52.212-1 ADDENDUM

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INSTRUCTIONS TO OFFERORS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (SEP 2023)

Washington Headquarters Services (WHS)/ Acquisition Directorate (AD) is releasing this solicitation electronically only, via SAM.gov. This electronic version of the Request for Quote (RFQ) is the official version for this acquisition. No hard copy of this solicitation will be issued. Offerors will be notified of all applicable amendments to this solicitation electronically via SAM. Offerors shall submit their Proposal electronically. Any Proposal received after the due date and time specified for receipt will be considered late and will be rejected.

The requirement will be competed as a total Small Business (SB) set-aside in accordance with FAR Part 12 "Acquisition of Commercial Products and Commercial Services" under NAICS 561920- Convention and Trade Show Organizations.

QUESTIONS AND RESPONSES TO SOLICITATION

QUESTIONS:

All questions, concerns, or requests for clarification for this RFQ shall be submitted via email to whs.ncr.ad.mbx.dsca-group@mail.mil by July 8, at 12:00 P.M. Eastern Time (ET). Offerors should not include any proprietary information in a question, as the Government will provide the questions and answers to all potential Offerors. No phone calls are permitted. No comments, questions, or inquiries shall be made of any Government person by any means other than electronic submission, as listed above. Questions received after the date provided and time may not be responded to by the Government. Offerors shall clearly identify the specific section of the solicitation to which each question relates to when submitting questions. Reference should be made to the solicitation Section Heading, page number of the solicitation, and specific location on the page (e.g., third paragraph) to facilitate the Government's response to each question. Questions shall be submitted in a Microsoft Excel file following a format like the table below

Question No.	Reference	Question Category	Question
#	Solicitation or Attachments, and Section	Solicitation or Technical	Question

Questions and Responses will be uploaded to SAM. If amendments to the final solicitation are issued, the Offeror must acknowledge the amendments by signing the accompanying Standard Form (SF) 30 and returning the signed SF 30 for all amendments issued with the Offeror's Proposal submission. Failure to acknowledge all amendments issued by the Government may result in the Proposal submitted in response to the solicitation being found non-responsive by the Government.

Only written amendments to the solicitation issued in accordance with the above procedures are effective in amending the solicitation and bind the Government. Verbal responses to questions shall not bind the Government and shall not alter the solicitation's terms.

A. PROPOSAL VOLUME REQUIREMENTS

The following are descriptions of the information that shall be provided with the proposal.

PROPOSAL VOLUME REQUIREMENTS

Volume	Section	Page Limit
I	***ADMINISTRATIVE VOLUME*** Cover letter that includes: 1) Proposal shall remain valid for a period of not less than **120 calendar days** after the Proposal due date 2) Names and telephone numbers of person(s) authorized to conduct negotiations 3) Name of the official authorized to bind the Offeror's organization shall be clearly identified 4) Company/Division Street Address; CAGE code; SAM UEI number, and size standard 5) Organizational Conflict of Interest (OCI) certification 6) Listing of all subcontractors and their CAGE Code 7) Completion of Clauses/Provisions such as FAR 52.209-2, 52.209-5, 52.219-1, 52.229-11, and 252.204-7017. 8) Acknowledgment of receipt of any amendments 9) Completed blocks 17a, 30a (signed), 30b and 30c. 10) The SF1449 must be executed by a representative of the Offeror authorized to commit the Offeror to contractual obligations 11) Statement Regarding Terms and Conditions	No Page Limit
II	***PASS/FAIL-Key Personnel Commitment & Business Size*** **1)** Letters of Commitment from proposed Key Personnel **2)** NAICS code – Offerors must be registered under NACIS 561920 Convention and Trade Show Organizations	No Page Limit
III	***TECHNICAL VOLUME*** 1) Technical Approach & Capability	(1) 10 pages
IV	***PAST PERFORMANCE VOLUME*** 1) Past Performance References 2) Past Performance Questionnaires (PPQ's)	(1) 9 pages (3-page limit for each reference) (2) (No Page Limit
V	***PRICE VOLUME*** 1) Completed Pricing Template (Attachment 4)	(1) MS Excel Pricing Matrix

A.1 Instructions for Proposal Submissions: This section of the Instruction to Offerors (ITO) provides general guidance for preparing Proposals as well as specific instructions on the format and content of the Proposal. The Offeror's Proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. Non-compliance with the instructions provided in the ITO may make the Proposal unawardable.

A.1.1 Sufficient Detail

Proposals shall comply with the following guidelines:

- Be complete and respond directly to the requirements of the solicitation.
- Address the factors and their related elements as listed in FAR 52.212-1 Addendum and FAR 52.212-2

Addendum of the solicitation.

- Be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated assertions. Extraneous, repetitious, or wordy submissions are not desired and could result in lower ratings.
- Do not simply rephrase or restate the Government's requirements but rather provide convincing rationale to address how the Offeror intends to meet the requirements.
- Assume that the Government has no prior knowledge of the Offeror's capabilities and experience and will base its evaluation only on the information presented in the Offeror's Proposal.

A.1.2 Validity Statement

The Offeror shall make a clear statement that the Proposal is valid for 120 calendar days. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful Proposals.

A.1.3 Physical Appearance of Submissions

- Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary and are not desired.
- Proposals will be submitted in electronic copies.
- No models, mockups, or videotapes will be accepted.

A.1.4 Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used with an explanation for each. Glossaries do not count against the page limitation for their respective volumes.

A.1.5 Page Format Restrictions and Limitations

A.1.6 Page and Font Size

Text shall be single- spaced on an 8.5 x 11 inches paper format, with a minimum one-inch margin all around. Pages shall be numbered consecutively. A page printed on both sides shall be counted as two pages. No foldout pages shall be used. Page limitations shall be treated as maximum. Pages submitted in excess of the page limitations stated throughout this document will be removed and not evaluated. The excess pages will be deleted from the electronic copy of the Proposal. Documents incorporated by reference or as attachments to the Proposal shall be included in the overall maximum page lengths and will not be considered or evaluated if they exceed the maximum page.

Font size shall be twelve (12) point Times New Roman. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable. Lettering within tables, charts, graphs, and figures shall be no smaller than ten (10) point Times New Roman. Margins on all four edges of each sheet will be at least one inch. Proprietary statements, security markings, and page numbers shall be placed within the defined margin area. Pages shall be numbered sequentially by volume. In the event discussions are held, these page format restrictions shall apply to the Final Proposal Revisions (FPRs).

A.1.7 Labeling

The number of pages shown in the table above should be submitted in electronic format. Responses to Administrative, Pass/Fail Criteria, Technical Approach & Capability, Past Performance, and Price shall be in separate electronic folders (files). A cover letter shall be inserted in each folder (file), clearly marked as to the RFQ identification, date of submittal, acknowledgement of any amendments, the Offeror's name, address, Taxpayer ID number, CAGE code, and the Offeror's POC name, phone, and email. The cover letter shall not count against any page limitation. Pages that exceed the maximum page length above shall not be evaluated or considered by the Government.

A.1.8 Pages Counted

Each page shall be counted except for the following:

- past performance questionnaires

- past performance questionnaire points of contact list
- cover pages
- RFQ cross-reference matrix
- teaming arrangements
- letters of commitment
- past performance consent letters
- client authorization letters
- tables of contents
- glossaries
- lists of figures, tables, or drawings
- tabs
- dividers
- blank pages

A.1.9 Indexing
Each volume shall contain a detailed table of contents to delineate the sections within that volume. Tab indexing shall be used to identify sections.

A.1.10 Electronic Submission
All offerors shall submit electronic Proposal of each volume for this RFP electronically via email by the offer due date/local time listed in Block 8 of the Standard Form 1449 Solicitation HQ003426QE148. No phone calls are permitted. No comments, questions or inquiries shall be made of any Government person other than the points of contact listed above.

Offerors shall provide a listing of all subcontractors under its Proposal in the Administrative Volume I.

A.1.11 Pricing Data/Cost Information
Price information shall be addressed in Volume V – Price and the Contract Line-Item Number (CLIN) structure listed in the RFQ No. HQ003426QE148. All prices shall be rounded to the nearest dollar. All price information must be submitted in the attached price template, Attachment 4 – Pricing Template.

A.1.12 Cross Referencing & Volume Designation
Information required for Proposal evaluation that is not found in its designated volume will be assumed to have been omitted from the Proposal. Each volume, other than the Price volume, shall be written on a stand-alone basis so that its contents may be evaluated without cross-referencing to other volumes of the Proposal.

Exceptions to the above include only teaming arrangements, letters of commitment, socio-economic commitment information and Organizational Conflicts of Interest assertions which must be submitted in Volumes I – IV but may be cross- referenced in other volumes.

A.1.13 Confidential Information
The Freedom of Information Act (FOIA) and its amendments have resulted in an increasing number of requests from outside the Government for copies of contract qualifications and Proposals submitted to federal agencies. If an Offeror's submissions contain information that he/she believes should be withheld from such requestors under FOIA on the grounds that they contain "trade secrets and commercial or financial information" [5 USC§552(b)(4)], the Offeror should mark its submissions in the following manner:

- The following notice should be placed on the title page: "Some parts of this document, as identified on individual pages, are considered by the submitter to be privileged or confidential trade secrets or commercial or financial information not subject to mandatory disclosure under the Freedom of Information Act. Material considered privileged or confidential on such grounds is contained on page(s)_____."

- Each individual item considered privileged or confidential under FOIA should be marked with the following notice: "The data or information is considered confidential or privileged and is not subject to mandatory disclosure under the Freedom of Information Act."

B. ADMINISTRATIVE (VOLUME I)

The offeror shall include a cover letter signed by an individual authorized to commit the company to the Proposal. The cover letter shall identify all enclosures being transmitted as part of the offeror response. The letter shall reference the RFP number (HQ003426QE059) and acknowledge that it transmits a Proposal in response to the RFP and amendment(s).

(1) Proposals shall remain valid for a period of not less than **120 calendar days** after the Proposal due date
(2) Names and telephone numbers of person(s) authorized to conduct negotiations
(3) Name of the official authorized to bind the offeror's organization shall be clearly identified
(4) Company/Division Street Address; facility code; DUNS number and size standard, Cage Code
(5) Organizational Conflict of Interest (OCI) certification
(6) Listing of all subcontractors and their CAGE Code
(7) Completion of Clauses/Provisions such as FAR 52.204-24.
(8) Acknowledgment of receipt of any amendments
(9) Completed blocks 17a, 30a (signed), 30.b. and 30.c.
(10) The SF 1449 must be executed by a representative of the Offeror authorized to commit the Offeror to contractual obligations.
(11) Statement regarding terms and conditions.

C. PASS/FAIL Criteria (VOLUME II)

The Government requests the following information, which will be evaluated on a pass/fail basis. If an Offeror receives a "fail" for any of the below criteria the Offeror's Proposal will not be evaluated any further and will be deemed ineligible for award.

(1) Key Personnel Commitment Letters: The Offeror shall submit Letters of Commitment for all proposed Key Personnel, with the Proposal submission by the Proposal due date established in the latest version of the solicitation. The date of signature on the commitment letters shall be within 10 calendar days of the Proposal due date. If revised offers are requested or required, the letters of commitment shall be updated and signed within 10 calendar days of the due date of the revised offer. Each commitment letter shall affirmatively state: (1) that the key personnel granted permission to the prime contractor to use his/her resume or Curriculum Vitae (CV), and (2) is willing to work for the proposing Offeror on the instant solicitation.

If the Offeror learns, or has reason to believe, of the unavailability (e.g., death or disqualification) of its proposed key personnel, Offeror shall notify the Contracting Officer in writing no later than the next business day. Upon timely notice, the Agency may accept a signed Commitment Letter of the Offeror's proposed substitute key personnel.

(2) NAICS Code: The Offeror shall submit evidence that their business size standard corresponds to the NAICS code assigned to this contract. This requirement is a total Small Business (SB) set-aside under NAICS code 561920 Convention and Trade Show Organizations. If the government determines that an offeror does not provide services under the NAICS code 561920 on the proposal due date and time, no further evaluation will be performed, and the offeror will not be considered for the award.

D. FACTOR 1 - TECHNICAL APPROACH AND CAPABILITY (VOLUME III) (10-page limit)

1. **Technical Approach and Capability:** The Offeror shall submit sufficient information to demonstrate their capability to perform the PWS for the Government to make a comprehensive evaluation of the offeror's technical approach and capability in meeting the tasks of PWS Section 5. The Offeror must address all tasks with enough detail to demonstrate the ability to successfully perform the requirements. Proposals that omit or merely reiterate identified tasks may be rejected.

E. FACTOR 2 - PAST PERFORMANCE (VOLUME IV) – (9 pages limit)

The Government is requesting that the Offeror provide up to three (3) past performance contract references that reflect recent and relevant experience. Recent experience is defined as that performed no more than three years prior to the date of the solicitation. For a project to be considered, its duration must have been at least 3 consecutive months, and its value must be at least $50,000. Relevant experience is defined as that which is similar in scope, size, and complexity to the work described in the attached Performance Work Statement and contract type. Past performance contract references can come from the Offeror or the subcontractor, as long as they served as the Prime Contractor for the past performance reference. If the Offeror submits recent and relevant projects performed by a subcontractor as a past performance reference the Offeror must also explain how the subcontractor significantly contributed to the performance of the referenced project, and how the Offeror expects the subcontractor to significantly contribute to the successful performance of the solicited work.

All past performance references shall include contract/delivery order number, contract type, program name, total contract cost, short description of work performed, the Offeror, names, email addresses reasons why the project is considered relevant. Past Performance contract value references also must be in the range of $7M or higher for the total contract. For those references where a PPQ will be submitted the offeror shall also include a valid telephone number for the person completing the PPQ.

Past Performance contract references must be completed by the Government Representative (Federal, State, and/or Local), Contracting Officer Representative (COR), or the Contracting Officer using the Past Performance Questionnaires (PPQs). PPQs are required for contracts not listed in Past Performance Information Retrieval System (PPIRS)

The Offeror shall provide Past Performance Questionnaires (PPQ) to its references and instruct them to email the completed Questionnaires to WHS NCR AD Mailbox DSCA Group whs.ncr.ad.mbx.dsca-group@mail.mil for evaluation.

Questionnaires must be received via email no later than the date and time specified in Block 8 on page 1 of the solicitation to the specified email addresses above. Questionnaires that are not received by the due date and time may not be evaluated.

F. FACTOR 3 - PRICE (VOLUME V)

The contract will be awarded as a Firm Fixed Price (FFP) contract. The offeror shall propose a FFP proposal by submitting Price - Volume V in the attached Pricing Template– Attachment 6. The price template contains two tabs entitled (1) CLIN Pricing Summary, (2) Base Period which must be completed by the offeror. Failure to complete all tabs may render the proposal unawardable.

Firm-Fixed Price: All offerors should include the labor mix and hours appropriate and necessary for the offeror to complete the required work for the PWS Tasks and contract periods listed in Attachment 4 – Personnel Matrix.

****All proposed 'total' CLIN pricing shall be rounded up to the nearest whole dollar amount (i.e., $6,558.53 shall be entered as $6,559.00). ****

END OF 52.212-1 ADDENDUM