

EEOC anticipates awarding a Firm Fixed Price Purchase Order.

Method of payment: The Government Intends to make payment via Electronic Funds Transfer (EFT).

Please complete the following:

SIZE OF BUSINESS:

SMALL \_\_\_\_\_

LARGE \_\_\_\_\_

DISADVANTAGED \_\_\_\_\_

WOMAN-OWNED \_\_\_\_\_

OTHER \_\_\_\_\_

DISCOUNT TERMS FOR PROMPT PAYMENT: \_\_\_\_\_

FOB TERMS: DESTINATION: \_\_\_\_\_ ORIGIN: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_

RESPONSE DUE: **By 2:00 pm (EDT) on May 29, 2021**

**Basis of award:** The government will award to the quoter submitting the lowest price technically acceptable quotation that meets the Government's requirement. In order to be considered technically acceptable, quotations must meet the following requirements:

**EVALUATION FACTORS FOR AWARD  
USING  
LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)**

The government will award to the quoter submitting the lowest price technically acceptable quotation that meets or exceeds the Government's requirements. In order to be considered technically acceptable, quotations must meet the following requirements:

**Factors Evaluated as Go/No-Go**

**Factor**

1. Technical Capability Standards

**Standard**

A. The quoter must provide enterprise-wide access to the Law360 Section: Employment online database services via a single web-based platform. Content accessible on the web-based platform must include Law360 news, analysis and daily newsletters in the topical area of employment.

B. The quoter must provide a customer support plan which includes technical support and web-based training sessions.

C. Quoter must provide written evidence that it can deliver the Law360 Section: Employment database services and customer support as described above by submitting a narrative with its quote which clearly identifies and describes the web-based platform, content and customer support plan.

D. All quoters must demonstrate the capabilities of the online social science research services by providing trial access for four (4) Commission research staff members for five (5) business days for evaluation purposes. The Government will only use the access for testing the technical capabilities of the databases (as identified in the list requested above) and will not derive a benefit from the use of any of the materials.

E. Quoter must provide written evidence that the research services meet the Revised Section 508 requirements of the Rehabilitation Act of 1973. The written evidence must include an Accessibility Conformance Report (ACR) using the Voluntary Product Accessibility Template® (VPAT®), Version 2.1, March 2018 located at <https://www.itic.org/policy/accessibility/vpat>.

## 2. Past Experience

The quoter must provide references for a minimum of three (3) government or non-government contracts which provide the same or similar services; contracts must have been awarded within the last three (3) years. The information for each reference shall include the following:

1. Name and address of government agency and other non-government client.
2. Name, title, email and telephone number of Contracting Officer or other point of contact.
3. Name, title, email and telephone number of client's Program Manager, if applicable.
4. Contract number, period of performance, and total dollar value of contract.
5. Description of services provided.

## 3. Price

The price quotation will be evaluated against the independent Government estimate. Once the quote has been determined to be "technically acceptable," award will be based on lowest price.

**Notice: Each Factor listed above shall be addressed with quoters' written response when responding to this RFQ. Failure to do so will eliminate the quoter from consideration.**

1. Period of Performance: ***7/02/2021 – 7/1/2022***

2. Place of Performance: EEOC Headquarters Building, Office of Research, Information and Planning, located at 131 M Street, NE, Washington, DC 20507-0003.

3. System for Award Management: Pursuant to FAR Clause 52.232-33, Payment by Electronic Funds Transfer-System for Award Management, the Government intends to make payment via electronic funds transfer, using information provided in the System for Award Management (SAM) database. Contractor registration in the Federal Government's SAM's database is required **at the time**

**quotation is submitted**, basic agreement, basic ordering agreement, or blanket purchase agreement. Contractors may register on-line at the SAM’s website: <http://www.sam.gov>.

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

( ) Yes      ( ) No

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

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

6. Price Quotation Submission Requirements: The quoter shall submit the signed and dated price quotation to the Contracting Officer or the individual designated to receive the quote and shall stipulate that the quote is predicated upon all the terms and conditions of this RFQ.

7. Pricing: The quoter shall state prices in the units of issue on the RFQ. Price quote for services must be in U.S. funds and exclusive of federal, state, and local taxes. If the quoter believes that certain taxes are payable by the Government, the quoter may list such taxes separately, directly the price for the affected item.

8. If the quoter has questions pertaining to this requirement, e-mail **Anthony J. Godwin**. The e-mail address is [Anthony.godwin@eeoc.gov](mailto:Anthony.godwin@eeoc.gov). All questions pertaining to this requirement are due **no later than cob, Wednesday, APRIL 26, 2021**.

9. Please complete this form and submit the information listed below for the following items, then return your quote along with all requested information via email to [Anthony.godwin@eeoc.gov](mailto:Anthony.godwin@eeoc.gov) , ATTN: Anthony J. Godwin on or before **2:00 pm (EDT) on Friday, APRIL 30, 2021**.

CONTRACTOR POINT OF CONTACT:

\_\_\_\_\_

COMPANY NAME AND ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TITLE:

\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

FAX NUMBER:

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DATE OF QUOTE

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SIGNATURE

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