

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE	OF PAGES
				1	27
1. REQUEST NO. N00174-04-Q-0151	2. DATE ISSUED 08-Sep-2004	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY NAVSEA INDIAN HEAD 101 STRAUSS AVE. ATTN: SUSAN TURNER, TURNERSL2@IH.NAVY.MI INDIAN HEAD MD 20640-5035			6. DELIVER BY (Date) <b>SEE SCHEDULE</b>		
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) SUSAN L TURNER 301/744-6617			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) <b>SEE SCHEDULE</b>		

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS:  
(Date) 22-Sep-2004

**IMPORTANT:** This is a request for information, and quotations furnished are not offers. 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 services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations 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)
<b>SEE SCHEDULE</b>					

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No.   %
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**NOTE: Additional provisions and representations [ ] are [ ] are not attached.**

13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
	16. NAME AND TITLE OF SIGNER (Type or print)	TELEPHONE NO. (Include area code)

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Req. No. 42251177 Training Program for Goddard Steam Plant Operations (see attached Statement of Work and Source Selection Plan)	1	Lot	\$ _____	\$ _____

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) 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 IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) 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.

(d) 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.

(e) 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-----

(f) Common parent.

\_\_\_ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

\_\_\_ Name and TIN of common parent:

Name-----

TIN-----

(End of provision)

52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS)  
(JUL 2004)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

(ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iv) 52.225-13, Restrictions on Certain Foreign Purchases (Dec 2003) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(v) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Oct 2003).

(v) 52.233-1, Disputes (Jul 2002).

(vi) 52.244-6, Subcontracts for Commercial Items (Jul 2004).

(vii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Jun 2004) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (DEC 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793) (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts over \$25,000).

(vi) 52.222-41, Service Contract Act, As Amended (May 1989) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (Aug 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act--Supplies (June 2003) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the **acquisition--**

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(ix) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (May 1999). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(x) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (Oct 2003). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JULY 1995) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (JUN 1988) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 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):

(Insert one or more Internet addresses)

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

#### 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **611519**.

(2) The small business size standard is **6 mil.**

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(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.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(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 (b)(6)(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.

(c) Definitions. As used in this provision--

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 the size standard in paragraph (a) of this provision.

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 small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; 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.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

#### 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

- (a) ( ) It has, ( ) has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) ( ) It has, ( ) has not, filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

#### 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER—CENTRAL CONTRACTOR REGISTRATION (OCT 2003)

(a) Method of payment. (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for--

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.

(End of Clause)

## 52.247-34 F.O.B. DESTINATION (NOV 1991)

(a) The term "f.o.b. destination," as used in this clause, means--

(1) Free of expense to the Government, on board the carrier's conveyance, at a specified delivery point where the consignee's facility (plant, warehouse, store, lot, or other location to which shipment can be made) is located; and

(2) Supplies shall be delivered to the destination consignee's wharf (if destination is a port city and supplies are for export), warehouse unloading platform, or receiving dock, at the expense of the Contractor. The Government shall not be liable for any delivery, storage, demurrage, accessorial, or other charges involved before the actual delivery (or "constructive placement" as defined in carrier tariffs) of the supplies to the destination, unless such charges are caused by an act or order of the Government acting in its contractual capacity. If rail carrier is used, supplies shall be delivered to the specified unloading platform of the consignee. If motor carrier (including "piggyback") is used, supplies shall be delivered to truck tailgate at the unloading platform of the consignee, except when the supplies delivered meet the requirements of Item 568 of the National Motor Freight Classification for "heavy or bulky freight." When supplies meeting the requirements of the referenced Item 568 are delivered, unloading (including movement to the tailgate) shall be performed by the consignee, with assistance from the truck driver, if requested. If the contractor uses rail carrier or freight forwarded for less than carload shipments, the contractor shall ensure that the carrier will furnish tailgate delivery, when required, if transfer to truck is required to complete delivery to consignee.

(b) The Contractor shall--

(1)(i) Pack and mark the shipment to comply with contract specifications; or

(ii) In the absence of specifications, prepare the shipment in conformance with carrier requirements;

(2) Prepare and distribute commercial bills of lading;

(3) Deliver the shipment in good order and condition to the point of delivery specified in the contract;

(4) Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the consignee at the delivery point specified in the contract;

(5) Furnish a delivery schedule and designate the mode of delivering carrier; and

(6) Pay and bear all charges to the specified point of delivery.

(End of clause)

## 252.204-7001 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (AUG 1999)

(a) The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number.

(b) If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLIS; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

#### 252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION ALTERNATE A (NOV 2003)

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

“Central Contractor Registration (CCR) database” means the primary Government repository for contractor information required for the conduct of business with the Government.

“Commercial and Government Entity (CAGE) code” means--

(1) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or

(2) A code assigned by a member of the North Atlantic Treaty Organization that DLIS records and maintains in the CAGE master file. This type of code is known as an “NCAGE code.”

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11 of the Federal Acquisition Regulation) for the same parent concern.

“Registered in the CCR database” means that--

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database;

(2) The Contractor's CAGE code is in the CCR database; and

(3) The Government has validated all mandatory data fields and has marked the records “Active.”

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of

its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

(End of clause)

SOW

## Scope of Work

Training Program for Goddard Steam Plant Operations Employees  
Public Works Center-Washington,  
Indian Head DetachmentBackground:

Operations Staffs of Goddard Steam Plant at the Public Works Center – Washington, Indian Head Detachment will be required to participate in a professionally instructed training program. The purpose of the program is to:

1. Improve worker performance by training them in Steam plant operation using a professionally structured program
2. Improve plant safety and efficiency by improving operating practices
3. Create worker accountability by requiring official training and state licensure
4. Improve morale by increased confidence in job performance

Program Requirements:

The training program shall include two main educational sections. The first shall be a basic Stationary Engineer Training Course (80 hour course – 40 hours x 2 groups). Upon completion of this course, the contractor shall provide the exam administration. The participants shall take a Maryland Third Grade Stationary Engineer Exam or National American Society of Power Engineers (ASOPE), Power Plant Operating Engineer Third Class to obtain their license. Exam selection is to be determined by the Government.

The second part of the training program shall be a detailed Systems Course using a system-by-system approach (120 classroom hours minimum – 60 hours minimum x 2 groups). This program shall include the following system modules or sections:

Generator and Steam Turbine System

Steam System in the Steam Plant

Fuel System

Electrical Systems including Station 480V / 4,160V / 13,200V from Utility through Plant Distribution / Control Electrical System

Water System from River and Well Water to the Boiler

Compressed Air System

Distributed Control System and Alarm Response

Diesel Plant System

The Government and the Contractor shall negotiate division of any of the above system modules into smaller subsystems. A total of approximately 10 to 12 system modules will be necessary. The systems that are to be covered shall have accompanying training manuals that workers will follow along with. Each system shall have a separate manual, which will be researched and developed by the Contractor with the Government providing drawings, equipment manuals, and other necessary information. The Government reserves the right to review the documents before finalization.

System training manuals shall include:

A general system overview of function and operation as well as review of applicable equipment and technologies. Function and operation of Goddard Steam Plant systems shall also be covered in detail by using photographs (in jpeg format), drawings, flowcharts, and accompanying text.

End-of-section review questions

A Standard Operation Procedure (SOP) for the equipment covered containing:

Purpose

Set points

Start up / shut down / operation

Valve and breaker listing

A Checklist that Steam Plant Shift Supervisors can use to review and evaluate the level of performance of Operations Staff

On-the-job training checklists to verify worker progress and find areas that need improvement

Presentation Guide in Microsoft Power Point format that can be used by an instructor for future presentations

A separate Distributed Control System Alarm Response Manual shall be written to include a quick reference of alarm conditions and corrective actions.

The manuals shall be presented to the Government as one hard copy and as a CD Rom for future reproduction. The Government will provide additional copies to training program participants. All training material shall be the property of the Government.

#### Logistics:

The Contractor shall provide a sample of work that is representative of the system modules.

The Contractor shall provide a qualified instructor to teach the both the Maryland Third Grade Stationary Engineer Training Course (or ASOPE) and Systems Course. Since Goddard Steam Plant runs continuously, both courses shall be split into two separate classes. One half of the Goddard Steam Plant Operations Staff shall take the course at one time to prevent scheduling problems and understaffing. The Government shall reserve the right to videotape the classes for presentation to future workers.

The Contractor shall provide the books for the Stationary Engineer Training Course.

The Contractor shall begin the Stationary Engineer Training Course within 90 days of the contract award. The Contractor shall complete the modules and finish instruction within 10 months of the contract award.

If the Contractor takes exception to any part of this scope, they shall identify the exception or exceptions with the Government, in writing, within their proposal.

PAST PERFORMANCE

**PAST PERFORMANCE MATRIX**

References	\$ Value of Contract	Work Description	Contract Completed on Time YES / NO	Contract Completed at Cost YES / NO (if no % of overrun)	Provide E:

REFERENCES COLUMN SHOULD INCLUDE GOVERNMENT ACTIVITY/ COMPANY NAME, ADDRESS, POC AND TELEPHONE NUMBER.

**PAST PERFORMANCE QUESTIONNAIRE**

**FOR SOLICITATION NUMBER \_\_\_\_\_**

Offeror's Name: \_\_\_\_\_

\*\*\*\*\*

Name of agency/activity completing questionnaire: \_\_\_\_\_

Name and title of the person completing questionnaire: \_\_\_\_\_

\_\_\_\_\_

Length of time your agency/activity has been involved with the offeror: \_\_\_\_\_

**SUBMIT PAST PERFORMANCE QUESTIONNAIRE BY \_\_\_\_\_**

**TO:**

**NAVSEA Indian Head, Surface Warfare Center Division**

**101 Strauss Avenue, Bldg. 1558**

**Indian Head, MD 20640-5035**

**Attn: Susan Turner, Acquisition Assistant, Code 1142B**

**e-mail address: [turnersl2@ih.navy.mil](mailto:turnersl2@ih.navy.mil)**

**Fax: 301-744-6632**

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**RATING SCALE**

Please use the following ratings to answer the questions.

**EVALUATION CRITERIA**

**Excellent** - The offeror's performance was consistently superior. The contractual performance was accomplished with minor problems, to which corrective action taken by the contractor was highly effective.

**Good** - The offeror's performance was better than average. The contractual performance was accomplished with some minor problems, to which corrective actions taken by the contractor were effective. They would be willing to do business with the offeror again.

**Average**- The offeror's performance was adequate. The contractual performance reflects a problem, to which the contractor has not yet identified corrective actions. Consideration would take part in awarding a contract to the offeror again.

**Poor** - The offeror's performance was entirely inadequate. The contractual performance of the element being assessed contains problems, to which the contractor's corrective actions appear to be or were ineffective. They would not do business with the offeror again under any circumstances.

**N/A** - The contractual performance of the element being assessed was never a requirement, never an issue, or there is no knowledge of the element in question.

	EXCELLENT	GOOD	AVERAGE	POOR	N/A
<b><u>CUSTOMER SATISFACTION</u></b>					
The referenced contractor was responsive to the customer’s needs.					
The contractor’s personnel were qualified to meet the requirements.					
The contractor’s ability to accurately estimate cost.					
<b><u>TIMELINESS</u></b>					
The contractor’s ability to ensure, to the extent of its responsibility, that all tasks were Completed within the requested time frame.					
<b><u>TECHNICAL SUCCESS</u></b>					
The contractor has a clear understanding of the tasks detailed in the SOW and/or Delivery orders.					
The contractor’s ability to complete tasks correctly the first time.					
The contractor’s ability to resolve problems.					
<b><u>PROGRAM MANAGEMENT</u></b>					
Did the contractor successfully manage its subcontractors?					
Was the contractor’s management effective in controlling cost, schedule and Performance requirements?					
<b><u>QUALITY</u></b>					
The contractor’s quality and reliability of services delivered.					

**PLEASE PROVIDE SUBJECTIVE RESPONSES FOR THE FOLLOWING:**

1. Would you recommend this contractor for similar Government contracts? Please explain:

2. Have you experienced special or unique problems with the referenced contractor that the Government should be aware of in making our decision?

SOURCE SELECTION PLAN

**Source Selection Plan for Training Program, Goddard Steam Plant  
Public Works Center – Washington, Indian Head Detachment  
01 September 2004**

**A. Introduction**

The purpose for this source selection plan is to define the evaluation criteria that will be used in selecting a contractor that will develop a training program for Goddard Steam Plant employees as well as define the manner in which the evaluation will be conducted. The Technical Panel will review Contractor proposals and focus on the areas discussed in this document for technical adherence. The review process is subjective and determination of the best candidate that suits the Government's needs depends on how well the proposal adheres with the technical evaluation criteria below. The proposal grading will be based on a 100-point scale with 100 points being the highest score. The value of each criterion is at the beginning of each description.

**B. Members and Duties of Source Selection Committee****1. Source Selection Committee Membership**

The Source Selection Committee shall consist of the Technical Panel (Chairman and team), the Contracting Officer (CO), and other members of the CO team, referred to as Code 114.

**2. Technical Panel Chairman**

The Technical Panel Chairman is Christopher Patton, Electrical Engineer, Public Works. The duties and responsibilities of the Technical Panel Chairman are to oversee and coordinate the evaluation of the submissions, ensure the Technical Panel follows the guidelines established in this source selection plan, and ensure the evaluation is conducted in a fair and objective manner. The Technical Panel Chairman specifically will:

- a. Ensure that the Technical Panel members perform the evaluation in accordance with the procedures contained herein. Ensure that the individual evaluators support the ratings assigned with concise narratives that address strengths, reasons why the Contractor is considered to meet the minimum requirements, and deficiencies in the Contractor submissions.
- b. Notify the CO of any requirements for minor clarifications from Contractor.
- c. Refer any inquiry concerning the evaluation by persons outside the source selection process to the CO.
- d. Prepare an evaluation report that clearly and concisely describes the results of the evaluation.
- e. Participate in the debriefing of unsuccessful Contractors if requested by the CO.
- f. Ensure that the submissions are safeguarded against unauthorized disclosure.

### **3. Technical Panel Members**

The members of the Technical Panel are identified as David Jenkins, Utilities Manager and Stephen Carrier, Steam Plant General Foreman. The duties and responsibilities of the members of the Technical Panel are to evaluate the submissions using the evaluation criteria established in this source selection plan and the Request for Proposals (RFP). In order to ensure impartiality, *each submission shall be individually evaluated against the criteria and not against each other*. The members will ensure consistency in the rating methodology to assure a thorough and fair evaluation by adhering to the following:

1. Identify strengths and deficiencies
2. Support the ratings assigned with concise narratives
3. Identify issues that need clarification in a Contractor's proposal

### **4. Source Selection Authority**

The Source Selection Authority is the Contracting Officer, Ruth Adams, (301) 744-6655. This procurement has been assigned within Code 114 to a Contract Specialist, Susan Turner, (301)-744-6617. Other members of Code 114 may serve in an advisory capacity. The CO must approve any changes to the Source Selection Committee, the Technical Panel, or the source selection process.

## **C. Procedures**

### **1. Evaluation Procedures**

The efforts of the Technical Panel and Code 114 will initially be conducted separately. The Technical Panel will evaluate the Contractor's proposals that are submitted in response to the requirements of the RFP. The Technical Panel will review the proposals and focus on the areas discussed in this document for technical adherence while the members of Code 114 will evaluate offer acceptability. The entire team will meet and analyze the results of the separate parts of the evaluation and compare the proposals and arrive at a general, best value consensus.

No documents shall be removed from any evaluation area for any reason without specific authorization from the CO. At the conclusion of the evaluation, members of each team will not be permitted to retain any working papers, or any evaluation materials, without permission of the CO.

### **2. Unauthorized Disclosure**

All members of the Source Selection Committee and Technical Panel must complete a "Non-Disclosure Statement" and return it to the IHD/NSWC Contracting Officer prior to the start of the proposal evaluation. If at any time during the evaluation process it should be found that there has been an unauthorized disclosure or release of classified information or privileged information, the matter will be brought to the attention of the CO and a full investigation will be conducted by proper authorities. Such compromise of proposal information could result in cancellation of the procurement.

## **D. Proposal Evaluation**

### **1. Evaluation Factors**

This source selection plan identifies six technical evaluation factors. Each proposal will be rated against the evaluation criteria set forth in the solicitation and source selection plan. The Government will award the contract to the Contractor representing the best overall value. The Government will determine best overall value on the basis of the following factors (in descending order of importance):

- a. Scope of Work
- b. Program Copy Rights
- c. Stationary Engineer Certification
- d. Sample of Work
- e. Project Management and Work Plan
- f. Relevant Experience

The Contractor must demonstrate ability to perform the type of work specified by the RFP. Each area will be graded in order of decreasing importance from point a to point f. The proposal grading will be based on a 100-point scale with 100 points being the highest score. The value of each criterion is given after each description.

#### a. Scope of Work (35 points)

The Government will review the Contractor's proposal to verify all requirements in the scope of work are addressed in the proposal. The Contractor shall provide all of the required work and materials presented in the scope of work and will be graded on how closely they adhere to it. This is a requirement and any deviation shall be presented in writing.

#### b. Program Copyrights (20 points)

The Government shall own all copyrights and be the sole proprietor to all training material related to the Indian Head site including books, manuals, presentations, and videos. This is a requirement and if exception is taken, it must be noted.

#### c. Stationary Engineer Certification (15 points)

The Government will utilize the American Society of Power Engineers, Inc. (ASOPE) as its licensing body. The Contractor shall provide an instructor who is a licensed technical trainer for ASOPE and administrator of the ASOPE certification exam.

#### d. Sample of Work (15 points)

The Government will review and grade the required samples of work that are similar in content to the system modules required. These will be used as a basis to determine the value of the final product that will be submitted. Grading will be based on organization, clarity, readability, technical content, and compared to others samples, the format that the Government believes to be the best to suit the educational needs of the students. This is a subjective grading process.

e. Project Management and Work Plan (10 points)

The methods that the Contractor plans to utilize to effectively manage the progress and schedule of this project shall be identified. This should specifically address how they propose to control all phases of work by clearly identifying critical research, photography, writing, and instructing, as well as how they will monitor and control the progress of the subcontractors with respect to their work schedules and quality of work. Progress of the research and development, education, and training shall be chronologically identified in a timeline.

f. Relevant Experience (5 points)

The experience that best illustrates Contractor suitability for this project should be provided. The Contractor must present a maximum of ten projects that have been completed within the past five years (or if currently underway, are at least 50% complete) that are of similar scope to this project. A brief synopsis, contacts, and phone numbers shall be provided with the proposal for each project. This will give the Government a better idea of how familiar the Contractor is with this type of project.

The Government reserves the right to contact past customers of the Contractor. Information obtained from past performance findings may be used to validate the entire proposal. Past performance may be evaluated as a determination of the degree of risk (high, moderate, or low). Contractors may be given an opportunity to address especially unfavorable reports of past performance, and response will be taken into consideration.

## **2. Contractor's Submission Acceptability.**

Contractors are required to follow the specific instructions in submitting their proposal. Failure to do so may result in the Contractor's submission determined unacceptable and ineligible for award. The Contracting Officer or a designee shall screen each proposal upon receipt to insure compliance with the instructions contained in the RFQ. Elimination of a Contractor is at the sole discretion of the Contracting Officer.

## **EVALUATION CRITERIA**

1. General – The government shall award a contract resulting from this RFQ to the responsible offeror whose submission, complying with the instructions and conforming to the RFQ, represents the best value on the basis of an integrated assessment of the evaluation factors for award. Once all evaluations are complete and tabulated, the government will make a series of comparisons among the offerors by comparing the tabulated scores to the evaluated price. From these comparisons the government will determine the offeror who offers the best value to the government. This is a subjective evaluation process.

2. Relative importance of the evaluation factors – Since an offeror must comply with the instructions contained in the Instructions to Offerors it behooves an offeror to read carefully the instructions as the Contracting Officer may eliminate an Offeror from further consideration for failure to comply with the instructions. In deciding which of the offerors, complying with the instructions, is the best overall value the government will consider the following factors, listed in order of importance:

1. Technical
2. Past Performance
3. Cost/Price

#### **A. Technical**

##### a. Scope of Work (35 points)

The Government will review the Contractor's proposal to verify all requirements in the scope of work are addressed in the proposal. The Contractor shall provide all of the required work and materials presented in the scope of work and will be graded on how closely they adhere to it. This is a requirement and any deviation shall be presented in writing.

##### b. Program Copyrights (20 points)

The Government shall own all copyrights and be the sole proprietor to all training material related to the Indian Head site including books, manuals, presentations, and videos. This is a requirement and if exception is taken, it must be noted.

##### c. Stationary Engineer Certification (15 points)

The Government will utilize the American Society of Power Engineers, Inc. (ASOPE) as its licensing body. The Contractor shall provide an instructor who is a licensed technical trainer for ASOPE and administrator of the ASOPE certification exam.

##### d. Sample of Work (15 points)

The Government will review and grade the required samples of work that are similar in content to the system modules required. These will be used as a basis to determine the value of the final product that will be submitted. Grading will be based on organization, clarity, readability, technical content, and compared to others samples, the format that the Government believes to be the best to suit the educational needs of the students. This is a subjective grading process.

##### e. Project Management and Work Plan (10 points)

The methods that the Contractor plans to utilize to effectively manage the progress and schedule of this project shall be identified. This should specifically address how they propose to control all phases of work by clearly identifying critical research, photography, writing, and instructing, as well as how they will monitor and control the progress of the subcontractors with respect to their work schedules and quality of work. Progress of the research and development, education, and training shall be chronologically identified in a timeline.

##### f. Relevant Experience (5 points)

The experience that best illustrates Contractor suitability for this project should be provided. The Contractor must present a maximum of ten projects that have been completed within the past five years (or if currently underway, are at least 50% complete) that are of similar scope to this project. A brief synopsis, contacts, and phone numbers shall be provided with the proposal for each project. This will give the Government a better idea of how familiar the Contractor is with this type of project.

**B. Past Performance** – The government will evaluate the quality of the contractor’s past performance to determine their relative capability to determine whether they have consistently demonstrated a commitment of customer satisfaction and timely delivery of services at fair and reasonable prices, as well as their experience with projects of similar size, scope and complexity.

The government will evaluate the contractor’s record of conforming to specifications and standards of good workmanship, adherence to contract schedule, and subcontractor management. The government will review their reputation for reasonable and cooperative behavior, commitment to customer satisfaction, and a business-like concern for the interest of the customer.

Information obtained from past performance findings will be used to validate the entire proposal. Past performance shall be evaluated as a determination of the degree of risk (high, moderate, or low). Contractors may be given an opportunity to address especially unfavorable reports of past performance, and response, or lack thereof, will be taken into consideration.

**A. Price**

1. Although price is not the most important evaluation factor, it will not be ignored. The degree of its importance will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based.
2. The government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror’s best terms from a cost/price, technical and past performance standpoint. However, if considered necessary by the contracting officer, discussions will be conducted only with those determined to have a reasonable chance for award.

**INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government