

## Combined Synopsis/Solicitation

Title: American Sign Language (ASL) Interpreter

### General Information

Document Type:	Combined Synopsis/Solicitation
Solicitation Number (RFQ):	<b>HH601015ASL</b> issued as a Request for Quote
Posted Date:	11 March 2015
Response Date:	25 Mar 2015
Set Aside:	Total Small Business
NAICS Code	541930 Translation and Interpretation Services
Small Business Size Standard:	500 Employees

### Contracting Office Address

DoDEA Procurement Office  
Mark Center  
4800 Mark Center Dr  
Alexandria, VA 22350-1400

### Description

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued.

The solicitation number RFQ **HH601015ASL** is issued as a request for quotations using FAR Parts 12 and 13 procedures, and incorporates provisions and clauses that are in effect through Federal Acquisition Circular (FAC) 05-78 effective December 26, 2014 and Defense FAR Supplement Publication Notice (DPN) 20150226 effective February 26, 2015. This solicitation is 100% set aside for small business.

DoDEA has a requirement for sign language interpreter services for DoDEA's deaf and/or hearing impaired employees, for multiple Divisions within DODEA Headquarters. All interpreters must possess the appropriate level of expertise in American Sign Language (ASL) to communicate with the employees. All services are to be performed at local venues in the National Capital Region, to include the Mark Center and the Pentagon and as per Attachment 1, Performance Work Statement (PWS). DoDEA intends to award a firm fixed price requirements contract with a period of performance of one 12-month base year followed by up to four consecutive 12-month option periods on a best value basis. FOB point is destination. Inspection and

acceptance shall be at the Government site. The anticipated award date is April 30, 2015

The following attachments provide additional information and details regarding the Government's minimum requirements:

- Attachment 1 – Performance Work Statement (PWS)
- Attachment 2 – Projected Contract Line Item Number (CLIN) Schedule/Pricing
- Attachment 3 – Solicitation Provisions and Clauses
- Attachment 4 – Past Performance Part 1
- Attachment 5 – Past Performance Part 2

The following FAR provisions and clauses for commercial items are applicable to this acquisition:

- 52.212-1, Instructions to Offerors -- Commercial Items (JULY 2013)- (See Attachment 3 for addendum to this provision)
- 52.212-2, Evaluation – Commercial Items (JAN 1999)- (See Attachment 3 for full text version of provision and addendum)
- 52.212-3, Offeror Representations and Certifications -- Commercial Items (NOV 2013)
- 52.212-4, Contract Terms and Conditions -- Commercial Items (SEPT 2013)- (See Attachment 3 for addendum to this clause)
- 52.212-5, Contract Terms and Conditions Required To Implement Statutes Or Executive Orders -- Commercial Items (Deviation 2013-O0019) (JAN 2014)

Addendums to the FAR provisions and clauses 52.212-1, 52.212-2, and 52.212-4, and additional FAR and Defense FAR Supplement (DFARS) provisions and clauses determined by the Contracting Officer to apply to this acquisition are provided at Attachment 3 – Solicitation Provisions and Clauses.

**RFQ Questions Cutoff Date:**

Questions and inquiries regarding this RFQ shall be submitted electronically via email to Dawn Franklin, Contract Specialist, at [Dawn.Franklin@hq.DoDEA.edu](mailto:Dawn.Franklin@hq.DoDEA.edu) no later than 2pm EST on Mar 18, 2015, with subject line “Questions **HH601015ASL**” A consolidated list of answers to questions received will be posted via an amendment to this RFQ on FedBizOpps.gov.

**RFQ Closing Date:**

Responses are due 2:00pm EST, on March 25, 2015, at DoDEA HQ Procurement, The Mark Center, 4800 Mark Center Dr, Alexandria, VA 22350-1400 ATTN: Dawn Franklin “Quote **HH601015ASL**.”

**POINT OF CONTACT:**

Dawn Franklin, Contract Specialist, 571-372-1452, [Dawn.Franklin@hq.DoDEA.edu](mailto:Dawn.Franklin@hq.DoDEA.edu)

## **Attachment 1**

### **Performance Work Statement**

#### **HE1254-15-D-TBD**

**Period of Performance: 1 May 2015-30 Apr 2020**

#### **1.0 BACKGROUND:**

- 1.1** The Department of Defense Education Activity (DoDEA) serves the educational needs of the dependents of military and civilian employees by providing PK-12 instruction to approximately 75,000 students in seven states, twelve foreign countries, Guam, and Puerto Rico. The number of students varies based on the deployment of military troops worldwide. DoDEA's curriculum, resources, and student achievement scores on standardized assessments compare favorably to high-performing US public schools.
- 1.2** The need for certified and qualified interpreter services exists in DoDEA for sign language interpreter services for the Deaf and Hard of Hearing Federal Employees efforts within DoDEA. This Requirements Contract provides for the award of individual orders, defined hereinafter as "Task Orders," to assist with the accomplishment of these efforts. The Government intends to award a single contract; however, the Government reserves the right to award to multiple vendors if it is deemed to be in the best interests of the government.

#### **2.0 SCOPE:**

- 2.1** The contractor shall provide sign language interpreter services for DoDEA's deaf and/or hearing impaired employees, as described below, in multiple Divisions, within DoDEA Headquarters. All interpreters must possess the appropriate level of expertise in American Sign Language (ASL) to communicate with the employees. All services are to be performed at local venues in the National Capital Region, to include the Mark Center and the Pentagon.
- 2.2** The contractor must possess national certification, be certified by the American Sign Language University, and registered with both National Association of the Deaf (NAD) and the Registry of Interpreters for the Deaf (RID).
- 2.3** Minimum level of certification (ASL) accepted is Certified Generalist with five (5) years' documented/submitted performance at satisfactory level or above. Certification must be accurate, current, accessible, and made available upon Contracting Officer and Equal Employment Opportunity (EEO) Office's request. The sign language interpreter(s) will ensure certification information shall be kept up to date and that

current copies of all applicable documents, including, but not limited to updated/renewed licenses are on file and when needed, and made available to the DoDEA Contracting Officer and the EEO Office upon request. Certification information documents will become part of the official contract file. The contractor shall submit a complete and thorough professional folio of their services after award. If contractor's proposed personnel do not have this certification, the quote will not be accepted for consideration.

**2.4** The complete version of the NAD-RID Code of Professional Conduct may be found at [http://www.rid.org/UserFiles/File/NAD\\_RID\\_ETHICS.pdf](http://www.rid.org/UserFiles/File/NAD_RID_ETHICS.pdf)

**2.5 Additional Interpreter Services:** In addition to the interpreter requirements referred to above, there will also be a periodic need for additional interpreters to assist at training, conferences, or meetings where two or more interpreters may be needed, to provide continuous and adequate interpreting services/support for other activities not previously addressed in the estimated number of hours to be scheduled on a monthly basis. At the time an arrangement for services is placed, it will be determined by the contractor and requesting agent for the Agency if one or more interpreters will be needed for the event.

**2.6** The contractor shall provide sign language (ASL) interpreter services for the DoDEA's hearing impaired/deaf employees estimated at approximately 30 hours per month for all Divisions (this includes DoDEA Communications Staff meetings held twice a week on Tuesdays and Thursdays, the Education Directorate, and the Resource Management Directorate) and can include All Hands meetings or any organized and supported functions required for all DoDEA personnel. The Interpreter will assist hearing impaired employees with day-to-day interaction with co-workers and customers and provide sign-language interpreter services for scheduled meetings and training sessions. The Interpreter will arrive at least 15 minutes prior to the assignment.

**2.7** Additional time will be required, on an ad hoc basis, to address rigorous training such as Defense Agencies Initiative (DAI), which may consume the suggested hours, above, in a week's period during the initial instruction stages. Other training initiatives submitted for consideration include "Appropriations Law" and related financial courses that would consume one to three days.

**2.8** DoDEA requires both primary and secondary (alternate) interpreters be assigned to allow cumulative familiarity with office terminology and subject matter and employees' specific needs and requirements.

**2.9** The sign language interpreters will report to the scheduled Directorate located at Mark Center, 4800 Mark Center Drive, Alexandria, VA 22350 or to another local venue in the National Capital Region (NCR), to include the Pentagon.

**2.10** The Interpreters shall:

- Be screened and approved by the DoDEA Contracting Officer's Representative (COR) with the specific requirement for services or his/her designee, based upon some or all of the following criteria:
  - Possess a minimum of five years professional experience in a professional interpreting job and proficiency in sign-to-voice and voice-to sign transliteration.
  - Demonstrate ability to professionally interact and effectively interpret for all DoDEA-serviced organizations Deaf or Hard of Hearing employees.
  - Be significantly experienced in American Sign Language, deaf gesture movement and facial expressions with minimal use of finger spelling.
  - Be able to qualify for entrance into a secure building (Mark Center) and floors without an escort

**3.0 REQUIREMENTS**

**3.1** The Contractor shall at all times maintain an adequate workforce for the uninterrupted Performance of all tasks defined within this PWS when the Government facility is not closed. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

**3.2** The Contractor shall provide the following:

- On-site primary and secondary English spoken and Sign Language interpreters;
- The following skills and abilities are required of all Sign Language Interpreters under this contract, to include: the ability to keep pace with normal conversation in conferences, meetings, seminars, training courses, interviews, and public speaking events;
  - The ability to voice interpret when a Deaf or Hard of Hearing person's speech is not easily understood;
  - The ability to imitate nuances, tone information, inflection and the spirit of the speaker's voice to enable the Deaf or Hard of Hearing person to fully receive messages;
  - The ability to interpret and maintain confidentiality of personal sessions of a sensitive nature;
  - Comprehensive knowledge of the use of the English vocabulary including the ability to read well and articulate clearly;
  - The ability to interpret phone calls; use the Telecommunications Device for the Deaf (TDD), and other forms of specialized or computerized communications; and,
  - Ability to select, highlight and abstract with context, when dealing with complicated concepts, idioms, etc.

- Provide, on occasions, a Certified Deaf Interpreter to also be placed with an interpreter.
- When/if a substitute Interpreter is provided, or there are any other issues/concerns, the contractor is required to both send an email and call the Division COR or Alternate COR (ACOR) for approval authority.
- Submit a Statement of Policy which describes the Contractor's proposed method of meeting the specified quality assurance standards (in accordance with the Performance Requirements Summary (PRS) and the commitment of the Contractor's management to ensure these standards are met.

**3.3** In addition, the sign language interpreter is required, as follows:

For special events to be held in local venues to include the Pentagon – exact details will be provided prior to the event.

- All Hands Meetings (2 meetings annually; Spring (April timeframe) and Fall (September/October timeframe)) – length of these meetings normally average 2 hours. Contractor will be notified of details of the All Hands (date, time, location, etc.) a minimum of one week prior to the event.
- Holiday workplace celebrations (December – annual event) – normally scheduled for 3 or 4 hours. The holiday party is a luncheon event – if the interpreters want to partake in food they are required to purchase a ticket in advance at their own expense or at the expense of the contractor. Contractor will be notified of details of the Holiday Celebrations (date, time, location, etc.) a minimum of one week prior to the event.
- Summer Event (Summer month – annual event) – normally scheduled for 3 or 4 hours. The summer event is usually a luncheon event – if the interpreter wants to partake in food they are required to purchase a ticket in advance at their own expense or at the expense of the contractor. Contractor will be notified of details of the summer event (date, time, location, etc.) a minimum of one week prior to the event.
- Impromptu/ad hoc meetings
- Social events such as breakfasts, Combined Federal Campaign (CFC) fund raising, etc.

**3.4** Interpreter(s) should allow adequate time to gain access to the Mark Center or additional locations specified within the NCR. Personal travel accommodations are to be coordinated independently, generally without assistance and not at the Government's expense. The interpreter(s) are required to be in place for services at the designated time and location to support the employee. Contractor will be notified of details (date, time, location, etc.) one week in advance of the requirement. Parking is **NOT** available at the Mark Center – contractors are advised to make their own transportation arrangements (public or driving) as well as parking arrangements.

**3.5** Contractor shall provide contact information for scheduled interpreter(s) (name, cell phone contact) so the interpreter(s) may be contacted directly in case of inclement

weather, emergency, etc. to include Primary and Alternate interpreter.

**3.6** Contractor provided training may be requested by Contracting Officer's Representative (COR) (TBD). Types of training may include, but not be limited to: Section 508 compliance, Culture of the Hearing Impaired, Sign Language – ASL, etc. Topics may be suggested/recommended by either the Contractor or the DoDEA COR.

**3.7** The Government COR shall provide **24 business hours** (three days) prior to scheduled arrival notice for necessary cancellations. If less than 24 business hours (three days) occur, the Government will reimburse the contractor for the time the Interpreter would have been in place ready and available to work; i.e., if the Interpreter were scheduled for 2 hrs, then the Government would pay for those two hours as cancellation fee.

**3.8** The contractor shall provide at least **4 hours' notice** to Government COR of emergency changes to primary and/or secondary interpreter arrival. The contractor shall provide two (2) business days' notice to Government COR of the assignment of substitute (non-primary and non-secondary) interpreter for scheduled hours, in non-emergency status.

**3.9** The Government shall pay a different rate, if applicable, for short notice scheduling of interpreter services, if scheduled **24 business hours (three days) or less**. The Government understands that an interpreter may not be available due to the short notification.

**3.10** The Government COR shall notify the contractor of contact information for secondary contacts in the absence of the Government COR, in order of Precedence. The Government COR may designate points-of-contact to assist with management of these requirements. The contractor shall work with Government COR designees to fulfill the requirements of the contract. Each Division will have an assigned COR who will schedule the Interpreter, and who will track hours worked, collect the survey developed by the COR and the Contractor to track performance, and review/approve the invoice. CORs shall be listed in each task order.

**3.11** Documentation of Assignments: The COR and the contractor shall document all assignment(s) using the format below:

1. The date and time of the appointment(s)
2. The length of the appointment(s)
3. Address and phone number(s) of appointment site(s)
4. Names of all parties involved
5. Name of contact person(s)
6. The type of requirement(s)
7. The type of assignment(s)
8. If assignment was cancelled within 24 business hours (3 days)
9. Billing information

10. The contractor shall then invoice the Government only for the total time worked and in 15 minute increments after the first 2-hour time period
--

#### **4.0 PLACE OF PERFORMANCE**

**4.1** The place of performance shall be designated on each task order by the Contracting Officer (KO). All work on will be performed in a Government provided facility; the majority of services are anticipated to be performed at the Mark Center and National Capital Region (NCR) areas leased by Government tenants. All work is primarily located in the NCR; however, if work outside the NCR is necessary, it will be addressed in the task order and appropriate travel costs will be included.

#### **5.0 CONTRACTING OFFICER'S REPRESENTATIVE (COR):**

**5.1** The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and Performance Work Statement (PWS) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution. The COR is **NOT authorized** to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

**5.2** The Contractor shall provide written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

**5.3** The Contracting Officer may designate an ACOR, and the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible). COR authority IS NOT delegable.

**5.4** The Contracting Officer is the only person with the authority to act as an agent of the Government under this contract. Only the Contracting Officer has the authority to perform any of the following:

- Direct or negotiate any changes in the Solicitation or specifications
- Modify or extend the period of performance
- Change the delivery schedule



- Change any terms and conditions of the contract

## **6.0 SECURITY REQUIREMENT:**

### **6.1 BACKGROUND INVESTIGATION REQUIREMENTS FOR UNCLASSIFIED CONTRACTS REQUIRING ACCESS TO DODEA FACILITIES AND/OR SYSTEMS**

#### References:

- DoDI 5200.02, DoD Personnel Security Program (PSP), March 21, 2014 (Incorporating Change 1, Effective September 9, 2014); DoDI 5200.46, DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC), September 9, 2014; Directive-Type Memorandum (DTM) 08-006-SUBJECT: DOD Implementation of Homeland Security Presidential Directive-12 (HSPD-12), November 26, 2008, Incorporating Change 4, September 27, 2012; DoD 5200.08-R, Physical Security Program, April 9, 2007, Incorporating Change 1, May 27, 2009.
- All non-cleared contractor employees providing services under this PWS will hold ADP/IT Level-III, Non-Sensitive Positions, in accordance with DoD 5200.02, DoD Personnel Security Program.

#### Investigation Requirements:

- For US-citizen and green card holder contractor employees the National Agency Check with Inquires (NACI) is the basic investigation DoD currently uses for an ADP/IT-III designated positions ( in accordance with the OUSD(I) Memorandum, Subject: DoD Standardized Investigation Request Procedures, dated November 4, 2010). This is completed using a Standard Form 85 “Questionnaire for Non-Sensitive Positions”. All investigations are completed and submitted using the Office of Personnel Management’s web-based Electronic Questionnaires for Investigations Processing (eQIP) system.

#### Investigations Process for US citizen and green card holder contractor employees:

- The customer agency (HQ DoDEA) Personnel Security Program Manager initiates the investigation and submits investigation documentation to Office of Personnel Management/Federal Investigative Services (OPM/FIS). The customer agency (HQ DoDEA) adjudicates the investigation. The DODEA Personnel Security Program Manager transmits adjudicative results to the COR who will communicate to contractor that investigative requirements have been met.

**6.2** Interim access approval processing requirements will be provided to the contractor upon contract award. The interim approval process is defined by DODEA. Normally it includes the following:

1. The application for the investigation has been successfully submitted to the DoDEA Personnel Security Program Manager and further to OPM/FIS as the investigative organization.

2. The application for investigation (including fingerprint check) provided by the contractor employee does not contain any "significant" derogatory information.
3. The Advance National Agency Check (ANAC) report from OPM/FIS has no "significant" derogatory information.
4. The DoDEA Personnel Program Manager approves, documents the interim access and provides approval to the COR for communication to contractor.

### **6.3 Investigation Process for Local and Foreign National:**

1. The contractor requests the police criminal background check from the country of origin and the country of residence for each local or foreign national contract employee. Contractor will provide a translation of each received police criminal background investigation document.
  2. The original and translation documents will be provided to the COR of this contract.
  3. COR will submit this documentation to HQ DODEA Personnel Security Program Manager for review and adjudication.
  4. DoDEA Personnel Security Program Manager approves, documents the approval and provides approval to the COR for communication to contractor.
- a) Investigations related to contractor employees working under this contract are handled centrally by the DoDEA Headquarters Office of Safety and Security Personnel Security Program Manager. Point of contact for the investigation process, investigation status, and specific security questions is the Personnel Security Manager, Office of Safety and Security and can be reached at Commercial Telephone Number: (571) 372-1460 or via e-mail at: [officeofsafetyandsecurity@hq.DoDEA.edu](mailto:officeofsafetyandsecurity@hq.DoDEA.edu).
  - b) It is essential that contractor employees begin completing the investigative documentation as soon as possible to ensure all contractor employees are cleared and authorized to work within all DoDEA locations at the start of the contract performance period.
  - c) For contractors requiring a Common Access Card CAC, at a minimum a favorable adjudicated NACI must be on record with the Office of Personnel Management (OPM) or a NACI must have been submitted to OPM and a favorable FBI fingerprint check must have been completed. The COR will coordinate with the DoDEA Trusted Agent to obtain the CAC for the contractor.
  - d) Access to Floors 4, 5 and 6 of the Mark Center with no equipment access, is required. Clearance paperwork must be submitted at time of award of Task Order.

## **7.0 BADGES:**

- 7.1 The Government will provide the necessary forms for contractor badging. Once the

contractor fills out and returns one form for each person for whom it wants building access, the information will be put into the Pentagon's NCIC and NAC systems for background checks. This process may take up to three days. Any non-U.S. citizen must have a work visa and must provide that visa number and expiration date. The Government will contact the contractor, via telephone or e-mail, when its employees may come to the Pentagon to pick up badges. The Government will inform the contractor which submitted applications were accepted and which were rejected. The Government will not have access to rejection reasons for any application.

**7.2** Each contract employee must bring two forms of identification with him or her. One Identification must have the bearer's social security number (such as a social security card) and the other must be a picture identification (such as a driver's license). Each contract employee has seven days from the date of notification by the Government to pick up his/her badge. Badges must be picked up within this time frame or the process will have to be started over.

## **8.0 PHYSICAL SECURITY:**

**8.1** The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the end of normal duty hours and/or after normal duty hours, all Government facilities, equipment and materials must be secured.

**8.2** Access Controls: The contractor shall establish and implement methods of making sure all keys/access cards issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys/access cards issued by the Government. The contractor shall immediately report to the COR any occurrences of lost or duplicated keys/access cards. All Government issued keys, passes and/or Common Access Cards (CACs) must be returned to the COR at the end of the contract or termination of contract services/employee.

## **9.0 DIVISION BREAK-OUT for Division Contracting Officer Representatives (COR):**

- Communications Division
- Education Division
- Diversity Management Division
- Executive Division
- Plans, Policy & Legislation Division
- Human Resources Division
- Resource Management Division
- Safety & Security Division
- Procurement Division
- Logistics Division
- General Counsel Division
- Information Technology Division

## **10.0 HOURS OF WORK:**

**10.1** When the requirement is for full days, Contractor personnel are expected to conform to normal operating hours. The contractor shall provide the required services at times determined by DoDEA, with the exception of Federal Government holidays, with an allowance for a 30 minute lunch period each day. The Contractor shall be responsible for conducting business, between the hours of 0800-4:30 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

## **11.0 RECOGNIZED HOLIDAYS:**

- New Year's Day
- Martin Luther King Jr's Birthday
- Memorial Day
- Independence Day
- Presidential Inauguration Day (metropolitan DC area only)
- Labor Day
- Columbus Day
- President's Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

## **12.0 INCLEMENT WEATHER:**

**12.1** From time to time, this geographic area will experience weather inclement enough to either close early, delayed opening or not open at all. In these cases, the Contractor is required to keep up to date with the local news stations as well as the Office of Personnel Management (OPM) to monitor closings and delayed openings. It is up to the contractor to check with the appropriate Point of Contact to ensure his or her services are required for that day and at what time to confirm DoDEA's need is still valid.

## **13.0 CONTRACTOR PERSONNEL:**

**13.1** The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel for this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support.

- For last minute assignments within 8:00 a.m. to 4:30 p.m. Monday through Friday, the contractor shall provide sign language interpreter(s) within a 2-hour time frame, whenever feasible. The contractor shall provide the EEO Deaf Services Coordinator with a 24-hour on-call pager(s)/cell number(s), and/or phone number(s) for immediate access to the contractor for acquisition of a sign

language interpreter(s) or whatever other means/method the Contractor already has in place to meet this requirement.

- Contractor personnel shall be easily recognized as contractor employees by wearing a Security Identification Badge at all times while on Government premises. When contractor personnel attend meetings, answer phones, and work in other situations where their status is not obvious to third parties, they must identify themselves as such to avoid creating the impression that they are Government employees.
- All contractor personnel assigned to this contract must be able to read, write, speak and understand English.
- Paid time begins for the assignment(s) when the sign language interpreter(s) arrives on-site, and paid time ends when on-site assignment(s) end.
- Missed assignments and tardiness shall not be tolerated except for true emergencies. The contractor shall notify the COR should this happen.

**13.2** Contractor employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health and type of position occupied. Employee attire will be in good repair and should not be considered offensive, disruptive, or unsafe, with emphasis on business attire.

**13.3** The contractor and/or the sign language interpreter(s), shall not discuss personal business; distribute personal business cards or promotion of personal "cause" while on assignment in order to develop clientele from assignment(s) originating from the Federal Government.

**13.4** Any sign language interpreter(s) whose professional conduct is questionable, warrants an immediate review at the discretion of the COR, the EEO Office Manager and the Contracting Officer.

#### **14.0 Additional Information:**

**14.1** The interpreter shall provide clearly understood translation when translating from spoken English to sign language and from sign language to spoken English. Due to the complexity of some topics and discussions, an interpreter may be capable of acceptably translating in a given situation yet be considered inadequate in other instances. The COR will communicate with the Contractor when an interpreter is not translating at an acceptable skill level. The Contractor shall discontinue assigning any employee that is unable to provide the necessary skill level of translation by removing that individual from the list of qualified interpreters. The Contracting Officer will notify the Contractor, in writing, when an interpreter has not demonstrated the skill level necessary to meet the requirements of the PWS; this notification will be supported with a "Customer Satisfaction Feedback Form for Interpreting Services" for that day. Only with written consent of the Contracting Officer will employees deleted from the qualified interpreters list be authorized for reassignment under this contract.

**14.2** The interpreters shall arrive to work, meetings, and scheduled events at least 15 minutes prior to start of event. Instances of tardiness may be excused only if the Contractor contacts the COR and explains the unusual circumstance causing the tardiness. Only the Contracting Officer and/or COR have the authority to excuse tardiness. Instances of unexcused tardiness will result in a percentage deduction of that day's invoice equivalent to the number of minutes the interpreter is late. The Contractor will periodically review Interpreter Services Customer Satisfaction Feedback Forms to monitor tardiness.

**14.3** The Contractor shall provide interpreters on short notice when requested. The Contractor is hereby notified that multiple interpreters may need to be assigned within 24 business hours' notice (three days) and there is no allowable deviation when this requirement arises. The Customer Satisfaction Feedback Form for Interpreting Services will serve as documentation of the Contractor's ability to provide qualified interpreters on short notice and addressed in the Past Performance/CPARS system. This form will be developed by the Contractor, Contracting Officer, and COR.

**14.4** The Contractor shall excuse interpreters of their duty when services are not required. In the event that sign language interpreting services will not be needed during a specified period; the COR will notify the Contractor and interpreter(s) shall not report to provide service. If an interpreter has already arrived to provide service for the day the Contractor will be notified, in writing, to relieve the interpreter of their duties for the specified period of time. It will be the Contractor's duty to notify the interpreter that their services will not be required for the specified period. If less than 24 business hours (three days) occur, the Government will reimburse the contractor for the time the Interpreter would have been in place ready and available to work; i.e., if the Interpreter were scheduled for 2 hrs, then the Government would pay for those two hours as cancellation fee.

**EXHIBIT 1****Performance Requirements Summary - ALL**

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

<b>Performance Objectives</b>	<b>Standard</b>	<b>Deviations from Standard</b>	<b>Method of Surveillance</b>
<b>PRS # 1.</b> Interpreter arrives on time to work, meetings, and scheduled translation events.	Be at site at least 15 minutes prior to start of meeting The Contractor may call the COR and explain the unusual circumstances causing the interpreter's tardiness, if Interpreter is late.	The COR may assess a percentage deduction of that day's invoice equivalent to the number of minutes the interpreter is late.	The method of surveillance of this task is 100% inspection of task order by the COR.  Customer Satisfaction survey Feedback form for Interpreting Services
<b>PRS # 2.</b> The Contractor shall provide one primary (key) interpreter and one alternate to ensure consistency and continuity of services	Utilization of primary interpreter at 100% of meetings with no back-up interpreter utilized unless primary is not available		The method of surveillance of this task is 100% inspection of task by the COR.
<b>PRS # 3.</b> The Contractor shall provide clear and effective ASL interpreting services	No more than 2 validated customer complaints. An individual interpreter may be unable to translate for a particular client due to numerous reasons, and those reasons must be communicated to the Contractor COR.	The COR will communicate with the Contractor COR to discuss why the translation was not clearly understood	The method of surveillance of this task is 100% inspection of survey response by the COR.
<b>PRS # 4.</b> The Contractor shall provide meeting requirements as per each task order	No more than 2 missed meeting covered per length of contract; 1% decrement next billing cycle	Contractor shall provide notification of any changes in services at least 24 hours (1 business day) prior to start of task	The method of surveillance of this task is 100% inspection of task by the COR.
<b>PRS # 5.</b> The Contractor shall provide services for all ad hoc or pre-scheduled meetings when arranged IAW the PWS	Be at site at least 15 minutes prior to start of meeting		The method of surveillance of this task is 100% inspection of attendance/work product by the COR.
<b>PRS # 6.</b> The Contractor shall provide an accurate timely invoice for services through WAWF and contract terms and conditions	100% accurate within 15 days after providing services	Monthly if an ongoing service	Review and approval/acceptance of invoices

(End of Attachment 1)

**ATTACHMENT 2:**

Projected CLIN structure:

**BASE YEAR\***

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>U/P</b>	<b>Total</b>
CLIN 0001	Interpreter/ per Hr	1000	hours	_____	_____
CLIN 0002	Short notice cancellation fee (PWS 3.7)	2	each	_____	_____
CLIN 0003	Short notice scheduling rate (PWS 3.9)	1	each	_____	_____
CLIN 0004	Training (PWS 3.6)	1	each	_____	_____
CLIN 0005	Kickoff Meeting	1	each	NSP	NSP

**OPTION YEAR 1**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>U/P</b>	<b>Total</b>
CLIN 1001	Interpreter/ per Hr	1000	hours	_____	_____
CLIN 1002	Short notice cancellation fee (PWS 3.7)	2	each	_____	_____
CLIN 1003	Short notice scheduling rate (PWS 3.9)	1	each	_____	_____
CLIN 1004	Training (PWS 3.6)	1	each	_____	_____

**OPTION YEAR 2**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>U/P</b>	<b>Total</b>
CLIN 2001	Interpreter/ per Hr	1000	hours	_____	_____
CLIN 2002	Short notice cancellation fee (PWS 3.7)	2	each	_____	_____
CLIN 2003	Short notice scheduling rate (PWS 3.9)	1	each	_____	_____
CLIN 2004	Training (PWS 3.6)	1	each	_____	_____

**OPTION YEAR 3**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>U/P</b>	<b>Total</b>
CLIN 3001	Interpreter/ per Hr	1000	hours	_____	_____
CLIN 3002	Short notice cancellation fee (PWS 3.7)	2	each	_____	_____
CLIN 3003	Short notice scheduling rate (PWS 3.9)	1	each	_____	_____
CLIN 3004	Training (PWS 3.6)	1	each	_____	_____



**OPTION YEAR 4**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>U/P</b>	<b>Total</b>
CLIN 4001	Interpreter/ per Hr	1000	hours	_____	_____
CLIN 4002	Short notice cancellation fee (PWS 3.7)	2	each	_____	_____
CLIN 4003	Short notice scheduling rate (PWS 3.9)	1	each	_____	_____
CLIN 4004	Training (PWS 3.6)	1	each	_____	_____

BASE and ALL OPTION YEARS TOTAL:

\*NSP : Not Separately Priced

(End of Attachment 2)

## ATTACHMENT 3

### Solicitation Provisions and Contract Clauses:

The following Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) clauses are incorporated by reference. It is the contractor's responsibility to be familiar with applicable clauses and provisions. The complete text of FAR and DFARS clauses and provisions referenced in this document are available electronically from the following web site: <http://farsite.hill.af.mil/vffar1.htm>

### Clauses Incorporated By Reference

52.203-3	Gratuities	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.204-7	System for Award Management	JUL 2013
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	MAY 2011
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.212-1	Instructions to Offerors--Commercial Items	JUL 2013
52.212-2	Evaluation - Commercial Items	JAN 1999
52.212-3	Offeror Representations and Certification--Commercial Items	NOV 2013
52.212-3 Alt I	Offeror Representations and Certifications--Commercial Items (NOV 2013) Alternate I	APR 2011
52.212-4	Contract Terms and Conditions--Commercial Items	SEP 2013
52.212-5 (Dev)	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Deviation)	JAN 2014
52.219-6	Notice of Total Small Business Set-Aside	JUN 2003
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-14	Limitations on Subcontracting	Nov 2011
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	SEP 2010
52.222-36	Affirmative Action For Workers With Disabilities	OCT 2010
52.222-37	Employment Reports on Veterans	SEP 2010
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	SEP 2009
52.222-50	Combating Trafficking in Persons	FEB 2009

52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.204-7004 Alt A	System for Award Management Alternate A	MAR 2014
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006

#### CLAUSES INCORPORATED BY FULL TEXT

#### CONTRACTOR MANPOWER REPORTING REQUIREMENTS

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Department of Defense Education Activity (DoDEA) via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: [hnp://www.ecmra.mil/](http://www.ecmra.mil/).

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>."

#### ADDENDUM TO FAR 52.212-1

#### INSTRUCTION TO VENDORS - - COMMERCIAL ITEMS (Feb 2012)

1. **Addendum to Paragraph (b)** Submission of quotes. In addition to those requirements as stated in paragraph (b), the following are added and shall apply to the submission requirements in response to this solicitation:
  - (a) **Quote Format** - All vendors must submit a written offer as described below and in the quantities of each volume as stated. In addition, the vendor should also provide an

electronic version of its offer on Microsoft Windows-compatible CD-Rom (CD-R) or DVD in Microsoft Windows (latest version) and Excel format (latest version). Any pricing information will be on separate disk(s) from the capability information. In the case of a conflict between the electronic and the hard copy, the hard copy will be considered the correct version.

**1. Volume I – Capability/Experience Statement**– (Submit 2 Copies) (Maximum of 10 pages).

The Capability/Experience Statement will consist of 10 pages or less that outlines and demonstrates the contractor's understanding of the Government's requirement and addresses how it shall meet all requirements of the Performance Work Statement. A statement of policy must be included in the Contractor's quote along with an Organizational Chart showing who is responsible for monitoring these PRS standards. The Contractor shall submit resumes of the proposed personnel relevant to accomplish this PWS.

The Evaluation Team will stop reviewing the Capability/Experience Statement after the 10th page.

- (a) Capability/Experience Statement which addresses all portions of the PWS, with emphasis on addressing the following areas in no more than 10 pages.
  - i) National certification, certified by the American Sign Language University. Minimum level of certification (ASL) accepted is Certified Generalist, 5 years' documented experience.
  - ii) The ability to interpret phone calls; use the Telecommunications Device for the Deaf (TDD), and other forms of specialized or computerized communications; and,
  - iii) Provide on occasions a Certified Deaf Interpreter to also be placed with an interpreter.
  - iv) Minimum of five years professional experience in a professional interpreting job and proficiency in sign-to-voice and voice-to sign transliteration.

**Volume II – Past Performance Information: (Submit 1 copy)**

- a) Completed Attachment 4: Past Performance Part 1, to identify three projects that demonstrate recent past performance relevant to the requirements in the Performance Work Statement. Recent is defined as within the last three years. Relevant is defined as work similar in complexity and magnitude to the work described in the PWS. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments and commercial customers, i.e. through other sources.
- b) Offerors' references shall independently complete Attachment 5: Past Performance Part 2, and return directly by email, to the DoDEA Procurement Division, Dawn Franklin, at [Dawn.Franklin@hq.DoDEA.edu](mailto:Dawn.Franklin@hq.DoDEA.edu) before or by the closing date and time **March 25, 2015 at 2:00 P.M. EST.** The Government may also consider past performance information obtained through other sources.

**Volume III – Contract Price (Submit 1 copy)**

a. The Contract Price Volume shall provide an Administrative Cover Letter that includes the following information:

- a. Tax identification number (TIN)
- b. Dun & Bradstreet Number (DUNS)
- c. Complete Business Mailing Address
- d. Cage Code/NAICS Code
- e. Contact Name, Phone, Fax, and email address
- f. Price quote to include a unit price and total price for each CLIN included in the quote (Completed Attachment 2)
- g. Any discount terms offered
- h. Terms of any express warranty

b. If the vendor is registered in System for Award Management (SAM), a copy of completed paragraph (b) of FAR provision 52.212-3, Offeror Representations and Certifications; or if the vendor is NOT registered in SAM, a copy of completed paragraphs (c) through (o) of FAR provision 52.212-3, Offeror Representations and Certifications.

- c. An acknowledgement of all issued amendments to the solicitation. The vendors are cautioned that no reference to proposed price(s) shall be made in any other volumes but volume III.
- d. Vendors shall comply with all requirements of the quote submission instructions. Deviations shall be fully explained; however, inclusion of price/cost in documents other than the Contracting/Pricing Volume is not an acceptable deviation.
- e. Quote preparation costs – This Request for Quote does not commit the Government to pay any costs incurred in the preparation and submission of your quote or in making any necessary studies for the preparation thereof, or for any visit the Contracting officer may request for the purpose of clarification of the quote or for preparation of negotiations. By the submission of its quote, the vendor assumes all costs associated.

2. **Addendum to Paragraph (c):** Period for acceptance of quotes: This paragraph (c) is changed to read as follows: The vendor agrees to hold the prices in its quote firm for **120 calendar days** from the date specified for receipt of quotes, unless another time period is specified in an amendment to the solicitation.

3. **Addendum to Paragraph (e):** Multiple quotes. This paragraph (e) is changed to read as

follows: Multiple quotes presenting alternative terms and conditions will **NOT** be accepted.

4. **RFQ Due Date:** The closing date for all quotes is **25 March 2015 at 2:00 P.M. EST.**  
Quotes shall be submitted in three separate volumes: Volume I – Capability/Experience Statement, Volume II – Past Performance and Volume III – Contract Price.

(End of addendum to FAR 52.212-1)

## **EVALUATION--COMMERCIAL ITEMS (JAN 1999)**

- (a) The Government will award a contract resulting from this solicitation to the responsible vendor whose quote submission will be most advantageous (provide the best value) to the Government, price and other factors considered. Specifically, the Government will use a Best Value Basis and Trade-Off Procedures.
- (b) The following factors shall be used to evaluate the quotes: Capability/Experience, Past Performance, and Price. The order of importance of these factors is: Capability/Experience, Past Performance and Price. When combined Capability/Experience and Past Performance are significantly more important than Price.

### **Evaluation Factors:**

**Factor 1: Capability/Experience Statement:** The vendor's Capability/Experience Statement will be evaluated on how well it demonstrates the ability to provide the requirement as set forth in the Performance Work Statement.

**Factor 2: Past Performance:** Vendor's Past Performance will be evaluated to determine the vendor's likelihood of success on the requirements as set forth in the Performance Work Statement. The past performance evaluation will result in an assessment of the Vendor's probability of meeting the solicitation requirements.

**Factor 3: Price Evaluation:** Price will be evaluated to ensure price reasonableness. Price will be considered by the Government when determining the best value proposal, and may be traded off against the increased value of the other three factors. If the other factors are rated the same for two or more Offeror quotes, price may be the determining factor.

- (c) **Options.** The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that a quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

- (d) A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

**Addendum to Provision:**

- (e) **Award Without Discussions:** The Government intends to award without discussions. However, the Government reserves the right to conduct discussions and permit vendors to revise their quotes if it is in the best interest of the Government to do so.
- (f) If the subject solicitation has been issued as a Request for Quotation, all references to offer and offeror are hereby changed to quote and vendor respectively, except for in paragraph (c), which stands as written. If a quote is provided, the Government may make an offer based on all or part of a vendor's quote, as originally presented or as subsequently modified.
- (g) If any component of the contractor's quote is not acceptable to the Government, then the Government may reject the quote without further evaluation.

**ADDENDUM TO FAR 52.212-4**

- (a) This section is an addendum to FAR 52.212-4.
- (b) The Contractor agrees that, after final payment has been made, the Government may unilaterally, and without obtaining further approval from the Contractor, adjust the final quantities of goods and/or services delivered and accepted under this contract and adjust the final price of this contract to conform to the total amount paid as of the date final payment was made.
- (c) In accordance with FAR 4.804-3, the paying office shall close the contract file upon issuance of the final payment voucher. No contract modification will be issued to de-obligate the excess funds.
- (d) If this contract is a type of indefinite-delivery contract (e.g., indefinite-delivery indefinite-quantity, requirements), this section shall apply to each order issued under the contract on a case-by-case basis.
- (e) This section shall be deemed to be written agreement of the parties as contemplated by the changes paragraph of the Contract Terms And Conditions – Commercial Items clause of this contract (FAR 52.212-4(c)).

(End of addendum to FAR 52.212-4)

**52.216-19 ORDER LIMITATIONS. (OCT 1995)**

There is no minimum or maximum order quantities under this contract, the Contractor shall honor all orders received unless an order (or orders) is returned to the ordering office within 5 calendar days after issuance, with the written notice stating the Contractor's intent not to ship item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

**52.216-21 REQUIREMENTS (OCT 1995)**

- (a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.
- (d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.
- (e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.
- (f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 5 years and 6 months beyond date of award.

(End of clause)



**52.217-7 OPTION FOR INCREASED QUANTITY -- SEPARATELY PRICED LINE ITEM (MAR 1989)**

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days before contract expiration. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

**52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days before contract expiration.

(End of clause)

**52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days (60 days unless a different number of days is inserted) before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and 6 months.

(End of clause)

**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

Department of Defense Education Activity  
4800 Mark Center Drive  
Attn: Nina Lin, Procurement Division

Alexandria VA 22350-1400

(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)

**52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)**

United States law will apply to resolve any claim of breach of this contract.

(End of clause)

**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):

[www.farsite.hill.af.mil](http://www.farsite.hill.af.mil)

[www.arnet.gov/far](http://www.arnet.gov/far)

[www.acq.ods.mil](http://www.acq.ods.mil)

(End of provision)

**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):

[www.farsite.hill.af.mil](http://www.farsite.hill.af.mil)

[www.arnet.gov/far](http://www.arnet.gov/far)

[www.acq.ods.mil](http://www.acq.ods.mil)

(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 Defense Federal Acquisition Regulation

Supplement (48 CFR 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

**252.216-7006 ORDERING (MAY 2011)**

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued from date of award through 5 years and 6 months.
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c)(1) If issued electronically, the order is considered "issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.
- (2) If mailed or transmitted by facsimile, a delivery order or task order is considered "issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.
- (3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

**252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)**

- (a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

- (b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through

WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2 in 1

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor's business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

HE1254/HQ DoDEA

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”.)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

-----

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0347
Issue By DoDAAC	HE1254
Admin DoDAAC	HE1254
Inspect By DoDAAC	_____
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	HE1254
Service Acceptor (DoDAAC)	HE1254
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

TBD

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

TBD

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

### **Administrative Information**

- A. Tax Exemption Status. DoDEA is an activity of the Federal Government. As such, state agencies are precluded from taxing them by reason of the Supreme Court decision in McCullough v. Maryland, 17 US 316 (1817). In addition, the various states have codified this immunity by appropriate statutes. DoDEA Federal Tax Identification Number: 26-2331642.
- B. Inspection and Acceptance: Inspection and acceptance of the products and deliverables to be furnished shall be performed by the Contracting Officer's Representative (COR). The Contracting Officer or the COR may inspect all received items to ensure the deliverables meet the DoDEA specification requirement and any aspect of performance under this contract at any time. Government inspection and acceptance for all contractual items listed herein will be at destination.
- C. Limitation of Authority: No person in the Government, other than a Contracting Officer, has the authority to provide direction to the Contractor, which alters the Contractor's obligations or changes this contract in any way to include shipping instructions. If any person representing the Government, other than the Contracting Officer, attempts to alter contract obligations, change the contract specifications/performance work statement or tells the Contractor to perform some effort which the Contractor believes to be outside the scope of this contract, the Contractor shall immediately notify the Contracting Officer and receive direction from the Contracting Officer.

(End of Attachment 3)

**Attachment 4 - Past Performance (PART 1)**

**RFQ HH601015– ASL**

**Information To Be Completed by Offeror**

**Provide a Minimum of Three References**

Name of Agency/Command/Company Contracting Activity:

Contract number:

Contract type:

Total contract value (*Include exercised and unexercised options*)

At time of award: \$

Currently (*or at completion*): \$

Period of performance or delivery schedule (*Include exercised and unexercised options*)

At time of award:

Currently (*or at completion*):

Brief description or title of contract requirements. *Use space as needed, but do not exceed one typewritten page per contract.*

Procuring Contracting Officer (PCO) *Use current name as point of contact for on-going contracts or the last individual's name for completed contracts.*

Name:

Telephone number:

Facsimile number:

E-mail address:

Contracting Officer's Representative (COR) Name:

Telephone number:

Facsimile number:

E-mail address:

Administrative Contracting Officer (ACO):

Name:

Telephone number:

Facsimile number:

E-mail address:

Brief description of any problems encountered and corrective actions taken to resolve those problems. *Use space as needed, but do not exceed one typewritten page per contract.*

(End of Attachment 4)

## Attachment 5

### **Past Performance (PART 2) - RESPONDENT INFORMATION** **RFQ HH601015 – ASL**

#### **REFERENCE INQUIRY**

Interviewer: \_\_\_\_\_ Date of Call/FAX \_\_\_\_\_

Name of Offeror: \_\_\_\_\_

1. Reference Firm Contacted \_\_\_\_\_
2. Project Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Contract Number (if known): \_\_\_\_\_
4. Name of Key Person Contact: \_\_\_\_\_
5. Key Contact Phone No.: \_\_\_\_\_
6. Did the Key Contact work directly on the contract referenced? Yes [ ] No [ ]
7. Contract period: From \_\_\_\_\_ to \_\_\_\_\_
8. Brief Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Quality of Work Performed and Products Delivered: \_\_\_\_\_  
\_\_\_\_\_
10. Degree of Cooperation by Contractor and Your Organization.
  - (a) How well overall did the Contractor work with the Contracting Organization?  
\_\_\_\_\_  
\_\_\_\_\_
  - (b) How well did the key personnel and Contractor's staff work with COTR and Contracting Organization's staff? \_\_\_\_\_  
\_\_\_\_\_
11. Timeliness of Contract Work.
  - (a) Was work completed on time? \_\_\_\_\_
  - (b) Were there any unresolved problems during performance or afterwards? \_\_\_\_\_  
\_\_\_\_\_



12. Effectiveness of Cost Controls (For Cost Reimbursement Contracts Only).

(a) Was the project completed within budget? \_\_\_\_\_

(b) Were costs properly controlled? \_\_\_\_\_

13. Would you recommend the Contractor? Yes \_\_\_ No \_\_\_ If no explain why

Rating \_\_\_\_\_ (Rate the past performance as Excellent, Satisfactory or Unsatisfactory)

Supporting Comments

---

---

---

### **Common DoD Assessment Rating System**

**Excellent (E)** - Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**Satisfactory (S)** - Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**Unsatisfactory (U)** - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

(End of Attachment 5)