Federal Trade Commission
Office of the Chief Administrative Services Officer
Logistics and Security Management Division

Logistics and Asset Management Support Services
Request for Quote
July 2026

1.0 – Introduction

1.1 - Background

The Federal Trade Commission (FTC) is an independent federal government law enforcement and regulatory agency with the authority to promote and protect consumers' welfare through its jurisdiction over both consumer protection and competition issues. The FTC's mission is to work to protect consumers by preventing anticompetitive, deceptive, and unfair business practices, enhancing informed consumer choice and public understanding of the competitive process, and accomplishing this without unduly burdening legitimate business activity.

Within the FTC, the Office of the Chief Administrative Services Officer (OCASO) enables FTC's mission by keeping staff and visitors, property, and information safe and secure in a civil and respectful work environment. OCASO's Logistics and Security Management Division ensures that FTC employees operate in a safe and secure physical space and provide a wide variety of support services.

OCASO oversees the management, policy development, and implementation of FTC's Accountable Property Program, Office Supplies Program, Parking Space Management, and the management of FTC storage and garage areas.

1.2 – Statement of Need

The Federal Trade Commission has a need for the services of a qualified contractor to provide logistics and facilities support services including garage management with a parking attendant, office supplies inventory management, and asset lifecycle management in accordance with GSA, OSHA, FTC, and OCASO policies for property and space management procedures and guidelines.

There is also a need for a qualified contractor to analyze FTC's current lifecycle asset management plan to include:

- Inventory assessment and management;
- Issuance, recapture and disposal of assets;
- Reporting; and
- Identifying areas of weakness and recommending solutions for improvement.

1.3 – Scope of Work

For the duration of the contract term, including any option periods, the contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the required tasks detailed in ***Attachment 9.1 – Performance Work Statement***.

The scope of services required is direct support of FTC's asset management, supplies, and storage spaces. It is comprised of all work related to managing various requests (i.e., parking permits, moving cars in the garage, inventorying supplies), inquiries, and work orders, some of which may require coordination with other contractors, vendors, and offices within FTC.

2.0 – Constraints and Requirements

2.1 – General Requirements

1) Staffing
    a. The contractor shall provide qualified personnel in sufficient quantities to ensure uninterrupted performance.
    b. The contractor shall ensure that all personnel assigned in performance of this award are able to obtain and maintain a security clearance as determined by FTC Personnel Security and in accordance with FTC Clause 1152.204-90, Contractor Personnel Security Requirements.
    c. The contractor shall ensure that all staff assigned in support of this contract possess the appropriate qualifications and skills required to support all current and future software applications and technologies.
    d. The contractor shall cross-train staff to ensure sufficient, qualified support is always available for each of the required tasks.
    e. Contractor staff are not authorized building access outside of regular FTC business hours (i.e., weekend or late evenings) without prior knowledge and approval by the Contracting Officer's Representative.
2) Security
    a. The contractor shall comply with all FTC policies, processes, and standards relating to space and facilities management, event planning, information technology, information security, and privacy and data protection.
    b. Content contained within the systems included in this award is subject to the Privacy Act and therefore the system must adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a, and applicable agency rules and regulations, especially regarding the handling and protection of Personally Identifiable Information (PII).
3) Systems
    a. The contractor shall use **ServiceNow** for processing service requests and managing assets in relation to assigned tasks.
    b. The contractor shall be responsible for training their staff in system usage and is expected to act as a power user when developing requirements for reporting and workflow configurations.
    c. The contractor will not be responsible for the operations and maintenance of the ServiceNow platform.
    d. The contractor shall use the Depart of Transportation (DOT) Transit Benefit Program Application System TranServe for processing of application request and updates.
4) Miscellaneous
    a. The contractor is authorized to drive the FTC cargo van when transporting products and equipment for events, which includes picking up and delivering products from locations other than HQ and GAO and for transporting equipment and materials for logistics management purposes between HQ and GAO facilities.
        i. The FTC cargo van is not a dedicated resource for this contract.
        ii. Coordination for its use must be requested and approved via the established **ServiceNow** service portal request form; and
    b. The contractor shall operate government-owned vehicles, pallet jacks, and forklifts.

2.2 – Laws, Regulations, and Guidelines

General Services Administration (GSA)

- GSA Public Building Service, Assignment and Management of Parking Spaces
- GSA 8.12 – Parking Security
- GSA §102-35 – Disposition of Personal Property
- GSA §102-74.265 – Parking Facilities

Occupational Safety and Health Administration (OSHA)

- 1910 Subpart D – Walking-Working Surfaces
- 1910 Subpart E – Exit Routes and Emergency Planning
- 1910 Subpart J – General Environmental Controls
- 1910 Subpart N – Materials Handling and Storage
- 1926.250 – General Requirements for Storage
- 1926.252 – Disposal of Waste Material

Transportation Authority

- United States Code, title 5, SECTION 7905(b)(2)(C)
- Clean Air Act as of 2008
- Executive Order 12191 Federal facility ridesharing program
- Executive Order 13150 Federal Workforce Transportation
- American Recovery and Reinvestment Act of 2009 (Section 1151)

Miscellaneous

- Cybersecurity & Infrastructure Security Agency (CISA), ST18-005 – Proper Disposal of Electronic Devices
- 5 U.S. Code § 552a, Records Maintained on Individuals
- 41 CFR 102-35, Disposition of Personal Property
- 41 CFR 102-36, Disposition of Excess Personal Property
- 41 CFR 102-37, Donation of Surplus Personal Property
- 41 CFR 102-41, Disposition of Personal Property with Special Handling Requirements
- FTC 1152.204-90, Contractor Personnel Security Requirement

3.0 – Period and Place of Performance

3.1 – Period of Performance

The FTC anticipates awarding a one year (12-month) base contract with four one-year (12-month) option periods. The anticipated start date is **September 30, 2026**.

3.2 – Place of Performance

All work will be performed within the United States. The addresses for the FTC locations are as follows:

FTC – Headquarters 600 Pennsylvania Ave, NW Washington DC 20580	FTC – Government Accountability Office (GAO) 441 G St., NW Washington, DC 20548
FTC – East Central Regional Office 1111 Superior Avenue, Suite 200 Cleveland, OH 44114-25074	FTC – Midwest Regional Office John C. Kluczynski Federal Building 230 South Dearborn Street, Room 3030 Chicago, IL 60604
FTC - Northeast Regional Office One Bowling Green, Suite 318 New York, NY 10004	FTC – Northwest Regional Office 915 Second Avenue, Room 2896 Seattle, WA 98174
FTC – Southeast Regional Office 225 Peachtree Street, NE, Suite 1500 Atlanta, GA 30303	FTC – Southwest Regional Office 1999 Bryan Street, Suite 2150 Dallas, TX 75201-6808
FTC – Western Regional Office (SF) 901 Market Street, Suite 570 San Francisco, CA 94103	FTC – Western Regional Office (LA) 10990 Wilshire Blvd., Suite 400 Los Angeles, CA 90024

Note: Parking is not provided for contractors at any location.

3.3 – Hours of Operation

FTC's core hours of operation are 7:00am – 5:00pm, Monday through Friday.

The contractor is not responsible for performing services on FTC recognized federal holidays or on days designated as a holiday or when buildings are closed by Executive Order or other emergency declaration.

The FTC recognizes the following federal holidays:

News Year's Day	Martin Luther King Jr.'s Birthday	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Columbus Day	Veteran's Day
Thanksgiving	Christmas	

4.0 – Type of Contract

The FTC anticipates awarding a hybrid contract with both firm-fixed price and fixed unit rate CLINs.

Most of the work performed under the contract will fall into the category of routine and will be billed under a firm-fixed price CLIN. The firm-fixed unit rate CLINs are reserved for special conditions (i.e., after hours processing, urgent mailing), freight operations (optional service) and contain a not-to-exceed limit established by the FTC. To control costs, all tasks billed under a firm-fixed unit rate CLIN will be reviewed, including associated costs, and approved by the Contracting Officer's Representative prior to the commencement of work.

5.0 – Instructions for Submission

5.1 – Questions from Offerors

Submit any questions regarding this solicitation via email to Katrina Crawford at kcrawford1@ftc.gov and Matthew Woolstenhulme at mwoolstenhulme@ftc.gov with subject line "*Logistic and Asset Management Support Services - Questions*" no later than **Monday, August 10, 2026 at 11:00 AM (ET)**. If a response applies to all potential offerors, the government will provide a response to all in a manner that does not identify the source.

The government reserves the right not to provide an answer for any requests or questions received after the date stated above. If, however, the government determines that a late request raises an issue of significant importance, the government will respond.

All government responses will be provided electronically and, depending upon the nature, may be via an amendment to the solicitation.

5.2 – Submission Due Date

All submissions shall be submitted via email to Katrina Crawford at kcrawford1@ftc.gov and Matthew Woolstenhulme at mwoolstenhulme@ftc.gov no later than **Monday, August 31, 2026 11:00 AM (ET)**. The email shall include the subject line "*Logistic and Asset Management Support Services –Quote Submission*." If submissions require multiple emails, please indicate count and total number of emails in the subject line (i.e., Logistic and Asset Support Services – Quote Submission, Email 1 of 3). Quotes submitted in response to this solicitation shall be submitted in electronic form, which is readable using MS Office 2016 or Adobe Acrobat 2017.

5.3 – Submission Format

All submissions shall include a transmittal letter to include the following:

- Solicitation;
- Name of offeror with at least two points of contacts listing the contacts' email address and direct line phone number;
- Business mailing address of offeror;
- SAM Unique Entity ID ((UEI);
- Cage Code;
- Tax Identification Number (TIN);
- Business Size and Socioeconomic Representation;
- GSA Schedule Number and Contract Number (if applicable); and
- A list of all material(s) that are included as part of the offeror's submission (i.e., Volume 1, Volume 2, resumes, pricing, certifications, etc.).

The offeror shall submit three separate volumes, (1) Technical, (2) Past Experience, and (3) Price. When submitting offers via email, each volume should be attached as a discrete, separate file. The electronic submission must be compatible with Microsoft Office 2016, or as an Adobe Acrobat

file; pricing tables should be submitted as an Excel document. All electronic files should be searchable.

The offeror's submission shall be formatted as follows:

- Text – a minimum of 12-point font and single-spaced
- Margins – a minimum of one-inch all around
- Page number – noted at bottom of page and numbered consecutively
- Page count – Volume 1 not to exceed 35 pages; Volume 2 use the attached spreadsheet

The transmittal letter, table of contents, title pages, certificates, and resumes are *not* included in the page count.

6.0 – Quote Content

Offerors shall submit a complete quotation package consisting of two parts: Technical and Past Experience quote, Pricing.

The Technical and Past Experience volume includes information regarding the vendor's ability to meet PWS requirements

The Pricing volume includes annual firm fixed prices for performance to the requirements of the PWS, as well as hourly firm fixed unit rates for other direct costs.

6.1 – Technical Quote (Volume 1) (30 pages max)

The Technical quote must address how the Offeror will meet all performance requirements of the PWS. See the PWS for full technical requirements.

6.2 – Past Experience Narrative (Volume 1) (5 pages max)

The past experience quote shall discuss the offeror's recent (within the past 5 years) and relevant work experience (similar in size, scope, and complexity to the requirements detailed in the PWS).

The offeror should provide a past experience narrative that discusses one to three reference contracts where the offeror served as the prime contractor. Reference contracts are prior contracts where the offeror can demonstrate their ability to perform the types of activities specified in the PWS.

In addition to the information provided by the offeror, the Government may solicit other sources to find references for other relevant work performed by the offeror.

6.3 – Price (Volume 2) (Use attached spreadsheet)

Offerors shall provide a pricing quote using ***Attachment 9.2 – Pricing Spreadsheet.*** Pricing shall include all work required by the PWS. Offerors are required to submit pricing for all five years; out-year pricing can be expressed as a percentage escalation.

7.0 – Basis for Award

The basis for the resulting award will Lowest Price Technically Acceptable (LPTA). The FTC will make an award to the responsible offeror whose quote is the lowest price and technically acceptable.

Vendors must submit a complete quote which includes all the information required by Section 6 (Quote Submission) to be eligible for an award. Quotes that do not include all the required information may be excluded from further consideration without additional evaluation. However, the Contracting Officer may, at his/her discretion, waive informalities and minor irregularities in quotes received.

Quotes must be submitted in a clear, concise, and where appropriate, narrative form providing sufficient detail to enable the government to understand the vendor's approach to the services required. Quotes must clearly and concisely demonstrate the vendor's ability to perform the full range of services required by the PWS. The Government intends to evaluate quotations and make an award without discussions, but reserves the right to conduct discussions if it becomes necessary.

7.1 – General Criteria

To be considered eligible for award, submissions shall meet the following general conditions:

1) The offeror's overall submission is determined to be technically acceptable.
2) The offeror's quoted price is determined to be fair and reasonable.
3) The offeror's submission complies with the requirements of law, regulation and conditions set forth in the PWS, solicitation, or otherwise required by law.
4) The offeror is determined to be responsible, as defined in Federal Acquisition Regulation (FAR) Subpart 9.1, meets all standards contained therein, and is otherwise eligible to receive an award.
5) Additionally, offerors must have an active SAM registration per FAR 52.212-3 in order to be eligible for award.

7.2 – Factor One Technical Quote Evaluation Criteria and Rating

The FTC will evaluate the technical approach based on whether or not the offeror's technical approach outlines in sufficient detail the offeror's methodology in managing and executing the requirements of the PWS.

7.3 – Factor Two Past Experience Evaluation Criteria and Rating

The government will evaluate the offeror's past performance to assess the degree to which the offeror has successfully performed recent (within the past 5 years) projects comparable in size, scope, and complexity to the PWS requirements, and whether or not this past performance indicates the offeror's ability to successfully perform the required work.

7.4 – Factor Three Price Rating

The FTC will evaluate quotes for award purposes by adding the total price of all options to the total price of the base period quote. The evaluation of options will not obligate the FTC to exercise the options. The fixed-unit price CLINs will not be included in the overall price calculation for evaluation purposes.

The FTC may reject a quote as technically unacceptable if it is materially unbalanced as to cost for the base year requirement in relationship to the option years. A quote is unbalanced when it is quoted significantly less or significantly overstated from year to year, or the costs do not reflect market value.

The Government will evaluate the offeror's price for fairness and reasonableness. The price evaluation may employ any price analysis or comparison methodology the Contracting Officer deems necessary. The agency reserves the right, but is not required, to conduct a price realism analysis to determine whether the quoted price is realistic for the work to be performed.

8.0 – Clauses

If quoting from a GSA schedule, the terms and conditions of the current GSA award will continue to be in force as options are exercised under the contract/order, unless otherwise modified.

8.1 – Federal Acquisition Regulation Clauses

52.252-2 Clauses Incorporated by Reference

This solicitation 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 website:

https://www.acquisition.gov/browse/index/far

Article Number	Reference Text
52.202-1	Definitions
52.203-5	Covenant Against Contingent Fees
52.203-6	Restrictions on Subcontractor Sales to the Government
52.203-7	Anti-Kickback Procedure
52.203-13	Contractor Code of Business Ethics and Conduct
52.203-16	Preventing Personal Conflicts of Interest
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights
52.204-2	Security Requirements
52.204-3	Taxpayer Identification
52.204-6	Unique Entity Identifier
52.204-13	System for Award Management Maintenance

Article Number	Reference Text
52.212-1	Instructions to Offerors-Commercial Items
52.212-3	Offeror Representations and Certifications-Commercial Items
52.215-1	Contract Award
52.217-5	Evaluation of Options
52.217-8	Option to Extend Services
52.217-9	Option to Extend the Term of the Contract
52.222-50	Combating Trafficking in Persons
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving
52.224-1	Privacy Act Notification
52.225-2	Privacy Act
52.225-13	Restrictions on Certain Foreign Purchases
52.232-39	Unenforceability of Unauthorized Obligations
52.233.3	Protest After Award
52.237-3	Continuity of Services
52.239-1	Privacy or Security Safeguards
52.243-1	Changes - Fixed-Price
52.245-1	Government Property
52.245-9	Use and Charges

8.2 – Federal Trade Commission Clauses

Please see ***Attachment 9.3 Federal Trade Commission Clauses*** for full text of FTC specific clauses applicable to this requirement.

Article Number	Reference Text
1152.201-90	Contracting Officer's Representative (COR)
1152.203-90	FTC Non-Disclosure
1152.203-91	Organizational and Individual Conflicts of Interest
1152.204-90	Contractor Personnel Security Requirements
1152.211-90	FTC Observance of Legal Holidays - Facility Closures
1152.224-90	Special Protections for Sensitive Information – Experts and Consultants
1152.224-92	Handling of Third-Party Requests for Access to Records
1152.224-93	Data Breaches
1152.232-91	Electronic Invoicing and Payment Requirements
1152.232-92	Limitation of Funds
1152.242-91	Inspection and Acceptance

9.0 Attachments

9.1 – Performance Work Statement
9.2 – Pricing Schedule
9.3 – Federal Trade Commission Clauses