

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		
1. REQUEST NO. RFQ0108-10	2. DATE ISSUED 08/03/2010	3. REQUISITION/PURCHASE REQUEST NO. RQ FP10000006	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY EEOC 131 M Street, N.E. 4th Floor Washington, DC 20507			6. DELIVER BY (date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Joseph Pishioneri		TELEPHONE NUMBER		
		AREA CODE 202	NUMBER 663-4109 Ext.:	
8. TO:				
a. NAME		b. COMPANY		
c. STREET ADDRESS				
d. CITY		e. STATE	f. ZIP CODE	d. STATE
e. ZIP CODE				
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 08/13/2010		IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	MEETING SPACE	1.000000	DY		

Delivery Date:
 Period of Performance: 08/31/2010 to 08/31/2010
 Description: August 31, 2010

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
	0.00	0.00	0.00	NUMBER	PERCENTAGE
				0	0.00

NOTE: Additional provisions and representations [] are [X] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
c. COUNTY			a. NAME (Type or print)	b. TELEPHONE
d. CITY			e. STATE	AREA CODE
f. ZIP CODE			c. TITLE (Type or print)	NUMBER

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Line Number	Minimum Quantity	Minimum Amount	Maximum Quantity	Maximum Amount
9	0.000000		0.000000	
10	0.000000		0.000000	
11	0.000000		0.000000	
12	0.000000		0.000000	

*Descriptions & Specifications
IDC Constraints Document*

Statement of Work

07/29/2010

**STATEMENT OF WORK
FACILITY TO HOST THE
EEOC ENFORCEMENT SUPERVISORS TRAINING
August 30-September 3, 2010**

1.0 Introduction

The Equal Employment Opportunity Commission (EEOC), through the Office of Field Programs is acquiring a facility to host a four-day training conference for 91 EEOC Enforcement Supervisors in support of EEOC's mission to "Promote Equality of Opportunity in the Workplace and Enforce Federal Laws Prohibiting Employment Discrimination."

2.0 Background

Enforcement Supervisors are critical to the goals and objectives of the Equal Employment Opportunity Commission and have an important role in helping the Agency fulfill its mission. To assist the Enforcement Supervisors in this responsibility, the Office of Field Programs is conducting a training conference to ensure that the Enforcement Supervisors have the tools needed to supervise their subordinates and assist the EEOC in fulfilling its mission.

3.0 Scope

The U.S. Equal Employment Opportunity Commission (EEOC), Office of Field Programs has a requirement for a contractor to provide a full service training facility to include: training room, rental of audiovisual equipment, food and beverage service, and lodging to conduct a four-day training seminar. This seminar provides training to Enforcement Supervisors on how to manage their employees in order to fulfill the mission of the Agency. The Government anticipates 95 attendees. To be eligible for consideration, the contractor's proposed facility for the seminar must be located in Washington DC, within five miles of EEOC's Headquarters (131 M Street, NE, Washington, DC 20507), for transportation purposes. The hotel must also be within walking distance of Metro. The Government contemplates the award of a firm-fixed price (FFP) purchase order.

The primary date for consideration is August 30 – September 3, 2010. No other dates or combination of dates will be considered by the Government. The seminar provides for meeting space for training sessions and food and beverage service for breakfast on four days, lunch on one day, morning breaks on four days, and afternoon breaks on three days. Registration and continental breakfast start each day at 8:00 a.m. ET. The training starts at 8:30 a.m. ET and ends at 5:00 p.m. ET.

4.0 Requirements

4.1 August 31, 2010

CLIN 0001 – August 31, 2010 - Meeting Space – Specific requirements are: One large room that can accommodate 100 participants, set up with round tables, each table seating eight people, available from 8:00 a.m. to 5:00 p.m. ET. This room shall include three head tables with two chairs each, situated at the front of the room, one (1) projection screen, as well as four (4) lavalier cordless microphones. There shall be ten (10) additional chairs at the back of the room. There shall also be three (3) flip chart easels with pads and markers in the room. All chairs and tables shall be in acceptable condition (the furniture is not broken, soiled, rusted or damaged in any way that would injure the individual or damage clothing). Aisle space, including the space between tables and desk, need to be accessible for persons in a wheelchair. Walls should be constructed in such a manner that they confine inside sound and reduce or prevent the transmission of extraneous sound. Rooms should be configured to allow every participant a clear view of the speaker and all visual aids. Each participant should have a clear view of the projection screen in use. Rooms should be well lit to accommodate extensive reading and writing and all lighting should be uniform and should not produce a glare. Heating and air conditioning should provide a comfortable level of air quality and room temperature when rooms are at the maximum capacity. Access to training room is to be provided from 8:00 PM ET on Monday, August 30th, 2010, so materials may be set up and audiovisual equipment can be arranged.

CLIN 0002 – August 31, 2010 Rental of Audiovisual Equipment - Specific requirements are: (a) Cordless lavalier microphones (4); (b) One (1) 10' x10' Projection Screen; (c) AV package (movable cart with electrical connections, power cords, and power strip to accommodate EEOC's LCD projector and laptop computer).

CLIN 0003 – August 31, 2010 Food & Beverage – Continental Breakfast to be served between 8:00 a.m. and 8:30 a.m. ET and to include assorted breakfast breads, bagels and cream cheese, sliced fresh fruit and yogurt, freshly brewed coffee, decaffeinated coffee, tea, hot water and assorted fruit juices. Morning Break is to be served between 10:15 a.m. and 10:30 a.m. ET and shall include, at a minimum, a refresher of coffee/tea service and water. Afternoon Break is to be served between 3:00 p.m. and 3:15 p.m. ET to include assorted soft drinks, bottled water, herbal teas, milk and cookies and/or brownies, and whole fruit. All interested parties shall provide a list of recommended breakfast and lunch menus, beverages and snacks and their related prices when responding to this RFQ. The contractor shall provide food and beverage for 95 participants.

4.1.2 September 1, 2010

CLIN 0004 - September 1, 2010 - Meeting Space – Specific requirements are: One large room that can accommodate 100 participants, set up with round tables, each table seating eight people, available from 8:00 a.m. to 5:00 p.m. ET. This room shall include three head tables with two chairs each, situated at the front of the room, one (1) projection screen, as well as four (4) lavalier cordless microphones. There shall be ten (10) additional chairs at the back of the room. There shall also be three (3) flip chart easels with pads and markers in the room. All chairs and tables shall be in acceptable condition (the furniture is not broken, soiled, rusted or damaged in any way that would injure the individual or damage clothing). Aisle space, including the space between tables and desk, need to be accessible for persons in a wheelchair. Walls should be constructed in such a manner that they confine inside sound and reduce or prevent the transmission of extraneous sound. Rooms should be configured to allow every participant a clear view of the speaker and all visual aids. Each participant should have a clear view of the projection screen in use. Rooms should be well lit to accommodate extensive reading and writing and all lighting should be uniform and should not produce a glare. Heating and air conditioning should provide a comfortable level of air quality and room temperature when rooms are at the maximum capacity.

CLIN 0005 – September 1, 2010 Rental of Audiovisual Equipment - Specific requirements are: (a) Cordless lavalier microphones (4); (b) One (1) 10' x10' Projection Screen; (c) AV package (movable cart with electrical connections, power cords, and power strip to accommodate EEOC's LCD projector and laptop computer).

CLIN 0006 – September 1, 2010 Food & Beverage – Continental Breakfast to be served between 8:00 a.m. and 8:30 a.m. ET and to include assorted breakfast breads, bagels and cream cheese, sliced fresh fruit and yogurt, freshly brewed coffee, decaffeinated coffee, tea, hot water and assorted fruit juices. Morning Break is to be served between 10:15 a.m. and 10:30 a.m. ET and shall include, at a minimum, a refresher of coffee/tea service and water. A lunch buffet is to be served between 12:00 p.m. and 1:00 p.m. ET. Typical lunch buffet shall consist of salads or soups, selection of hot and/or cold foods and assorted hot and cold beverages. Afternoon Break is to be served between 3:00 p.m. and 3:15 p.m. ET to include assorted soft drinks, bottled water, herbal teas, milk and cookies and/or brownies, and whole fruit. All interested parties shall provide a list of recommended breakfast and lunch menus, beverages and snacks and their related prices when responding to this RFQ. The contractor shall provide food and beverage for 95 participants.

4.1.3 September 2, 2010

CLIN 0007 – September 2, 2010 Meeting Space – Specific requirements are: One large room that can accommodate 100 participants, set up with round tables, each table seating eight people, available from 8:00 a.m. to 5:00 p.m. ET. This room shall include three head tables with two chairs each, situated at the front of the room, one (1) projection screen, as well as four (4) lavalier cordless microphones. There shall be ten (10) additional chairs at the back of the room. There shall also be three (3) flip chart easels with pads and markers in the room. All chairs and tables shall be in acceptable condition (the furniture is not broken, soiled, rusted or damaged in any way that would injure the individual or damage clothing). Aisle space, including the space between tables and desk, need to be accessible for persons in a wheelchair. Walls should be constructed in such a manner that they confine inside sound and reduce or prevent the transmission of extraneous sound. Rooms should be configured to allow every participant a clear view of the speaker and all visual aids. Each participant should have a clear view of the projection screen in use. Rooms should be well lit to accommodate extensive reading and writing and all lighting should be uniform and should not produce a glare. Heating and air conditioning should provide a comfortable level of air quality and room temperature when rooms are at the maximum capacity.

CLIN 0008 – September 2, 2010 Rental of Audiovisual Equipment - Specific requirements are: (a) Cordless lavalier microphones (4); (b) One (1) 10' x10' Projection Screen; (c) AV package (movable cart with electrical connections, power cords, and power strip to accommodate EEOC's LCD projector and laptop computer).

and 8:30 a.m. ET and to include assorted breakfast breads, bagels and cream cheese, sliced fresh fruit and yogurt, freshly brewed coffee, decaffeinated coffee, tea, hot water and assorted fruit juices. Morning Break is to be served between 10:15 a.m. and 10:30 a.m. ET and shall include, at a minimum, a refresher of coffee/tea service and water. Afternoon Break is to be served between 3:00 p.m. and 3:15 p.m. ET to include assorted soft drinks, bottled water, herbal teas, milk and cookies and/or brownies, and whole fruit. All interested parties shall provide a list of recommended breakfast and lunch menus, beverages and snacks and their related prices when responding to this RFQ. The contractor shall provide food and beverage for 95 participants.

4.1.4 September 3, 2010

CLIN 0010 - September 3, 2010 - Meeting Space – Specific requirements are: One large room that can accommodate 100 participants, set up with round tables, each table seating eight people, available from 8:00 a.m. to 5:00 p.m. ET. This room shall include three head tables with two chairs each, situated at the front of the room, one (1) projection screen, as well as four (4) lavalier cordless microphones. There shall be ten (10) additional chairs at the back of the room. There shall also be three (3) flip chart easels with pads and markers in the room. All chairs and tables shall be in acceptable condition (the furniture is not broken, soiled, rusted or damaged in any way that would injure the individual or damage clothing). Aisle space, including the space between tables and desk, need to be accessible for persons in a wheelchair. Walls should be constructed in such a manner that they confine inside sound and reduce or prevent the transmission of extraneous sound. Rooms should be configured to allow every participant a clear view of the speaker and all visual aids. Each participant should have a clear view of the projection screen in use. Rooms should be well lit to accommodate extensive reading and writing and all lighting should be uniform and should not produce a glare. Heating and air conditioning should provide a comfortable level of air quality and room temperature when rooms are at the maximum capacity.

CLIN 0011 – September 3, 2010 Rental of Audiovisual Equipment - Specific requirements are: (a) Cordless lavalier microphones (4); (b) One (1) 10' x10' Projection Screen; (c) AV package (movable cart with electrical connections, power cords, and power strip to accommodate EEOC's LCD projector and laptop computer).

CLIN 0012 – September 3, 2010 Food & Beverage – Continental Breakfast to be served between 8:00 a.m. and 8:30 a.m. ET and to include assorted breakfast breads, bagels and cream cheese, sliced fresh fruit and yogurt, freshly brewed coffee, decaffeinated coffee, tea, hot water and assorted fruit juices. Morning Break is to be served between 10:15 a.m. and 10:30 a.m. ET and shall include, at a minimum, a refresher of coffee/tea service and water.

All interested parties shall provide a list of recommended breakfast and lunch menus, beverages and snacks and their related prices when responding to this RFQ. The contractor shall provide food and beverage for 95 participants.

Anticipated number of participants is 95 each day. The Contracting Officer's Technical Representative (COTR) will contact the contractor within 72 hours of the event to confirm the number of participants. The contractor shall invoice the EEOC at the agreed upon rates for meeting room rental, audiovisual equipment, and food and beverage service. Pricing for food and beverages shall be per person to include the price for the item(s), plus the gratuity (service charge), and a statement from the contractor indicating whether and under what conditions the U. S. Government is exempt from state tax, if applicable.

4.2 Lodging Requirement

Costs associated with lodging shall not be paid under this purchase order. Participants shall be directly responsible for payment of individual sleeping rooms and all incidental charges upon check-out. EEOC requires that the contractor shall provide lodging accommodations to include a block of 95 rooms per night (August 30, August 31, September

1, and September 2, 2010) for attendees. The contractor shall provide the sleeping rooms for attendees at or below the federal government's current domestic per diem rate which is available on-line at <http://www.gsa.gov>. The contractor shall provide information regarding the sleeping room rates with their quotation. The contractor must provide accommodations with single and double beds for sleeping four (4) nights. Rooms will be needed the night before the event starts and the nights of the first, second, and third days of the event. Sleeping rooms shall be accessible and located within the same building, hotel complex or conference facility as the training/meeting rooms. Sleeping rooms must be equipped with private bath, bed, dresser, table, chair, closet space and heating and air conditioning and receive daily maid and linen service. Rooms are to have secure locks and/or chains. The quantity of rooms specified above is an estimate only, and not representative to the contractor that this estimated quantity will be ordered. The government makes no commitment to this estimated quantity. State and local tax will not be charged attendees with government identification consistent with local and state laws.

5.0 Period of Performance

The period of performance shall not exceed five (5) business days. Dates of performance are as follows:

August 30, August 31, September 1, September 2, and September 3, 2010

6.0 Place of Performance

6.1 The location of the facility shall meet the following requirements:

6.1.1 The facility should be located in Washington, DC within five miles of EEOC's Headquarters (131 M Street, NE, Washington, DC 20507), for transportation purposes. The hotel must also be within walking distance of Metro.

6.1.2 Accessibility: All facilities, including training rooms, restrooms, and audiovisual equipment, must be fully accessible to individuals with disabilities in compliance with the Americans with Disabilities Act. Accommodations for disabled individuals may include, but are not limited to, accessible parking spaces, elevators, and adequate sound systems, wide aisles and wheelchair ramps.

6.1.2.1 Site Visits: EEOC reserves the right to perform site visits prior to award of this purchase order.

7. Purchase Order Administration

PURCHASE ORDER ADMINISTRATION. The COTR under the resulting purchase order shall be designated at the time of the purchase order award. Invoicing: The contractor shall invoice the EEOC at the agreed upon rates for conference space, rental of audiovisual equipment and technical support, food and beverage services. Charges for food and beverage service shall be reflected on the invoice as the cost incurred per person. The contractor shall submit a final invoice of all charges within five (5) business days after completion of the seminar to the COTR and he/she shall be provided at least five (5) business days to review the invoice charges and services provided for acceptance. Method of Payment: The preferred payment method is payment by government-wide commercial purchase card. Contractor to apply charges to the government purchase card only after the final invoice has been accepted and reconciled by the COTR. Cancellation: Should EEOC elect to cancel this purchase order, EEOC will provide a written notification to the contractor no later than 15 calendar days prior to the scheduled event. By receipt of this cancellation notice, the contractor agrees to release EEOC from any cancellation penalties or charges. If there is a cancellation within 5 business days of the scheduled event date, Paragraph (l) Termination for the Government's Convenience or (m) Termination for Cause of FAR Clause 52.212-4, Contract Terms and

Conditions - Commercial Items will govern.

Additional Information

08/03/2010

PERIOD OF PERFORMANCE: 8/30/10 – 9/03/10

EEOC anticipates awarding a firm fixed price purchase order.

Method of payment: The Government Intends to make payment via the Governmentwide Commercial Purchase Card.

Please complete the following:

SIZE OF BUSINESS:

SMALL _____

LARGE _____

DISADVANTAGED _____

WOMAN-OWNED _____

OTHER _____

DISCOUNT TERMS FOR PROMPT PAYMENT: _____

FOB TERMS:

DESTINATION: _____

ORIGIN: _____

RESPONSE DUE: By 9:00 a.m. August 13, 2010

1. Central Contractor Registration: Pursuant to FAR Clause 52.232.33, Payment by Electronic Funds Transfer (OCT 2003)-Central Contractor Registration, the Government intends to make payment via electronic funds transfer, using information provided in the Central Contractor Registration (CCR) database. Contractor registration in the Federal Government's CCR database is required prior to the award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement. Contractors may register on-line at the CCR website: <http://www.ccr.gov>.

2. Method of Payment (Preferred): Pursuant to FAR Clause 52.232-36 Entitled, Payment By Third Party (FEB 2010), the government's preferred method of payment for the required services will be via the Governmentwide Commercial Purchase Card. The contractor will contact the EEOC purchase cardholder to obtain the applicable purchase card account number. The name and telephone number of the applicable EEOC purchase cardholder will be provided by the Contracting Officer at the time of award.

3. Contractor accepts Governmentwide Commercial Purchase Card (Please check one):

() Yes () No

*****To be completed at time of award***.**

4. Contract Funding: Quoters are advised that 2010 funds are available for this requirement.

5. If the quoter has questions pertaining to this requirement, please fax or e-mail to Joseph Pishioneri. The fax number is (202) 663-4178. The e-mail address is joseph.pishioneri@eec.gov. All questions pertaining to this requirement are due no later then 5:00 p.m. on August 4, 2010.

6. Please complete this form and submit the information listed below for the following items, then return your quote along with all requested information via e-mail to joseph.pishioneri@eec.gov on or before 9:00 a.m. (EST) on August 9, 2010.

CONTRACTOR POINT OF CONTACT:

COMPANY NAME AND ADDRESS:

TITLE:

TELEPHONE NUMBER:

FAX NUMBER:

DATE OF QUOTE

SIGNATURE

*Inspection and Acceptance**Deliveries or Performance***PERIOD OF PERFORMANCE**

ITEM	START	END
1	08/31/2010	08/31/2010

PERIOD OF PERFORMANCE

ITEM	START	END
2	08/31/2010	08/31/2010

PERIOD OF PERFORMANCE

ITEM	START	END
3	08/31/2010	08/31/2010

PERIOD OF PERFORMANCE

ITEM	START	END
4	09/01/2010	09/02/2010

PERIOD OF PERFORMANCE

ITEM	START	END
5	09/01/2010	09/01/2010

PERIOD OF PERFORMANCE

ITEM	START	END
6	09/01/2010	09/01/2010

PERIOD OF PERFORMANCE

ITEM	START	END
7	09/02/2010	09/02/2010

PERIOD OF PERFORMANCE

ITEM	START	END
8	09/02/2010	09/02/2010

PERIOD OF PERFORMANCE

ITEM	START	END
9	09/02/2010	09/02/2010

PERIOD OF PERFORMANCE

ITEM	START	END
10	09/03/2010	09/03/2010

PERIOD OF PERFORMANCE

ITEM	START	END
11	09/03/2010	09/03/2010

PERIOD OF PERFORMANCE

ITEM	START	END
12	09/03/2010	09/03/2010

Contract Administration Data
Accounting Data

Special Contract Requirements

Contract Clauses

Contract	Clauses	
		07/29/2010

Clause By Reference

Clause	Title
	52.212-4 Contract Terms and Conditions—Commercial Items (Mar 2009)
52.212-1	Instructions to Offerors—Commercial Items (June 2008)

Contract Clauses**52.212-3 Offeror Representations and Certifications—Commercial Items.**

As prescribed in 12.301(b)(2), insert the following provision:

Offeror Representations and Certifications—Commercial Items (Aug 2009)

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (c) through (m) of this provision.

(a) *Definitions.* As used in this provision—

“Emerging small business” means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

“Forced or indentured child labor” means all work or service—

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Inverted domestic corporation” means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), *i.e.*, a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

“Manufactured end product” means any end product in Federal Supply Classes (FSC) 1000-9999, except—

- (1) FSC 5510, Lumber and Related Basic Wood Materials;
- (2) Federal Supply Group (FSG) 87, Agricultural Supplies;
- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and
- (10) FSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

“Service-disabled veteran-owned small business concern”—

(1) Means a small business concern—

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
 - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in [38 U.S.C. 101\(2\)](#), with a disability that is service-connected, as defined in [38 U.S.C. 101\(16\)](#).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

“Veteran-owned small business concern” means a small business concern—

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at [38 U.S.C. 101\(2\)](#)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned business concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“Women-owned small business concern” means a small business concern—

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(b)

(1) *Annual Representations and Certifications*. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and

certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____.

[Offeror to identify the applicable paragraphs at (c) through (n) of this provision that the offeror has completed for the purposes of this solicitation only, if any.]

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.]

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) *Small business concern.* The offeror represents as part of its offer that it ~~is~~ is not a small business concern.

(2) *Veteran-owned small business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents as part of its offer that it ~~is~~ is not a veteran-owned small business concern.

(3) *Service-disabled veteran-owned small business concern.* *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.]* The offeror represents as part of its offer that it ~~is~~ is not a service-disabled veteran-owned small business concern.

(4) *Small disadvantaged business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents, for general statistical purposes, that it ~~is~~ is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) *Women-owned small business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents that it ~~is~~ is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) *Women-owned business concern (other than small business concern).* *[Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents that it ~~is~~ is a women-owned business concern.

(7) *Tie bid priority for labor surplus area concerns.* If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:_____

(8) *Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program.* *[Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.]*

(i) *[Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the designated industry groups (DIGs).]* The offeror represents as part of its offer that it ~~is~~ is not an emerging small business.

(ii) *[Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or designated industry groups (DIGs).]* Offeror represents as follows:

(A) Offeror’s number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror’s average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

**Number
of Annual
Employees
Revenues**

~~50~~ ~~50~~ \$1 million
or or
~~fewer~~ ~~less~~

~~51~~ ~~100~~ \$000,001–\$2 million

~~101~~ ~~25~~ \$000,001–\$3.5 million

~~251~~ ~~50~~ \$000,001–\$5 million

~~501~~ ~~25~~ \$000,001–\$10 million

751-~~\$1,000,000~~-\$17 million

Over
1,000~~0~~17 million

(9) [Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.]

(i) General. The offeror represents that either—

(A) It is, is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It has, has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.]

(10) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that—

(i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and

(ii) It is, is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Representations required to implement provisions of Executive Order 11246—

(1) Previous contracts and compliance. The offeror represents that—

(i) It has, has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It has, has not filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that—

(i) It has developed and has on file, has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 cfr parts 60-1 and 60-2), or

(ii) It has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act—Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item”

“component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American Act—Supplies.”

(2) Foreign End Products:

Line
Item of
NoOrigin

[List as necessary]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR [Part 25](#).

(g)(1) *Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate*. (Applies only if the clause at FAR [52.225-3](#), Buy American Act—Free Trade Agreements—Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms “Bahrainian, Moroccan, Omani, or Peruvian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act.”

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, or Peruvian End Products) or Israeli End Products:

Line
Item of
NoOrigin

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act.” The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.”

Other Foreign End Products:

Line
Item of
NoOrigin

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR [Part 25](#).

(2) *Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate, Alternate I*. If Alternate I to the clause at FAR [52.225-3](#) is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Canadian End Products:

Line
Item
No.

[List as necessary]

(3) *Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate, Alternate II.* If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Canadian or Israeli End Products:

LiCountry
Item of
NoOrigin

[List as necessary]

(4) *Trade Agreements Certificate.* (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled “Trade Agreements.”

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

LiCountry
Item of
NoOrigin

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) *Certification Regarding Responsibility Matters (Executive Order 12689).* (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals—

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

(2) Have, have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(3) Are, are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) Have, have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

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

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

(ii) *Examples.*

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest

the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) Certification Regarding Knowledge of Child Labor for *Listed End Products (Executive Order 13126)*. [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) *Listed end products.*

Listed
End
Products
Origin

(2) *Certification.* [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

(i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

(ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) *Place of manufacture.* (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) Outside the United States.

(k) *Certificates regarding exemptions from the application of the Service Contract Act.* (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

(1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror does does not certify that—

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) Certain services as described in FAR 22.1003-4(d)(1). The offeror does does not certify that—

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service

Contract Act wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) *Taxpayer Identification Number (TIN)* (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) *Taxpayer Identification Number (TIN)*.

TIN: _____.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) *Type of organization*.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____.

(5) *Common parent*.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name _____.

TIN _____.

(m) *Restricted business operations in Sudan*. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) *Prohibition on Contracting with Inverted Domestic Corporations*.

(1) *Relation to Internal Revenue Code*. A foreign entity that is treated as an inverted domestic corporation for purposes of the Internal Revenue Code at 26 U.S.C. 7874 (or would be except that the inversion transactions were completed on or before March 4, 2003), is also an inverted domestic corporation for purposes of 6 U.S.C. 395 and for this solicitation provision (see FAR 9.108).

(2) *Representation*. By submission of its offer, the offeror represents that it is not an inverted domestic corporation and is not a subsidiary of one.

(End of provision)

Alternate I (Apr 2002). As prescribed in 12.301(b)(2), add the following paragraph (c)(11) to the basic provision:

(11) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) or (c)(9) of this provision.)

[The offeror shall check the category in which its ownership falls]:

___ Black American.

___ Hispanic American.

___ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

___ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

___ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

___ Individual/concern, other than one of the preceding.

Alternate II (Oct 2000). As prescribed in [12.301\(b\)\(2\)](#), add the following paragraph (c)(9)(iii) to the basic provision:

(iii) *Address*. The offeror represents that its address is, is not in a region for which a small disadvantaged business procurement mechanism is authorized and its address has not changed since its certification as a small disadvantaged business concern or submission of its application for certification. The list of authorized small disadvantaged business procurement mechanisms and regions is posted at <http://www.arnet.gov/References/sdbadjustments.htm>. The offeror shall use the list in effect on the date of this solicitation. "Address," as used in this provision, means the address of the offeror as listed on the Small Business Administration's register of small disadvantaged business concerns or the address on the completed application that the concern has submitted to the Small Business Administration or a Private Certifier in accordance with 13 CFR Part 124, subpart B. For joint ventures, "address" refers to the address of the small disadvantaged business concern that is participating in the joint venture.

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items.

As prescribed in [12.301\(b\)\(4\)](#), insert the following clause:

Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items (June 2009)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) [52.222-50](#), Combating Trafficking in Persons (Feb 2009) ([22 U.S.C. 7104\(g\)](#)).

___ Alternate I (Aug 2007) of [52.222-50](#) ([22 U.S.C. 7104\(g\)](#)).

(2) [52.233-3](#), Protest After Award (Aug 1996) ([31 U.S.C. 3553](#)).

(3) [52.233-4](#), Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[*Contracting Officer check as appropriate.*]

___ (1) [52.203-6](#), Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) ([41 U.S.C. 253g](#) and [10 U.S.C. 2402](#)).

___ (2) [52.203-13](#), Contractor Code of Business Ethics and Conduct (Dec 2008) (Pub. L. 110-252, Title VI, Chapter 1 ([41 U.S.C. 251 note](#))).

___ (3) [52.203-15](#), Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (MAR 2009) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

___ (4) [52.204-11](#), American Recovery and Reinvestment Act—Reporting Requirements (Mar 2009) (Pub. L. 111-5).

___ (5) [52.219-3](#), Notice of Total HUBZone Set-Aside (Jan 1999) ([15 U.S.C. 657a](#)).

___ (6) [52.219-4](#), Notice of Price Evaluation Preference for HUBZone Small Business Concerns (July 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) ([15 U.S.C. 657a](#)).

___ (7) [Reserved]

___ (8)(i) [52.219-6](#), Notice of Total Small Business Set-Aside (June 2003) ([15 U.S.C. 644](#)).

___ (ii) Alternate I (Oct 1995) of [52.219-6](#).

___ (iii) Alternate II (Mar 2004) of [52.219-6](#).

___ (9)(i) [52.219-7](#), Notice of Partial Small Business Set-Aside (June 2003) ([15 U.S.C. 644](#)).

___ (ii) Alternate I (Oct 1995) of [52.219-7](#).

___ (iii) Alternate II (Mar 2004) of [52.219-7](#).

___ (10) [52.219-8](#), Utilization of Small Business Concerns (May 2004) ([15 U.S.C. 637\(d\)\(2\)](#) and (3)).

___ (11)(i) [52.219-9](#), Small Business Subcontracting Plan (Apr 2008) ([15 U.S.C. 637\(d\)\(4\)](#)).

___ (ii) Alternate I (Oct 2001) of [52.219-9](#).

___ (iii) Alternate II (Oct 2001) of [52.219-9](#).

___ (12) [52.219-14](#), Limitations on Subcontracting (Dec 1996) ([15 U.S.C. 637\(a\)\(14\)](#)).

___ (13) [52.219-16](#), Liquidated Damages—Subcontracting Plan (Jan 1999) ([15 U.S.C. 637\(d\)\(4\)\(F\)\(i\)](#)).

___ (14)(i) [52.219-23](#), Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Oct 2008) ([10 U.S.C. 2323](#)) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (June 2003) of [52.219-23](#).

___ (15) [52.219-25](#), Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Apr 2008) (Pub. L. 103-355, section 7102, and [10 U.S.C. 2323](#)).

- __ (16) [52.219-26](#), Small Disadvantaged Business Participation Program— Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and [10 U.S.C. 2323](#)).
- __ (17) [52.219-27](#), Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004) ([15 U.S.C. 657 f](#)).
- __ (18) [52.219-28](#), Post Award Small Business Program Rerepresentation (Apr 2009) ([15 U.S.C. 632\(a\)\(2\)](#)).
- _X_ (19) [52.222-3](#), Convict Labor (June 2003) (E.O. 11755).
- _X_ (20) [52.222-19](#), Child Labor—Cooperation with Authorities and Remedies (Feb 2008) (E.O. 13126).
- _X_ (21) [52.222-21](#), Prohibition of Segregated Facilities (Feb 1999).
- _X_ (22) [52.222-26](#), Equal Opportunity (Mar 2007) (E.O. 11246).
- __ (23) [52.222-35](#), Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) ([38 U.S.C. 4212](#)).
- __ (24) [52.222-36](#), Affirmative Action for Workers with Disabilities (Jun 1998) ([29 U.S.C. 793](#)).
- __ (25) [52.222-37](#), Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) ([38 U.S.C. 4212](#)).
- __ (26) [52.222-39](#), Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).
- __ (27) [52.222-54](#), Employment Eligibility Verification (Jan 2009). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in [22.1803](#).)
- __ (28)(i) [52.223-9](#), Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) ([42 U.S.C. 6962\(c\)\(3\)\(A\)\(ii\)](#)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- __ (ii) Alternate I (May 2008) of [52.223-9](#) ([42 U.S.C. 6962\(i\)\(2\)\(C\)](#)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- __ (29) [52.223-15](#), Energy Efficiency in Energy-Consuming Products (Dec 2007) ([42 U.S.C. 8259b](#)).
- __ (30)(i) [52.223-16](#), IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (Dec 2007) (E.O. 13423).
- __ (ii) Alternate I (Dec 2007) of [52.223-16](#).
- __ (31) [52.225-1](#), Buy American Act—Supplies (Feb 2009) ([41 U.S.C. 10a-10d](#)).
- __ (32)(i) [52.225-3](#), Buy American Act—Free Trade Agreements—Israeli Trade Act (June 2009) ([41 U.S.C. 10a-10d](#), [19 U.S.C. 3301](#) note, [19 U.S.C. 2112](#) note, [19 U.S.C. 3805](#) note, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, and 110-138).
- __ (ii) Alternate I (Jan 2004) of [52.225-3](#).
- __ (iii) Alternate II (Jan 2004) of [52.225-3](#).
- __ (33) [52.225-5](#), Trade Agreements (June 2009) ([19 U.S.C. 2501](#), *et seq.*, [19 U.S.C. 3301](#) note).
- _X_ (34) [52.225-13](#), Restrictions on Certain Foreign Purchases (June 2008) (E.O.’s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- __ (35) [52.226-4](#), Notice of Disaster or Emergency Area Set-Aside (Nov 2007) ([42 U.S.C. 5150](#)).
- __ (36) [52.226-5](#), Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) ([42 U.S.C. 5150](#)).
- __ (37) [52.232-29](#), Terms for Financing of Purchases of Commercial Items (Feb 2002) ([41 U.S.C. 255\(f\)](#), [10 U.S.C. 2307\(f\)](#)).
- __ (38) [52.232-30](#), Installment Payments for Commercial Items (Oct 1995) ([41 U.S.C. 255\(f\)](#), [10 U.S.C. 2307\(f\)](#)).
- __ (39) [52.232-33](#), Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003) ([31 U.S.C. 3332](#)).
- __ (40) [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999) ([31 U.S.C. 3332](#)).
- _X_ (41) [52.232-36](#), Payment by Third Party (May 1999) ([31 U.S.C. 3332](#)).
- __ (42) [52.239-1](#), Privacy or Security Safeguards (Aug 1996) ([5 U.S.C. 552a](#)).
- __ (43)(i) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. Appx. 1241\(b\)](#) and [10 U.S.C. 2631](#)).
- __ (ii) Alternate I (Apr 2003) of [52.247-64](#).

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

- __ (1) [52.222-41](#), Service Contract Act of 1965 (Nov 2007) ([41 U.S.C. 351](#), *et seq.*).
- __ (2) [52.222-42](#), Statement of Equivalent Rates for Federal Hires (May 1989) ([29 U.S.C. 206](#) and [41 U.S.C. 351](#), *et seq.*).

___ (3) [52.222-43](#), Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Nov 2006) ([29 U.S.C. 206](#) and [41 U.S.C. 351](#), *et seq.*).

___ (4) [52.222-44](#), Fair Labor Standards Act and Service Contract Act—Price Adjustment (Feb 2002) ([29 U.S.C. 206](#) and [41 U.S.C. 351](#), *et seq.*).

___ (5) [52.222-51](#), Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) ([41 351](#), *et seq.*).

___ (6) [52.222-53](#), Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) ([41 U.S.C. 351](#), *et seq.*).

___ (7) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

___ (8) [52.237-11](#), Accepting and Dispensing of \$1 Coin (Sept 2008) ([31 U.S.C. 5112\(p\)\(1\)](#)).

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at [52.215-2](#), Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR [Subpart 4.7](#), Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) [52.203-13](#), Contractor Code of Business Ethics and Conduct (Dec 2008) (Pub. L. 110-252, Title VI, Chapter 1 ([41 U.S.C. 251 note](#))).

(ii) [52.219-8](#), Utilization of Small Business Concerns (May 2004) ([15 U.S.C. 637\(d\)\(2\)](#) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include [52.219-8](#) in lower tier subcontracts that offer subcontracting opportunities.

(iii) [Reserved]

(iv) [52.222-26](#), Equal Opportunity (Mar 2007) (E.O. 11246).

(v) [52.222-35](#), Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) ([38 U.S.C. 4212](#)).

(vi) [52.222-36](#), Affirmative Action for Workers with Disabilities (June 1998) ([29 U.S.C. 793](#)).

(vii) [52.222-39](#), Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).

(viii) [52.222-41](#), Service Contract Act of 1965 (Nov 2007) ([41 U.S.C. 351](#), *et seq.*).

(ix) [52.222-50](#), Combating Trafficking in Persons (Feb 2009) ([22 U.S.C. 7104\(g\)](#)).

___ Alternate I (Aug 2007) of [52.222-50](#) ([22 U.S.C. 7104\(g\)](#)).

(x) [52.222-51](#), Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) ([41 U.S.C. 351](#), *et seq.*).

(xi) [52.222-53](#), Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) ([41 U.S.C. 351](#), *et seq.*).

(xii) [52.222-54](#), Employment Eligibility Verification (Jan 2009).

(xiii) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause [52.226-6](#).

(xiv) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. Appx. 1241\(b\)](#) and [10 U.S.C. 2631](#)). Flow down required in accordance with paragraph (d) of FAR clause [52.247-64](#).

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

*Exhibits and Attachments TOC**Reps and Certs of Offerors**Instructions/Notices Bidders**Evaluation Factors for Award*

Evaluation Factors

07/29/2010

EVALUATION FACTORS**BASIS OF AWARD**

The Government intends to award a purchase order to the responsible quoter(s) whose quotation is responsive to the solicitation and is determined to be the best value to the Government, using the tradeoff approach. Selection of the best value to the Government will be achieved through a process of evaluating the strengths and weaknesses of each quoter's quotation against the evaluation criteria described below. In determining the best value to the Government, the Technical Capability and Past Performance Evaluation Criteria, when combined, are more important than the evaluated price. The Government reserves the right to make an award to the quoter with the highest technically rated quotation rather than making an award at the lowest evaluated price. However, the Government will not make an award at a price premium it considers disproportionate to the benefits associated with the evaluated superiority of one technical quotation over another. Thus, to the extent that quoter's technical and past performance quotations are evaluated as equal, the evaluated price is more likely to be a determining factor.

EVALUATION FACTORS FOR AWARD:

The following factors shall be used to evaluate quotations (these factors are listed in their relative order of importance): Technical Capability, Past Performance, and Price.

Factor I - Technical Capabilities:

Quotations will be evaluated on the quoter's ability to provide all of the contract requirements regarding meeting space, food and beverage, audiovisual equipment, location, and lodging. Quotations must address the quoter's ability to comply with the Americans with Disabilities Act (ADA) as it relates to meeting space, lodging, and parking.

Factor II - Past Performance

The quoter must provide a minimum of three (3) references for past performance for the same or similar services awarded within the past three (3) years. Requested information for each reference shall include the following: 1) Name and address of government agency or non-government client; 2) Name, title, email, and telephone number of contracting officer, or other POC; 3) Name, title, email and telephone number of client's program or project manager, if applicable; 4) Contract number, period of performance, and total dollar value of contract; and 5) Description of services. EEOC will evaluate past performance in terms of customer service on similar requirements, feedback from references on quality/upkeep of the facilities, and the availability of staff to support the conference. In the event that a quoter has no Past Performance history, this rating factor will be considered neutral and will neither increase nor decrease the overall rating.

Factor III- COST/PRICE EVALUATION

The government will evaluate the prices/quotations submitted in comparison to the Independent Government Estimate. The following pricing information will also be considered during the price evaluation: pricing provided for all line items listed in the Schedule of Supplies and Services of this RFQ in the units and format provided; pricing of recommended menu options for breakfast, lunch, snacks and beverages; rates for meeting rooms; and sleeping room rates.

SITE VISITS

The EEOC reserves the right to conduct a site visit of all quoters who are rated to be technically acceptable. The site visit will review and evaluate the same technical items identified in the Technical Capabilities portion of the technical evaluation factors.