



May 9, 2023

Subject: Request for Quotation (RFQ) No. 430345  
Overleaf Software License

## **1.0 INTRODUCTION**

Brookhaven Science Associates, LLC (herein known as “BSA”), operator of Brookhaven National Laboratory (BNL) under a Prime Contract with the U.S. Department of Energy (DOE) herewith solicits your quote for Overleaf Software License – Qty 150 as outlined in Enclosure 1, Draft Purchase Order 430345.

## **2.0 SCOPE OF WORK**

The Offeror shall provide Overleaf Software License for 150 users per the BNL provided scope of work noted in Enclosure 1, Draft Purchase Order 430345. BNL is requesting that the Offeror provide pricing for four, one-year options as well.

## **3.0 FORMS OF QUOTATION AND MANNER OF SUBMISSION**

A complete quotation, including the signed Quotation Pricing Sheet, must be received by BSA no later than **5:00 p.m. EDT on May 23, 2023**. Any offer received after this time and date may not be considered. Award is expected to be made on or about **June 15, 2023**. Quotations will be opened in private. Quotations, including their withdrawal or modification, received after the closing date shall be considered late. Such responses will only be considered for award if it is in BSA’s best interest to do so.

BSA prefers electronic submissions of formal quotations. Electronic submissions will be accepted by the following method:

- Email submissions must include a scanned copy of the signed Quotation Pricing Sheet. Emails will be sent to [bfurlow@bnl.gov](mailto:bfurlow@bnl.gov) with the BSA RFQ Number in the Subject Line.

## **4.0 PRICING AND SUPPORTING DOCUMENTATION**

### **4.1 Pricing Quotation and Supporting Documentation.**

The offeror shall complete and return the Quotation Pricing Sheet attached to this document. Prices shall be quoted in U.S. dollars, FOB, Brookhaven National Laboratory, Upton, Long Island, New York (freight included) including any Import Duties, customs and associated costs, if applicable.

#### 4.2 System For Award Management (SAM):

In order to support DOE reporting requirements, BSA requires all its vendors/contractors to be registered in the U. S. Government supplier database entitled System For Award Management (SAM). Registration can be performed on line at [www.sam.gov](http://www.sam.gov). If not already registered, please register as soon as possible since failure to do so may preclude BSA from doing business with your organization. Please note that there is no charge for SAM registration. When registering, you are strongly urged to copy and paste [www.sam.gov](http://www.sam.gov) onto your browser address rather than utilizing your search engine. Utilizing your search engine may redirect you to an erroneous site. You may obtain assistance in completing your registration by contacting the Federal Help Desk at 866-606-8220 or by contacting your local Procurement Technical Assistance Center (PTAC), which can be found at <https://www.ptac-us.org>. By signing the attached Quotation Pricing Sheet, AMS Form-043, it shall be assumed that your firm is registered in SAM.

#### 5.0 BASIS OF AWARD

BSA will make award to the responsive and responsible offeror who submits the lowest total price and meets all of BSA's requirements as stated in Enclosure 1.

The resultant agreement shall be subject to the terms and conditions of Enclosure 1.

#### 6.0 CLOSURE

We trust that the information contained herein is sufficient to permit your company to prepare a complete and definitive quotation, however, should you have any questions, please contact the undersigned. All questions must be submitted in writing; replies to questions will be provided in writing and, if considered to be of general interest, will be transmitted to all other offerors.

If for any reason you are unable to submit a quotation, kindly reply in writing and return all of the attachments.

Sincerely,

*Ben Furlow*

Ben Furlow  
Sr. Contracts Specialist

Enclosure 1	Draft Purchase Order 430345
Enclosure 2	Quotation Pricing Sheet, AMS-Form-043