SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.

1. REQUISITION NUMBER

2. CONTRACT NUMBER	3.AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
			140D0426Q0646	07/07/2026

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER *(No collect calls)*	8. OFFER DUE DATE/ LOCAL TIME
	Lilian Huyen	7039643600	07/23/2026 1700 ED

9. ISSUED BY CODE D11

Interior Business Center, AQD
Acquisition Services Directorate
381 Elden Street
Suite 2000A
Herndon VA 20170

10. THIS ACQUISITION IS ☐ UNRESTRICTED OR ☒ SET ASIDE: 100.00 % FOR:

- ☒ SMALL BUSINESS
- ☐ HUBZONE SMALL BUSINESS
- ☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)
- ☐ WOMEN-OWNED SMALL BUSINESS (WOSB)
- ☐ ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)
- ☐ 8(A)

NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 531120

SIZE STANDARD: $34

11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☒ REQUEST FOR QUOTE (RFQ) ☐ INVITATION FOR BID (IFB) ☐ REQUEST FOR PROPOSAL (RFP)

15. DELIVER TO CODE
See Schedule

16. ADMINISTERED BY CODE D11
See Schedule

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE

TELEPHONE NUMBER

18a. PAYMENT WILL BE MADE BY CODE

☐ 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 ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	ADMINISTERED BY: Interior Business Center, AQD Acquisition Services Directorate 381 Elden Street Suite 2000A Herndon VA 20170 USA Continued... *(Use Reverse and/or Attach Additional Sheets as Necessary)*				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT *(For Government Use Only)*

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 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

☐ 29. AWARD OF CONTRACT: REFERENCE _____ 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 *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)*	31c. DATE SIGNED
		Christina Lene	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	This Request for Quotation (RFQ) is issued to procure conference facilities, meeting space, audiovisual support, internet services, event management support, security services, and related conference support necessary to conduct the National U.S. Wildland Fire Service Wellbeing Summit. This acquisition is being conducted as a competitive procurement and is set aside exclusively for eligible small business concerns. Award will be made in accordance with the terms and conditions of this RFQ and applicable federal acquisition regulations.				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE 32g. EMAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER ☐ PARTIAL ☐ FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL	37. CHECK NUMBER

STOCK RECORD (S/R)		40. PAID BY
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE RECEIVED *(MM/DD/YYYY)*	42d. TOTAL CONTAINERS

SECTION 1 – INTRODUCTION

The Department of the Interior (DOI) Interior Business Center (IBC) Acquisition Services Directorate (AQD) is issuing this Request for Quotation (RFQ) 140D0426Q0646 on behalf of the U.S. Wildland Fire Service (USWFS), Office of Wildland Fire (OWF). This competitive RFQ solicits conference facilities, meeting space, audiovisual support, internet services, event management support, security services, and related conference support necessary to conduct the National U.S. Wildland Fire Service Wellbeing Summit.

This solicitation for commercial services is issued in accordance with the Revolutionary Federal Acquisition Regulation Overhaul (RFO) Part 12 - Acquisition of Commercial Products and Commercial Services.

This RFQ is conducted as a 100% Total Small Business Set-Aside under RFO Part 12 for certain commercial items, with the following classification:

- **NAICS Code:** 531120 – Lessors of Nonresidential Buildings (Size Standard: $34M)
- **PSC:** X1AB – Lease/Rental of Conference Space and Facilities

The Government anticipates awarding a Firm-Fixed-Price (FFP) Purchase Order as a result of this RFQ. The Government reserves the right to make no award from this solicitation.

SECTION 2 – STATEMENT OF WORK

NATIONAL U.S. WILDLAND FIRE SERVICE WELLBEING SUMMIT CONFERENCE FACILITIES, EVENT SUPPORT, AND RELATED SERVICES JANUARY 12–14, 2027

1. PURPOSE

The health and wellbeing of our wildland fire personnel is top priority for the U.S. Wildland Fire Service (USWFS) and the U.S. Forest Service. Work is ongoing to develop and support targeted strategies to address key health and safety issues such as mental health and wellness, cancer awareness and prevention and exposure mitigations including wildland fire respiratory protection. Critical to these ongoing development efforts is the need to routinely connect with leaders, experts and stakeholders including field going firefighters to learn from best practices, minimize duplication of efforts, leverage resources and strategically plan on the best next steps. The USWFS aims to provide and host this opportunity through convening a national wildland firefighter health and wellbeing summit. Approximately 300 attendees will be invited to converge and focus on the stated objectives.

The summit will support both in-person and virtual participation and may include keynote presentations, panel discussions, facilitated workshops, strategic planning sessions, collaborative working groups, and networking opportunities.

2. SCOPE OF WORK

The successful Contractor shall provide facilities, equipment, supplies, management, adequate meeting space and all supportive services necessary for a fully functional 2.5 day summit venue.

Services shall include meeting space, breakout rooms, room setup and teardown, audiovisual support, internet services, event management support, facility security, and catering services.

The Contractor shall provide all facilities and services necessary to support conference operations without disruption throughout the period of performance.

The Contractor shall designate a primary point of contact authorized to coordinate venue operations, logistics, scheduling, and support services with Government representatives.

Services shall also include registration support space, event operations space, directional signage, housekeeping services, room refreshes, technical support, and facility coordination necessary to support conference operations.

The Contractor shall provide conference facilities capable of supporting approximately 300 attendees and all associated meeting, networking, audiovisual, technology, and logistical requirements necessary to execute a three-day hybrid conference.

The venue shall be located within the Boise, Idaho metropolitan area and within 15 miles of the National Interagency Fire Center with reasonable proximity to lodging accommodations, dining establishments, and transportation services capable of supporting conference attendees.

3. MEETING SPACE REQUIREMENTS

The Contractor shall provide:

a. One General Session Room capable of accommodating approximately 300 attendees in a conference-style seating arrangement. The General Session Room shall support plenary sessions, keynote presentations, panel discussions, meal functions, and hybrid participation activities and shall accommodate all conference attendees simultaneously.
b. A minimum of three breakout meeting rooms with a minimum capacity of 50 available concurrently during conference operations. Breakout rooms shall support workshops, facilitated discussions, training sessions, and working group activities.
c. Additional small meeting space capable of supporting working groups, planning sessions, and ad hoc meetings. Additional meeting space may be utilized for leadership meetings, speaker preparation, private discussions, and operational coordination.
d. One dedicated Event Operations Room for Government staff, speakers, and logistical coordination. The Event Operations Room shall be available exclusively to Government personnel throughout conference operations and support storage of conference materials, speaker coordination, and event management activities.

e. Registration and attendee check-in space. Registration space shall be located near the primary conference entrance and support attendee check-in, information distribution, and event registration activities.
f. Adequate common areas to support networking, breaks, and attendee movement.
g. Access to all contracted meeting space from approximately 6:00 a.m. through 11:59 p.m. each day of the event.
h. Meeting space shall support simultaneous conference activities occurring in multiple rooms during scheduled conference operations.
i. Meeting spaces shall remain available for exclusive Government use during contracted conference hours.
j. Meeting rooms shall provide adequate lighting, climate control, acoustics, and accessibility to support professional conference operations.
k. Meeting spaces shall be configured to support attendee engagement, presentations, networking, and collaborative working sessions.
l. Meeting spaces shall be located in reasonable proximity to one another to facilitate attendee movement and efficient conference operations.
m. Meeting spaces shall support room reconfigurations and resets as required throughout conference operations.

4. ROOM SETUP REQUIREMENTS

The Contractor shall provide:

a. Conference tables, seating, and related furnishings sufficient to support all attendees and planned conference activities.
b. Standard linens for meeting and meal functions.
c. Podium and presentation area in the General Session Room.
d. Stage risers or equivalent presentation platform.
e. The presentation platform shall be sufficient to support keynote speakers, panel discussions, presentations, and facilitated discussions.
f. Standard room setup and teardown services.
g. Daily room refresh and housekeeping services.
h. Directional signage and room identification signage.
i. Registration tables and attendee check-in stations.
j. Speaker tables, head tables, and presentation support tables as required.
k. Dedicated audiovisual control area within or adjacent to the General Session Room.
l. Daily room reset services to support changes in meeting configurations, breakout sessions, and meal functions.
m. Setup configurations shall be coordinated with the Government prior to the event and may include conference, classroom, theater, banquet, crescent-round, or other meeting layouts as required.
n. The Contractor shall provide room diagrams and seating configurations for Government review and approval prior to conference operations.

5. AUDIOVISUAL REQUIREMENTS

The Contractor shall provide audiovisual capabilities sufficient to support both in-person and virtual participation. Minimum requirements include:

a. Sound reinforcement system in the General Session Room.
b. Wired and/or wireless microphones sufficient to support keynote speakers, presenters, moderators, panel discussions, audience participation, and virtual presenters.
c. Projection screens and presentation display capabilities in the General Session Room and breakout meeting rooms.
d. Standard audiovisual support in breakout rooms.
e. Laptop connectivity and presentation support.
f. On-site audiovisual technician support during conference operations.
g. Capability to support live presentations, panel discussions, and audience engagement.
h. Podium microphone and presenter audio support.
i. Presentation display capabilities sufficient to support approximately 300 attendees in the General Session Room.
j. Audiovisual infrastructure capable of supporting hybrid conference operations and livestreaming activities.
k. Dedicated audiovisual technician support during all scheduled conference activities.
l. Capability to record conference sessions if requested by the Government.
m. Capability to support video conferencing, remote presenters, and virtual attendee participation.
n. Audiovisual equipment shall be fully operational, tested, and available prior to the start of scheduled conference activities each day.
o. Contractor shall provide technical troubleshooting and audiovisual support throughout conference operations.

6. INTERNET AND TECHNOLOGY REQUIREMENTS

The Contractor shall provide:

a. Facility-wide wireless internet access for attendees.
b. Dedicated wired and/or wireless internet bandwidth sufficient to support conference operations, livestreaming, virtual presenters, and attendee connectivity requirements.
c. Technical support staff available during conference hours.
d. Digital signage capabilities for schedules, announcements, and directional information.
e. Infrastructure capable of supporting hybrid meeting operations and virtual attendee participation.
f. Dedicated internet connectivity available for audiovisual and streaming operations.
g. Technical infrastructure capable of supporting virtual meeting platforms and hybrid conference operations.
h. Technical support personnel available throughout conference operations to address connectivity and technology issues.
i. Sufficient electrical power and charging access to support conference operations and attendee needs.
j. Internet and technology services shall be operational, tested, and available prior to the start of scheduled conference activities each day.

k. The Contractor shall promptly address technology, connectivity, and internet service disruptions during conference operations.
l. Dedicated connectivity supporting conference operations shall be available in the General Session Room, breakout meeting rooms, and Event Operations Room.
m. Digital signage capabilities shall support conference schedules, announcements, directional information, and event communications as requested by the Government.

7. EVENT MANAGEMENT SUPPORT

The Contractor shall provide:

a. A designated Event Manager serving as the primary point of contact.
b. Coordination of facility services and conference logistics.
c. Support for room setup modifications and operational adjustments.
d. Coordination among catering, audiovisual, security, and facility support personnel.
e. Assistance with event execution throughout the period of performance.
f. Pre-event planning support and coordination meetings with Government representatives.
g. Coordination of room diagrams, event schedules, and facility logistics prior to conference operations.
h. Timely response to Government requests regarding venue operations and event support services.
i. On-site event management support during scheduled conference operations.
j. The designated Event Manager shall have authority to coordinate venue resources and facilitate resolution of operational issues during conference operations.
k. The Contractor shall communicate facility, staffing, operational, or service-related issues that may impact conference operations in a timely manner.
l. The Contractor shall coordinate with Government representatives regarding changes affecting meeting space, room configurations, audiovisual support, catering services, security services, or other contracted support activities.
m. Event management support shall be available throughout setup, conference operations, and teardown activities.
n. The Contractor shall participate in planning, coordination, and status meetings as reasonably requested by the Government prior to the event.

8. CATERING SUPPORT

The Contractor shall provide access to on-site catering services capable of supporting approximately 300 attendees throughout conference operations. The contractor shall submit menu options and pricing information for Government review and approval. Services shall include:

a. Continental breakfast service.
- Accommodations for vegetarian, vegan, gluten-free, dairy-free, and other dietary restrictions.

b. Morning refreshment breaks - sustained/refreshed continental breakfast items with snack addition to be determined a minimum of 45 days prior to the event.
c. Afternoon refreshment breaks (snack items to be determined a minimum of 45 days prior to the event).
d. Beverage service.

e. Continuous coffee, tea, and water service during scheduled conference hours.
h. Catering support personnel necessary for meal and refreshment service operations.
j. Catering service areas capable of supporting efficient attendee flow.
k. Food and beverage service shall comply with applicable federal, state, and local health and safety requirements.
l. Contractor shall coordinate food and beverage service schedules with Government representatives to support conference operations and minimize disruption to scheduled activities.
o. Final menus, quantities, service schedules, and attendee counts will be confirmed by the Government at least (45) days prior to the event.

9. SECURITY REQUIREMENTS

The Contractor shall provide security services necessary to maintain a safe and secure environment for attendees, meeting spaces, equipment, and Government property. Security services shall include:

a. Security personnel as required by venue policies and event size.
b. Monitoring of meeting spaces and common areas.
c. Coordination with local emergency response personnel as required.
d. Security support for conference access points and attendee entry areas, as appropriate.
e. Protection of Government equipment, materials, and conference assets located within contracted meeting spaces.
f. Coordination with Government representatives regarding security-related issues that may impact conference operations.
g. Support for emergency response procedures and facility evacuation protocols in accordance with venue policies and applicable regulations.
h. Security services shall be available during scheduled conference operations and other contracted hours of venue use.
i. The Contractor shall promptly communicate security incidents, safety concerns, or emergency situations affecting conference operations to Government representatives.

10. ACCESSIBILITY REQUIREMENTS

The Contractor shall ensure all facilities comply with applicable federal, state, and local accessibility requirements, including the Americans with Disabilities Act (ADA). Meeting rooms, restrooms, entrances, elevators, and common areas shall be fully accessible.

a. Accessible routes shall be available between meeting spaces, registration areas, restrooms, food and beverage service areas, and common areas.
b. Meeting spaces shall be configured to accommodate attendees requiring mobility assistance devices, including wheelchairs and scooters.
c. Accessible seating locations shall be available within the General Session Room and breakout meeting rooms.
d. Registration and attendee check-in areas shall be accessible to all attendees.
e. The Contractor shall make reasonable accommodations, when requested by the Government, to support attendees with accessibility needs.

f. Signage, entrances, elevators, and common areas associated with conference operations shall comply with applicable accessibility requirements.
g. Accessible restroom facilities shall be available in reasonable proximity to contracted meeting spaces.
h. Accessibility features and accommodations shall remain available throughout the period of performance.

11. DELIVERABLES

The Contractor shall provide:

a. Reserved meeting space for January 12–14, 2027.
b. General Session Room.
c. Breakout meeting rooms.
d. Event Operations Room.
e. Registration and attendee check-in space.
f. Room setup and teardown services.
g. Audiovisual equipment and support.
h. Internet connectivity and technology support services.
i. Event management support.
j. Security services.
k. Catering support services.
l. Directional and room identification signage.
m. Designated Event Manager and on-site event management support.
n. Audiovisual technician support during scheduled conference operations.
o. Dedicated internet services necessary to support conference operations, virtual participation, and livestreaming activities.
p. Daily housekeeping, room refresh, and room reset services.
q. Room diagrams and seating configurations, if requested by the Government.
r. Access to conference facilities and support services during setup, conference operations, and teardown activities.
s. Accessibility accommodations and accessible meeting facilities in accordance with applicable accessibility requirements.

12. PERIOD OF PERFORMANCE

The period of performance shall be January 12-14, 2027.

The Contractor shall provide reasonable access to designated meeting spaces on January 11, 2027, to support event setup, audiovisual testing, registration preparation, speaker preparation, material staging, and logistical coordination activities.

The Contractor shall provide access to contracted meeting spaces and support services from approximately 6:00 a.m. through 11:59 p.m. during conference operations on January 12–14, 2027.

The Contractor shall provide reasonable access following the conclusion of conference activities on January 14, 2027, to support event breakdown, equipment removal, material retrieval, and closeout activities as coordinated with the Government.

Setup, conference operations, and teardown activities shall be coordinated between the Contractor and Government representatives prior to the event.

SECTION 3 – GENERAL PURCHASE ORDER TERMS AND CONDITIONS

3.1 Delivery or Performance

All services shall be performed at the location proposed by the contractor in their quotation. The National U.S. Wildland Fire Service Wellbeing Summit will be held at the contractor-proposed facility in the Boise, Idaho metropolitan area on January 12–14, 2027.

CLIN No.	Service Description	Total Price
0010	Facility Fees	
0020	Catering (include Breakfast, lunch, Mid-day Snacks, Coffee, Tea & Water)	
0030	AV/IT Services and Support	
0040	Security Fee	
0050	Service Charge	

**As a FFP requirement, the pricing within an offeror's quotation shall reflect the cost to perform the assignment to include but not limited to any travel, fees, Government discounts granted.*

3.2 Period of Performance

The period of performance for this effort is January 11 through January 14, 2027.

3.3 Contract Administration Data

Contract Administration Data. The Contracting Officer is responsible for the administration of this contract and, alone, is authorized to take actions on behalf of the Government that result in changes in the terms of the contract.

Contracting Officer: Christina Lene

Email: christina_lene@ibc.doi.gov

Contract Specialist: Lilian Huyen
Email: lhuyen@ibc.doi.gov

Other Relevant Points of Contract:

Primary COR: TBD
Email: TBD

3.4 Clauses Incorporated by Reference

FAR 52.252-2 -- Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): https://www.acquisition.gov/

Clauses Incorporated by Reference

Number	Title	Date
52.203-3	Gratuities	Apr 1984
52.203-17	Contractor Employee Whistleblower Rights	Nov 2023
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	Jan 2017
52.204-13	System for Award Management—Maintenance (Deviation)	Mar 2026
52.204-91	Contractor Identification	Mar 2026
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations (Deviation)	May 2026
52.212-4	Terms and Conditions—Commercial Products and Commercial Services (Deviation)	Mar 2026
52.219-6	Notice of Total Small Business Set-Aside (Deviation)	Jan 2026
52.222-3	Convict Labor	Jun 2003
52.222-19	Child Labor – Cooperation with Authorities and Remedies	May 2026
52.222-36	Equal Opportunity for Workers with Disabilities (Deviation)	May 2026
52.222-37	Employment Reports on Veterans (Deviation)	May 2026
52.222-41	Service Contract Labor Standards	Aug 2018
52.222-42	Statement of Equivalent Rates for Federal Hires	May 2014
52.222-50	Combating Trafficking in Persons (Deviation)	May 2026
52.222-90	Addressing DEI Discrimination by Federal Contractors (Deviation)	May 2026
52.223-11	Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Deviation)	May 2026

52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving	May 2024
52.232-33	Payment by Electronic Funds Transfer—System for Award Management	Oct 2018
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Mar 2023
52.233-3	Protest After Award	Aug 1996
52.233-4	Applicable Law for Breach of Contract Claim	Oct 2004
52.240-91	Security Prohibitions and Exclusions	Mar 2026
52.242-17	Government Delay Of Work	Apr 1984
52.246-4	Inspection of Services—Fixed-Price.	Aug 1996

DIAR Clause	Title	Date
1452.201-70	Authorities and Delegations	Sep 2011
1452.204-70	Release of Claims	Jul 1996

3.5 Clauses Incorporated by Full Text

Federal Acquisition Regulation (FAR) Clauses:

RFO 52.240-93 Basic Safeguarding of Covered Contractor Information Systems. (Deviation Mar 2026)

(a) Definitions. As used in this clause—
Covered contractor information system means an information system that is owned or operated by a contractor that processes, stores, or transmits Federal contract information.
Federal contract information—
(1) Means information, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government; but
(2) Does not include information provided by the Government to the public (such as on public websites) or simple transactional information (such as information necessary to process payments).
Information means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).
Information system means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (44 U.S.C. 3502).
Safeguarding means measures or controls that are prescribed to protect information systems.
(b) *Safeguarding requirements*.
(1) Basic requirements. The Contractor shall safeguard its covered contractor information systems by implementing, at minimum, the following security controls:
(i) Limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems).
(ii) Limit information system access to the types of transactions and functions that authorized users are permitted to execute.
(iii) Verify and control/limit connections to and use of external information systems.
(iv) Control information posted or processed on publicly accessible information systems.

(v) Identify information system users, processes acting on behalf of users, or devices.
(vi) Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems.
(vii) Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse.
(viii) Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals.
(ix) Escort visitors and monitor visitor activity; maintain audit logs of physical access; and control and manage physical access devices.
(x) Monitor, control, and protect organizational communications (i.e., information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems.
(xi) Implement subnetworks for publicly accessible system components that are physically or logically separated from internal networks.
(xii) Identify, report, and correct information and information system flaws in a timely manner.
(xiii) Provide protection from malicious code at appropriate locations within organizational information systems.
(xiv) Update malicious code protection mechanisms when new releases are available.
(xv) Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.
(2) Other requirements. This clause does not relieve the Contractor of any other specific safeguarding requirements specified by Federal departments and agencies relating to covered contractor information systems generally or other Federal safeguarding requirements for controlled unclassified information (CUI) as established by Executive Order 13556.
(c) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (c), in subcontracts under this contract (including subcontracts for the acquisition of commercial products, other than commercially available off-the-shelf items, or commercial services), in which the subcontractor may have Federal contract information residing in or transiting through its information system.

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Department of the Interior Acquisition Regulation Supplement (48 CFR Chapter 14) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

Department of the Interior Acquisition Regulation (DIAR) Clauses

DIAR 1452.203-70 Restrictions on Endorsements – Department of the Interior (JUL 1996)

The Contractor shall not refer to contracts awarded by the Department of the Interior in commercial advertising, as defined in FAR 31.205-1, in a manner which states or implies that the product or service provided is approved or endorsed by the Government, or is considered by the Government to be superior to other products or services. This restriction is intended to avoid the appearance of preference by the Government toward any product or service. The Contractor may request the Contracting Officer to make a determination as to the propriety of promotional material.

(End of Clause)

DOI-AAAP-0028 Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) (FEB 2021)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: https://www.ipp.gov.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

Contractor Name
Contractor Address
Contract Number
Invoice Date & Number
Billing period for services performed or supplies provided.
Line Item(s)

The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of St. Louis (FRBSTL) within 3 - 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email IPPCustomerSupport@fiscal.treasury.gov or phone (866) 973-3131.
If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Local Clause)

3.6 Provisions Incorporated by Reference

FAR 52.252-1 -- Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): https://www.acquisition.gov/

PROVISIONS INCORPORATED BY REFERENCE

Provision #	Provision Title	Date
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation. (Nov 2015)	Nov 2015
52.204-7	System for Award Management. (Deviation)	Mar 2026
52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. (Deviation)	May 2026
52.212-1	Instructions to Offerors -- Commercial Products and Services (Nov 2021)	Mar 2026

3.7 Provisions Incorporated by Full Text

FAR 52.209-5 -- Certification Regarding Responsibility Matters (May 2026)

Certification Regarding Responsibility Matters (Deviation May 2026)

(a)

(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) Are □ are not □ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have □ have not □, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation);

(C) Are □ are not □ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and

(D) Have □, have not □, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds the threshold at 9.104-5(a)(2) for which the liability remains unsatisfied. Federal taxes are considered delinquent if both of the following criteria apply:

(1) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if a pending administrative or judicial challenge remains. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(2) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) The Offeror has □ has not □, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the Government will consider the certification in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) This provision does not require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a). The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If the Government later determines that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

FAR 52.209-11 - Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (May 2026)

Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Deviation Date)
(a) The Government will not enter into a contract with any corporation that—
(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or
(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.
(b) The Offeror represents that–
(1) It is □ is not □ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
(2) It is □ is not □ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

FAR 52.216-1 -- Type of Contract (Apr 1984)

The Government contemplates award of a Firm-Fixed Priced purchase order resulting from this solicitation.

(End of Provision)

FAR 52.233-2 -- Service of Protest (Sep 2006)

(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 Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Christina Lene
Contracting Officer
Acquisition Services Directorate
christina_lene@ibc.doi.gov

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

(End of Provision)

Department of the Interior Acquisition Regulations (DIAR) Provisions

DIAR 1452.233-2 SERVICE OF PROTEST DEPARTMENT OF THE INTERIOR (APR 2016) (DEVIATION)

(a) A copy of the protest served on the Contracting Officer shall be simultaneously furnished by the protester to the Department of the Interior Assistant Solicitor for Procurement and Patents, 1849 C Street, NW, Room 6511, Washington, D.C. 20240."

(End of Provision)

DIAR 1452.215-71 Use and Disclosure of Proposal Information—Department of the Interior (APR 1984)

(a) Definitions. For the purposes of this provision and the Freedom of Information Act (5 U.S.C. 552), the following terms shall have the meaning set forth below:

(1) "Trade Secret" means an unpatented, secret, commercially valuable plan, appliance, formula, or process, which is used for making, preparing, compounding, treating or processing articles or materials which are trade commodities.

(2) "Confidential commercial or financial information" means any business information (other than trade secrets) which is exempt from the mandatory disclosure requirement of the Freedom of Information Act, 5 U.S.C. 552. Exemptions from mandatory disclosure which may be applicable to business information contained in proposals include exemption (4), which covers "commercial and financial information obtained from a person and privileged or confidential," and exemption (9), which covers "geological and geophysical information, including maps, concerning wells."

(b) If the offeror, or its subcontractor(s), believes that the proposal contains trade secrets or confidential commercial or financial information exempt from disclosure under the Freedom of Information Act, (5 U.S.C. 552), the cover page of each copy of the proposal shall be marked with the following legend:
"The information specifically identified on pages _____ of this proposal constitutes trade secrets or confidential commercial and financial information which the offeror believes to be exempt from disclosure under the Freedom of Information Act. The offeror requests that this information not be disclosed to the public, except as may be required by law. The offeror also requests that this information not be used in whole or part by the government for any purpose other than to evaluate the proposal, except that if a contract is awarded to the offeror as a result of or in connection with the submission of the proposal, the Government shall have the right to use the information to the extent provided in the contract."

(c) The offeror shall also specifically identify trade secret information and confidential commercial and financial information on the pages of the proposal on which it appears and shall mark each such page with the following legend:
"This page contains trade secrets or confidential commercial and financial information which the offeror believes to be exempt from disclosure under the Freedom of Information Act and which is subject to the legend contained on the cover page of this proposal."

(d) Information in a proposal identified by an offeror as trade secret information or confidential commercial and financial information shall be used by the Government only for the purpose of evaluating the proposal, except that (i) if a contract is awarded to the offeror as a result of or in connection with submission of the proposal, the Government shall have the right to use the information as provided in the contract, and (ii) if the same information is obtained from another source without restriction it may be used without restriction.

(e) If a request under the Freedom of Information Act seeks access to information in a proposal identified as trade secret information or confidential commercial and financial information, full consideration will be given to the offeror's view that the information constitutes trade secrets or confidential commercial or financial information. The offeror will also be promptly notified of the request and given an opportunity to provide additional evidence and argument in support of its position, unless administratively unfeasible to do so. If it is determined that information claimed by the offeror to be trade secret information or confidential commercial or financial information is not exempt from disclosure under the Freedom of Information Act, the offeror will be notified of this determination prior to disclosure of the information.

(f) The Government assumes no liability for the disclosure or use of information contained in a proposal if not marked in accordance with paragraphs (b) and (c) of this provision. If a request under the Freedom of Information Act is made for information in a proposal not marked in accordance with paragraphs (b) and (c) of this provision, the offeror concerned shall be promptly notified of the request and given an opportunity to provide its position to the Government. However, failure of an offeror to mark information contained in a proposal as trade secret information or confidential commercial or financial information will be treated by the Government as evidence that the information is not exempt from disclosure under the Freedom of Information Act, absent a showing that the failure to mark was due to unusual or extenuating circumstances, such as a showing that the offeror had intended to mark, but that markings were omitted from the offeror's proposal due to clerical error.

(End of Provision)

SECTION 4 - QUOTATION PREPARATION INSTRUCTIONS

4.1 General Instructions

The Department of the Interior, Interior Business Center – Acquisition Services Directorate, is issuing this RFQ on behalf of the U.S. Wildland Fire Service, Office of Wildland Fire, to solicit conference facilities, meeting space, audiovisual support, internet services, event management support, security services, and related conference support necessary to conduct the National U.S. Wildland Fire Service Wellbeing Summit. The Government intends to award a Firm-Fixed-Price (FFP) purchase order as a result of this solicitation.

All quoters must be actively registered in the System for Award Management (SAM) at https://www.sam.gov at the time of submission and through award.

Each quotation must include the following business information:

- Legal business name and complete mailing address
- Contractor point of contact, phone number, and email address
- Tax Identification Number (TIN)
- Unique Entity Identifier (UEI)
- RFQ number
- Quote number

4.2 Technical Quotation Instructions

The Technical Quotation shall clearly demonstrate the quoter's capability to successfully perform all requirements of the Statement of Work. General statements of compliance are discouraged. The Government seeks specific, detailed information demonstrating the quoter's capability, resources, facilities, staffing, and experience. Failure to provide adequate detail may result in a lower technical evaluation.

Note*: Proposed venue must be located within 15 miles of the National Interagency Fire Center. Quotations proposing venues outside this radius may be considered non-responsive.

4.3 Submission of Questions

Questions regarding this RFQ shall be submitted via email on or before **12:00 p.m. Eastern Time on July 14, 2026**. Questions shall be emailed to:

- **Contract Specialist:** Lilian Huyen — lilian_huyen@ibc.doi.gov
- **Contracting Officer:** Christina Lene — christina_lene@ibc.doi.gov
-

Questions received after this deadline may not be addressed. Responses to questions will be provided to all quoters via amendment to the solicitation.

4.4 Quotation Due Date and Time

Quotations shall be submitted via email on or before **5:00 p.m. Eastern Time on July 23, 2026**. It is the quoter's responsibility to ensure timely receipt. Quotations received after the due date and time may not be considered for award. Quotations shall be emailed to:

- **Contract Specialist:** Lilian Huyen — lilian_huyen@ibc.doi.gov
- **Contracting Officer:** Christina Lene — christina_lene@ibc.doi. gov

4.5 Assumptions, Conditions, and/or Exceptions

Quoters must identify, under separate cover, all assumptions, conditions, or exceptions to any terms and conditions of this RFQ. If none are noted, the Government will assume the quoter agrees to comply with all terms and conditions as set forth herein. It is not the Government's responsibility to identify assumptions or exceptions buried within the quotation.

4.6 Other General Information

The Government reserves the right to make award with or without discussions. Quoters should submit their most favorable technical and price terms in their initial submission. The Government also reserves the right to request additional information to determine a quoter's qualifications or to clarify any aspect of their submission. Such information shall be provided promptly upon request.

SECTION 5 – EVALUATION OF QUOTATIONS

52.212-2 Evaluation – Commercial Items (Deviation March 2026)

5.1 Basis of Award

Award will be made to the responsible quoter whose quotation provides the best value to the Government, considering technical evaluation and price.

- Technical evaluation is more important than price**.**
- The Government may use a tradeoff analysis to determine the most advantageous quotation.
- Evaluation will be based **s**olely on information provided in the quotation package.

The Government will award a purchase order to the quoter whose quotation meets all solicitation requirements and is determined to be most advantageous, considering both price and non-price factors.

5.2 Factor 1 – Technical

The Technical Quotation shall address the requirements of the Statement of Work (SOW) and demonstrate the quoter’s capability to successfully perform all required services.

Technical Evaluation includes the following (failure to adequately address may negatively impact the evaluation of the quotation):

1. **Meeting Space & Facilities** — Suitability of proposed conference facilities in the Boise, Idaho metropolitan area for January 11–14, 2027, including space for approximately 300 attendees, breakout rooms, registration areas, accessible layout, located within 15 miles of the National Fire Center and overall fitness for the Government's requirements.
2. **Audiovisual & Hybrid Capabilities** — Completeness and reliability of proposed AV services, including sound, projection, livestreaming, recording, technical staffing, remote participation support, and redundancy measures.
3. **Internet & Technology Support** — Reliability and adequacy of internet connectivity, dedicated AV bandwidth, wireless access, technical support, and contingency planning.
4. **Event Management & Staffing** — Adequacy of staffing, on-site coordination, registration support, event management structure, communication plan, and demonstrated experience with comparable events.
5. **Catering Services** — Quality and flexibility of menu options, dietary accommodation procedures, food safety compliance, and staffing.
6. **Security & Emergency Response** — Effectiveness of security procedures, access control, Government property protection, incident reporting, and emergency coordination.
7. **Accessibility & Customer Service** — Compliance with accessibility requirements, availability of accommodations and assistive services, and responsiveness to attendee needs.

5.3 Factor 2 – Price

Price will be evaluated for fairness, reasonableness, completeness, and consistency with the technical quotation and solicitation requirements.