ATTACHMENT 2 - RESPONSES to QUESTIONS
RFQ #15A00025Q00000069 (DJA-25-APSD-PR-0035)
Field, Background-Investigative Services

#	QUESTION (Q)	RESPONSE/ANSWER
0	What do I need to submit to be considered for award?	Per the Request for Quotations (RFQ), #**15A00025Q00000069**: 1) A Snapshot of what's required from the offeror is below - Refer to the **"INSTRUCTIONS TO OFFERORS"** ***(always of the most-recent posting per the RFQ, currently Amendment 0001)*** for the details/specifics required. Also, refer to the **"...Questions+Responses"** file/attachment. -**signed** *(digitally/electronically/manually by hand & ink)* **1st page** of the **SF 18** for w/Blocks 13-15 completed; -**signed** *(digitally/electronically/manually by hand & ink)* **1st page** of the **SF30** w/Blocks 8 & 15 completed; -**Fill-Ins** for ATF-50 and the applicable FAR provisions & clauses called out under "*Quotation Requirements* " of said instructions unless the offeror already copmleted & updated such *via* its SAM registration/renewal. -Complete Responses to the **Survey** for **ALL six (6) Factors**, w/possibly two (2) additional files *(unless combined)* for the no-more-than three (3) contracting/purchasing vehicles within the last three (3) years for Factor 1; -**Examples** of the offeror's Qualifications -**Resume**; & -**Interview**, IF offered by ATF. 2) Offerors shall send their quotation-submission package **To** the CO listed on the Notice, Sheray.Millhouse@ATF.gov, & **Cc** SIAdminstration@ATF.gov **by 5:00pm Eastern Time** on **6/15/2030**, since that's the close date of this buy/Notice. As such quotes can be submitted from 'now' until then. Only RFQ **#15A00025Q00000069** should be referenced throughout said package, not 15A00025R00000040 as that solicitation/request for proposal (RFP) was canceled on 6/16/2025. Similarly, the offeror must use the attachments under the Active RFQ *via* SAM.
1	May I email them to you? Or should I send them in the mail? If so, to you or someone else?	See Response to Q0.
2	As I am typing my responses, the font is gradually getting smaller and smaller in the boxes as it generates a new line. So much so, it is impossible to read. Am I doing something wrong? Will is expand when you folks read it? If it is meant to be this way, I will have to type it into Word and paste it because I can no longer read it.	ATF will scroll to read all the offerors have typed when submitted *via e* mail as instructed. To avoid multiple lines within a question, offerors can separate the information using a symbol (*e.g.,* | or -, etc.). Typing in Word is a great approach since the font decreases the more words and lines one has.
3	Are you able to tell me how to locate blocks 13-15 of the solicitation, standard form (SF) 18, and blocks 8 and 15 of the amendment(s), SF 30 so that I can fill in what applies and also where to locate the 1st page of the SF 18 and SF 30(s) so that I can scan and sign?	Pg. 1 of the forms displays the #s for the respective fields (*e.g.,* Block 13 of the SF 18 is for the "NAME AND ADDRESS OF QUOTER," & Block 15 of the SF 30 is for the "NAME AND TITLE OF SIGNER")... Prior to posting an amendment to the request for quotation (RFQ)/solicitation on 6/16/2025, there was no SF 30. However, all files remain under the Attachments *via* SAM.

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4	under instructions to offerors it says complete blocks 8 and 15 of the amendment (s) SF 30. Could you please let me know where I can find SF 30? Also, it instructs offerors to complete the fill-ins for all applicable provisions and clauses for this RFQ, including ATF-50, 52.204-20,52.204-24, 52.204-26, 52.209-12, 52.212-3, 52.223-22 and 52.229-11, but I was unable to locate those documents either.	See Response to Q3. Additionally, per the RFQ, those are **not** forms, rather provisions and clauses (P&Cs) **within** the SF 18 & SF 30. Note: While all but 52.212-1 & 52.212-2 were excluded from printing on the SF 30, the others are still incorporated. And per the RFQ, the full text of the FAR P&Cs can be accessed *via* https://www.acquisition.gov/far/subpart-52.2.
5	In reading the instructions for offerors, Section 4.3, there were instructions for the SF-18, SF-30 and ATF-50 forms, but I could only locate the SF-18. Can you advise where I would locate the other forms? On the fillable form, RFQ-ATT.1, the first section labeled Past Performance Survey 1, appears to be for individuals who have done prior similar contract work. If this is correct, would I mark that as non-applicable since I have not conducted contract work?	See Response to Q3. Additionally, for offerors that don't have similar work, "Not Applicable" or "N/A" in the respective field(s) of "*RFQ-ATT. 1_Survey-Factors 1-6…* " will suffice for Factor 1. Likewise, if something doesn't apply, put "N/A" with an explanation, if necessary.
6	I am a bit confused on what to enter on the Factor 1 section of the ATF 50. For the Organization name, I will put Bureau of Alcohol, Tobacco and Firearms, for Contact Info, my contact information, but I am not sure on the number of the contract, award, or any of the other questions. I have completed the Factors 2-6, I am just confused on Factor 1.	Factor 1 & ATF-50 are separate. The "**INSTRUCTIONS TO OFFERORS**" provide guidance for the P&Cs, Factors, & attachments, etc.
7	If it is required that these forms/certifications (ATF-50, 52.204-20, 52.204-24, 52.204-26, 52.209-12, 52.212-3, 52.223-22 and 52.229-11) are to be included with the proposal packet, please send them to me as i did not see a copy of them with the solicitation.	See Response to Q4 as well as the "**INSTRUCTIONS TO OFFERORS**".
8	Do I just fill out my name in the name and information in section 13 , but not section 8? On the past performance survey- I do not know the information for numbers 8, 9, 10 or 11. Not sure what the Excel question sheet is for.	Refer to the "**INSTRUCTIONS TO OFFERORS**" for guidance on completing the SF 18, SF 30 & Excel file, if necessary. Since said Survey refers to work offerors have done, I wouldn't have that info.
9	Can you confirm the actual due date for responses?	Per the RFQ *via* SAM, quotes are due by 5:00pm Eastern Time on 6/15/20**30**, meaning quotations can be submitted until then.
10	What is the expected start date for services under this BOA?	Since multiple-award BOAs are anticipated under this standing/open RFQ, it depends on when the evaluation is complete. Per the RFQ, the PoP will be 60 months... from the award date.
11	Are proposals being accepted from both individual contractors and registered businesses?	Per the RFQ, the offeror must register via SAM prior to submitting a quotation per FAR 4.1105; and ATF will only accept written/typed responses submitted directly from the individual offeror (person). Nonetheless, to be considered for award, the offeror must follow the "**INSTRUCTIONS TO OFFERORS**" and meet/exceed the stated requirements within the RFQ.

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12	Will ATF accept personnel who already hold active federal background investigations [(BIs)] or clearances?	See Response to Q11. Regardless of a current BI &/or clearances, ATF typically has to conduct its own BI.
13	Does this contract include any exclusivity requirements or restrictions that would prevent awardees from performing background investigative services for other federal or non-federal clients during the term of the BOA?	No
14	What is the anticipated volume of work per awardee? Specifically, is 2,400 points guaranteed, and can you provide an estimate of the expected number of hours or points to be completed each month per awardee?	Per the RFQ, a BOA is an agreement, not a contract; and the 2,400 hours is estimated as such would depend on the # of offerors, locality of work, etc.
15	Can you clarify how and when we'll be paid? Are there payment schedules tied to point completion or monthly invoicing?	Refer to Sections 4.8 & 17.0 of the SOW within the RFQ, as well as Section 3.2 of the RFQ.
16	Will ATF provide training, templates, or standard formats for investigative reports, or are contractors expected to use their own? Additionally, are there specific formatting, content, or submission standards that reports must meet to be considered acceptable?	Refer to Sections 2.5, 4.9, 10.2, 13.0 of the SOW within the RFQ, as well as Section 3.2 of the RFQ.
17	Is there a formal review or quality control process for completed reports of investigation? If so, can you share how feedback is communicated and whether revisions are typically required before acceptance?	Yes, there are reviewers responsible for making sure the submissions meet investigative standards; they typically reach out *via e* mail or phone. Necessary corrections by the contractor/Special Investigator are required before approval of payment.
18	am I required to print those out and fill them in as part of the proposal package?	To recap part of the **"INSTRUCTIONS TO OFFERORS**," the offeror needs not fill-in the FAR P&Cs, provided it has already done so *via* SAM. ATF-50 would be the ONLY one required with the quotation-submission package if such is the case. *(Refer to the Response for Q4 for the full text of FAR's P&Cs.)* IF the offeror doesn't have access to Adobe Professional or other software that can be used to fill-in/edit the fill-in portion of the P&Cs, then the offeror may have to print a physical/hard copy of the P&C 1st, then manually write its responses before scanning & including them with its electronic, quotation-submission package.
19	There were two (2) questions that asked for writing examples. Do they want you to explain the actual writing sample that you've conducted or provide an actual writing sample that you've done in the past?	Per the "**INSTRUCTIONS TO OFFERORS**," ATF will provide the offerors with guidance for the writing-sample requirements during the interview[, if offered based on the stated criteria,] and additional information *via e* mail upon the completion of the interview. The offeror will have three- (3-) business days to provide PSD with the completed, writing sample.
20	I would like to know if it is still open for applications and if so how to proceed with applying.	See Response to Q0 & Q9, respectively.
21	Would ATF consider proposals from highly qualified and federal BI experienced large business suppliers who maintain a nationwide resource footprint?	*(Pending)*
22	The SOW for Field, Background Investigative Services Section 3.0 reads as tailored to individual investigator contractors. Are businesses staffed with employees and a 1099 workforce eligibile for an award?	*(Pending)*

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23	Please clarify the due date for proposal responses. Is the solicitation continuous until 6/15/2030?	See Response to Q9.
24	These positions appear to be in the Washington DC area. Since I am not in that area, are there similar positions that would allow work to be performed elsewhere?	Refer to the RFQ for the Priority Cities.
25	Does ATF have cases to work?	*(Pending)*
26	I cannot find the links to the updated solicitation ending in 69. All of the links relate to the cancelled solicitation. Do I use those links and just put in the updated solicitation number?	When I search the canceled solicitation, 15A00025R00000040, via SAM, it automatically directs me to its replacement, 15A00025Q00000069 (https://sam.gov/opp/2c55a011193b4c8f8409bfafa115926e/view).
27	How do I obtain a SF 1449? Can I send my response to you? Can I send it to you electronically	The SF 1449 was for the canceled RFP & attached *via* SAM. See Response to Q0.
28	[We] work as 1099 Investigators, we have a consulting business together as well. If we wanted to partner with ATF, can we both submit our information under our business that we have together[,] or do you all require that each investigator has their own separate contract?	*(Pending)*
29	I am emailing to see where I would send you the forms and resume for this position.	See Response to Q0.
30	I was hoping you could assist by directing me to the appropriate forms related to the following provisions and clauses: "The offeror shall also complete the fill-ins for all applicable provisions and clauses for this RFQ, including ATF-50, 52.204-20, 52.204-24, 52.204-26, 52.209-12, 52.212-3, 52.223-22, and 52.229-11, and include them with its quotation submission package unless already completed and updated through the System for Award Management (SAM)."	See Response to Q4.
31	I am currently on DRP 2.0 through the end of September 30, 2025 and then be retired. I have an interest in the BI PSC position currently on SAM.gov. Do I qualify as a DRP member to apply during this open announcement ?	*(Pending)*
32	I am not sure about the SURVEY and where do I find that to make sure I have it in my proposal?	Refer to the "Attachments/Links" section of the RFQ *via* SAM.
33	There is an excel spreadsheet that says to answer questions. Do I use that or the survey questionnaire to send in the questions. Also, do I only need to submit the first page of the SF 18 and SF 30? Does that require a hand signature is a electronic signature acceptable?	Per the "**INSTRUCTIONS TO OFFERORS**," the Excel file that's attached to the RFQ Notice *via* SAM is for the offerors to send in questions, if any; & the Survey is for the offerors to respond to ATF's questions & statements for all six (6) Factors. Therefore, ALL questions must be in writing/typed form and sent as instructed - ATF will not receive/address such *via* phone. Also, see Response to Q0.

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34	My question is about Factor 1. It doesn't seem like it applies to me as a retired FBI agent, but I believe it is required. Just looking for clarification on the type of information you are requesting in Factor 1. Thank you.	See Response to Q5. Also, refer to the "**INSTRUCTIONS TO OFFERORS**" for information to complete the quotation-submission package.