

**Department of the Air Force  
436th Contracting Squadron - DOVER AFB**

**Combined Synopsis/Solicitation**

**Requirement Title:** AFMAO GENEALOGY SERVICES BLANKET PURCHASE AGREEMENT  
**Solicitation Number:** FA4497-23-Q-0010  
**Solicitation Issue Date:** 02 February 2023  
**Questions Response Deadline:** 09 February 2023; no later than 10:00 A.M. EST  
**Quote Response Deadline:** 20 February 2023; no later than 10:00 A.M. EST  
**Point(s) of Contact:** 2d Lt Raymond Cordova / raymond.cordova.2@us.af.mil / 302-677-5042  
**Contracting Officer:** TSgt TeAnte Cain / teante.cain@us.af.mil / 302-677-5042

**General Information**

1. This is a combined synopsis/solicitation for commercial services prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation. Quotes are being requested and a written solicitation will not be issued.
2. This solicitation is being issued as a Request for Quotation (RFQ).
3. This solicitation document and incorporated provisions and clauses are those in effect through:  

Federal Acquisition Circular	FAC 2022-07
Defense Federal Acquisition Regulation Public Notice	DFARS 06/23/22
Air Force Federal Acquisition Circular	AFFARS 07/01/22
4. This acquisition is set-aside for 100% Small Business concerns.
5. The North American Industry Size Classification System (NAICS) code associated with this requirement is 561611 and the Small Business Size Standard associated with this NAICS is \$25,000,000.
6. The Provisions and clauses listed within this document and Attachment 3- Provisions and Clauses apply to this acquisition and can be viewed through internet access at <https://www.acquisition.gov>.

**Requirement Information**

**Description:**

Dover Air Force Base has a requirement for Genealogy Services in accordance with Attachment 1 – Genealogy Services Performance Work Statement (PWS) that will remain active (unless cancelled by either party) for a period of five (5) years. See Attachment 2- Quote Pricing Sheet for the line items required.

**Place of Delivery/Performance/Acceptance/FOB Point:**

F.O.B. Destination: Dover, AFB DE 19902 Air Force Mortuary Affairs

Delivery Period: Deliverables due 21 days after receipt of request

Line Item	Description	Quantity	Unit of Measure
0001	One completed Genealogy Case IAW the PWS and all Attachments	1	Each
0002	Phase II Genealogy Services IAW PWS	1	Each
0003	Combined Phase 1 & Phase 2 Genealogy Services IAW PWS	1	Each

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**Instructions to Offerors - Addendum**

**FAR provision 52.212-1, Instructions to Offerors – Commercial Products and Commercial Services, applies to this acquisition. As prescribed in FAR 12.301(b)(1), the following information is provided in addition to FAR provision 52.212-1 found within Attachment 3 – Provisions and Clauses, and hereby amends and/or supplements any language therein:**

1. The Government intends to award a Firm-Fixed-Price (FFP) Blanket Purchase Agreement to satisfy this requirement. This requirement is being solicited as a Request for Quotation (RFQ); submission of a quote does not guarantee receipt of award.
2. Questions may be submitted to the points of contact above, no later than the specified date and time. Questions submitted after this date and time may not be answered.
3. Quotes in response to this solicitation must be submitted via email to the points of contact above, no later than the established deadline. Quotes must be valid for 60 days.
4. Quoters must use Attachment 2-Quote Pricing Sheet to submit their prices. Company name, address, and cage code must be included.
5. For a quote to be eligible for award, the quoter must have a current registration in the System for Award Management (SAM): <https://www.sam.gov/SAM>, prior to submitting a quote, IAW FAR 4.1102. SAM will be checked to verify the quoter's status before any evaluation is conducted.
6. FAR provision 52.212-3, Offeror Representations and Certifications -- Commercial Items with alternate I applies to this acquisition. The Offeror shall complete only paragraph (b) of this provision if the Offeror has completed the annual representations and certification electronically in the System for Award Management (SAM) accessed through <https://www.sam.gov>. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (v) of this provision. **Offeror shall identify the applicable paragraphs by completing the fill-ins required per the aforementioned instructions within Attachment 4- Provisions and Clauses.**
7. Clause at [52.212-4](#), Contract Terms and Conditions-Commercial Products and Commercial Services, applies to this acquisition. Clause at [52.212-5](#), Contract Terms and Conditions Required To Implement Statutes or Executive Orders-Commercial Products and Commercial Services, applies to this acquisition. The additional FAR clauses cited in the clause are identified in Attachment 4-Provisions and Clauses as applicable to the acquisition.
8. Quoters are required to meet all material solicitation requirements, such as terms and conditions, representations and certifications, deliverables, Performance Work Statement (PWS), etc. Failure to comply with the terms and conditions of the solicitation may result in the Quoter being ineligible for award. Quoters must clearly identify any exception to the solicitation terms and conditions and must provide complete supporting rationale. The Government reserves the right to determine any such exceptions unacceptable, and the quote, therefore, ineligible for award.
9. Quoters are advised that their quotation may exceed the requirements of the PWS, but the Government is not requesting or accepting alternate quotes, and each response must respond to the solicitation requirement stated in the RFQ. The Government intends to evaluate quotes and issue a purchase order based on the initial quotes received. Therefore, the contractor's initial quote should contain the contractor's best terms from a pricing standpoint.

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**Evaluation Criteria**

**FAR Provision 52.212-2, Evaluation – Commercial Products and Commercial Services, applies to this acquisition. As prescribed in FAR 12.301(c), the following addendum is provided for this solicitation and hereby amends any language therein:**

The Government intends to award a Firm-Fixed Price Blanket Purchase Agreement resulting from this solicitation to the responsible quoter whose quote provides the best value to the Government, in accordance with FAR 13.106-1(a)(2)(ii) and FAR 2.101. There is no ranking or assigned importance to evaluation factor IAW FAR 13.106-1(a)(2)(iii). The use of FAR 15.3 and DoD Source Selection Procedures are not applicable to this solicitation, or any award resulting from this solicitation. The Government will award a Blanket Purchase Agreement resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers: Quality (technical capability) and Price.

**Factor 1: QUALITY-TECHNICAL CAPABILITY** - An offeror's quotation will be considered technically acceptable if it meets the specifications in Attachment 1-Genealogy Services PWS. Quotations that do not meet these requirements will be considered unacceptable and therefore under the evaluation process will not be considered for award. The following ratings will be used in rating Quality (technical capability):

Acceptable:	Quote meets the requirements of the RFQ
Unacceptable:	Quote does not meet the requirements of the RFQ

**Factor 2: PRICE**

**Price will be evaluated as follows:**

**Completeness:**

Upon receipt of quotes, the contracting officer will screen quotes to ensure they are complete, and all required information and pricing is present. This will be done quickly, and in the most minimally burdensome fashion, as determined by the contracting officer.

**Price Reasonableness:**

The proposed prices will be evaluated for reasonableness. Reasonableness must represent a price to the Government a prudent person would pay in the conduct of competitive business. Normally, price reasonableness is based on competitive quotations, as outlined in FAR 13.106-3(a)(1), but price reasonableness may also be determined through price analysis techniques, as described in FAR 13.106.

**Total Evaluated Price:**

Only the total evaluated price (TEP) submitted in the quote will be evaluated; this includes the total CLIN pricing for the basic year and all option years listed in Attachment 2- Quote Pricing Sheet. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

**Solicitation Attachments**

Attachment 1 – AFMAO Genealogy Services Performance Work Statement  
Attachment 2 – Quote Pricing Sheet  
Attachment 3 – Provisions and Clauses  
Attachment 4- Wage Determination 2015-4217 Revision 22 12-27-22