

**+I. GENERAL INFORMATION:**

The 42nd Contracting Squadron, 50 LeMay Plaza, Bldg. 804, Maxwell AFB, AL has a requirement to purchase Protestant Religious Coordinator Services as described in the Statement of Work (SOW), (Attachment 1) for the Maxwell AFB Chapel. This is a streamlined combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6 as supplemented with additional information included in this notice.

This announcement constitutes the only notice. A written solicitation will not be issued. This requirement is issued as a request for quote (RFQ). The solicitation document and incorporated provisions and clauses are those in effect the Federal Acquisition Circular 2022-08 (effective 28 Oct 2022) and the DPN 20221028 effective 28 Oct 2022.

A Firm Fixed Priced (FFP) Contract will be made in accordance with the following:

NAICS Code: This acquisition is being solicited as a 100% small business set-aside. The North American Industrial Classification System (NAICS) code for this acquisition is 813110, with a size standard of \$11.5M.

Any questions must be received by 6 December 22, 12:00 pm, Central Standard Time (CST). **Proposals must be received by 9 December 2022, 4:00 pm, (CST).** E-mail proposals will only be acceptable. Please respond to this RFQ by emailing response to:

Charles Kelley at e-mail: [charles.kelley.9@us.af.mil](mailto:charles.kelley.9@us.af.mil) and LaChandra Thompson at e-mail: [lachandra.thompson@us.af.mil](mailto:lachandra.thompson@us.af.mil). Late price lists/quotes will be processed in accordance with FAR 52.212-1(f) "Late submission, modifications, revisions, and withdrawals of offers."

**II. NATURE OF ACQUISITION:**

This acquisition is for a contractor to fulfill Protestant Religious Coordinator Services, Responsible for leading, maintaining, budgeting, planning, coordinating, advertising, and monitoring the Protestant RE program, in collaboration with the Deputy Wing Chaplain.

**III. SCHEDULE OF SUPPLIES/SERVICES:**

All services are to be performed in accordance with (IAW) the attached Statement of Work (SOW).

The contractor shall provide the services listed below.

Period of Performance (PoP): 13 Dec 22 – 12 Nov 27

Locations: Maxwell, AFB

**Base Year (12/19/22 – 12/18/23)**

Item Number*	Description of Requirement	Quantity	Unit	Unit Price	Total Extended Price
0001	Protestant Religious Education Coordinator	12	Each		

**Option Year 1 (12/19/23 – 12/18/24)**

Item Number*	Description of Requirement	Quantity	Unit	Unit Price	Total Extended Price
1001	Protestant Religious Education Coordinator	12	Each		

**Option Year 2 (12/19/24 – 12/18/25)**

Item Number*	Description of Requirement	Quantity	Unit	Unit Price	Total Extended Price
2001	Protestant Religious Education Coordinator	12	Each		

**Option Year 3 (12/19/25 – 12/18/26)**

Item Number*	Description of Requirement	Quantity	Unit	Unit Price	Total Extended Price
3001	Protestant Religious Education Coordinator	12	Each		

**Option Year 4 (12/19/25 – 12/18/27)**

Item Number*	Description of Requirement	Quantity	Unit	Unit Price	Total Extended Price
4001	Protestant Religious Education Coordinator	12	Each		

**IV. QUOTE PREPARATION INSTRUCTIONS****ADDENDUM TO 52.212-1, INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS**

This solicitation is being solicited as a 100% Small Business Set-Aside firm fixed-price (FFP) Contract. To assure timely and equitable evaluation of the quote, offerors must comply with the instructions contained herein. Noncompliance may raise doubt regarding an offeror’s performance capabilities and may be grounds to eliminate the quote from consideration for the Contract. Quotes must be complete, self-sufficient, and respond directly to the requirements of the Request for Quote (RFQ). Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The Government intends to evaluate offers and award this FFP Contract without discussions. Therefore, the offeror’s initial quote should contain the offeror’s best terms from a price standpoint. The offeror’s quote response shall consist of two (2) separate parts; Part I – Technical Quote and Part II – Price List/Quote.

**PART I – TECHNICAL QUOTE:**

1. Offerors must submit quotes by email as response to this solicitation. Typing shall be double spaced, in Times New Roman, and no less than 12 pitch. The offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.
2. If offerors SAM Representations and Certifications are not current, then they must include a completed copy of the provisions at FAR 52.212-3, and Alternate I, Offeror Representations and Certifications – Commercial Items. Incomplete or expired Representations and Certifications will render a quote as non-responsive and it will not be considered.
3. Interested parties capable of satisfying the requirement must submit a written price list/quote to include discount terms, tax identification number, cage code, and DUNS.

4. To be eligible to receive an award resulting from this RFQ, contractors must be registered in the DoD Systems for Award Management database, no exceptions. To register, please visit <http://www.sam.gov> or by calling 1-866- 606-8220.

5. PROVIDE THE FOLLOWING:

Company Name:

Company Address, Phone, Fax, Email and Point of Contact:

Cage Code:

Type of Business:

Tax Identification Number:

**QUOTE CONTENT**

An offeror will be determined technically acceptable based on the following criteria:

1. The offeror must provide a capability statement (maximum of 5 pages) demonstrating their ability to perform the services outlined in section 4.0, referenced in the Statement of Work (SOW).

**PART II – PRICE LIST/QUOTE:**

(a) Complete Section III – Schedule of Supplies/Services (see above). The offeror must submit proposed unit and total extended prices for each Contract Line Item Number (CLIN), for the following Base and Option Years. In doing so, the offeror accedes to the Contract terms and conditions as written in the solicitation, including the Statement of Work (SOW) and takes no exception to the requirement of this synopsis/solicitation, including specification. The price factor will be evaluated for reasonableness.

(b) Pricing shall be firm-fixed price for the CLIN and the price list/quote shall be submitted on a company letterhead.

**V. BASIS FOR AWARD**

ADDENDUM TO 52.212-2, EVALUATION -- COMMERCIAL ITEMS BASIS FOR CONTRACT AWARD

This is a 100% Small Business Set-Aside FFP Contract. This is a competitive acquisition utilizing FAR 13, Simplified Acquisition Procedures. Award will be based on technical acceptability and price. Award will be made to the lowest priced offer that has an acceptable technical rating.

The government intends to evaluate offers and award the Contract without discussions with offerors; therefore, each offeror's initial quote should be complete and accurate and contain the offeror's best price. However, the government reserves the right to conduct discussions if later determined to be necessary.

**PART I – TECHNICAL:**

Quotes will be assigned ratings of Acceptable (clearly meets minimum requirements) and Unacceptable (does not meet minimum requirements).

The government will evaluate technical using the ratings described in Table 1 (below).

<b>Table 1. Technical Ratings and Definitions</b>	
<b>Rating</b>	<b>Definition</b>
Acceptable	Based on the offeror's technical quotation, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Unacceptable	Based on the offeror's technical quotation, the Government does not have a reasonable expectation that the offeror will successfully perform the required effort.

To be acceptable the offeror must:

1. The offeror must provide a capability statement (maximum of 5 pages) demonstrating their ability to perform the services outlined in section 4.0, referenced in the Statement of Work (SOW).

**PART II – PRICE:**

The Government will evaluate the price of all quotes that receive acceptable technical ratings as follows:

The offeror's quote will be evaluated based on Total Evaluated Price (TEP). The government may use any of the following price analysis techniques in accordance with FAR 13.106-2 to determine if quotes are fair and reasonable based on competitive quotes, comparison with similar services in a related industry, comparison to an independent Government estimate, or any other reasonable basis.

**SUMMARY OF EVALUATION:**

Initially the Government will evaluate all quotations PART I – Technical & PART II - Price for responsiveness. The Government will then rank all responsive offerors by price, from the lowest TEP to the highest TEP and conduct the Technical Evaluation solely on the offeror with the lowest TEP. If the lowest-priced offeror is determined to be Technically Unacceptable, that offer will be eliminated from consideration and the next lowest-priced offeror will be evaluated for Technical Acceptability. The Government reserves the right to make a decision based on technical acceptability and a determination that the price is fair and reasonable.

If you have any questions, please contact the following:

Primary POC:

Charles Kelley  
 Contract Specialist  
 Phone: (334) 953-4209  
[Charles.kelley.9@us.af.mil](mailto:Charles.kelley.9@us.af.mil)

Alt. POC:

LaChandra Thompson  
 Contracting Officer  
 Phone: (334) 953-6569  
[lachandra.thompson@us.af.mil](mailto:lachandra.thompson@us.af.mil)

**Attachments (3):**

- Attachment #1 – Statement of Work (SOW)
- Attachment #2 – Clauses and Provisions
- Attachment #3 – Wage Determination

#### 5352.201-9101 Ombudsman

As prescribed in 5301.9103 Solicitation Provision and Contract Clause , insert the following clause:

##### OMBUDSMAN ( OCT 2019 )

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.

(b) Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

(c) If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, [Insert names, addresses, telephone numbers, facsimile numbers, and e-mail addresses of Center/MAJCOM/DRU/AFRCO/SMC ombudsman/ombudsmen]. Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/DRU/SMC ombudsman level, may be brought by the interested party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2395, facsimile number (571) 256-2431.

(d) The ombudsman has no authority to render a decision that binds the agency.

(e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer.

(End of clause)

#### 5352.223-9001 Health and Safety on Government Installations

As prescribed in 5323.9001 Contract Clause , insert the following clause in solicitations and contracts:

##### HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS (OCT 2019)

(a) In performing work under this contract on a Government installation, the contractor shall:

(1) Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

(2) Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.

(b) The contracting officer may, by written order, direct Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this

contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

(c) Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

(End of clause)

#### 5352.242-9000 Contractor Access to Air Force Installations

As prescribed in 5342.490-1 Contract clause , insert a clause substantially the same as the following clause in solicitations and contracts:

#### CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS ( OCT 2019 )

(a) The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

(b) The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and [ insert any additional requirements to comply with local security procedures ] to obtain a vehicle pass.

(c) During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with [ insert any additional requirements to comply with AFI 31-101 , Integrated Defense, and DODMAN5200.02\_AFMAN 16-1405 , Air Force Personnel Security Program ] citing the appropriate paragraphs as applicable.

(e) Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

(f) Failure to comply with these requirements may result in withholding of final payment.

(End of clause)