In addition, provide the contracting agency (or company to include subcontractors, if commercial), a point of contact, an address, and the telephone number.

**(2) Conformance to the Statement of Work (SOW)/Statement of Need (SON) (Technical Proposal)/Performance Work Statement (PWS)**

The technical proposal shall demonstrate the ability to provide the products and services as described in the attached list that provides the best value to the government. Labor descriptions for any labor categories proposed shall be provided. Technical proposals shall demonstrate mission capability, understanding contract requirements, work force, and program management. It shall also include a Project Plan for performing the services. A copy of your proposed Quality Assurance Plan shall also be included in your response.

**(3) Price (Price Proposal)**

The firm fixed price shall be based on the rates, including any volume or spot discounts. Since award will be based on initial responses, you are encouraged to offer your most advantageous pricing in the initial response. Travel will be addressed as a separate line item if required. When required, travel will be in accordance with the Joint Travel Regulation. The ordering office will make a determination that the total firm fixed price is fair and reasonable based on the factors contained herein.

**SCHEDULE OF SUPPLIES/SERVICES:**

The Contractor shall provide all labor, supervision, transportation, supplies, equipment and other items and services necessary to perform the resultant contract in accordance with the SOW/SON for the following time period:

<b>CONTRACT LINE ITEM NUMBER (CLIN)</b>	<b>DESCRIPTION</b>
<b>0001</b>	<b>XP 12000 AND XP 128 STORAGE AREA NETWORKS (SEE ATTACHED LIST)</b>

**\* Subject to Availability of Funds.**

