

Request for Quote: Ref # F1DT983123A002

AMIC Det 2/PKB, Lackland AFB, TX

ASIST Training

This is a combined synopsis/solicitation notice for commercial items prepared in accordance with the format in Federal Acquisition Regulations (FAR) Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes a notice of intent to award a sole source requirement to LivingWorks Education, Inc. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2023-03. This is a Firm Fixed Price (FFP) requirement.

The North American Industry Classification System (NAICS) code for this acquisition is 611430 with a size standard of \$15M. THIS IS A SOLE SOURCE REQUIREMENT. Under the contemplated contract, LivingWorks Education, Inc. will provide the five (5) day Applied Suicide Intervention Skills Training (ASIST) Train the Trainer (T4T) Workshop and related materials IAW FAR 13.106-1(b).

Please provide a quote for the items listed below:

CLIN	DESCRIPTION	QTY	Unit	Unit Price	Total Cost
0001	ASIST Training for Trainers (24 participants).	1	EA	\$_____	\$_____
0002	ASIST Training Kits	1395	EA	\$_____	\$_____

**Please provide the information below:**

Company Name:	
DUNS:	CAGE:
POC:	Telephone #:
E-Mail:	Tax ID#:

**Delivery Information:**

FOB: Destination

INSPECTION AND ACCEPTANCE: By Government

PLACE OF DELIVERY: Fort Meade, Maryland

PERIOD OF PERFORMANCE: ASIST Training Workshop Dates: 25 Sept – 29 Sept 2023  
ASIST Kits to be delivered prior to ASIST Training Workshop

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The following provisions or clauses are specific to this particular requirement:

FAR 52.202-1, Definitions (Jun 2020)

FAR 52.204-7, System for Award Management (OCT 2018)

FAR 52.204-13, System for Award Management Maintenance. (OCT 2018)

FAR 52.204-19, Incorporation by Reference of Representations and Certifications (DEC 2014)

FAR 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Nov 2021)

FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Nov 2021)

FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Nov 2021)

FAR 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)

FAR 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (FEB 2016)

FAR 52.212-3, Offeror Representations and Certifications—Commercial Products and Commercial Services (Dec 2022)

FAR 52.212-4, Contract Terms and Conditions—Commercial Products and Commercial Services (Dec 2022)

FAR 52.212-5, Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Products and Commercial Services (Mar 2023)

FAR 52.222-3, Convict Labor (June 2003)

FAR 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Dec 2022)

FAR 52.222-21, Prohibition of Segregated Facilities (APR 2015)

FAR 52.222-26, Equal Opportunity (Sept 2016)

FAR 52.222-50, Combating Trafficking in Persons (Nov 2021)

FAR 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Jun 2020)

FAR 52.225-13, Restrictions on certain foreign purchases (Feb 2021)

FAR 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (OCT 2018)

FAR 52.232-39, Unenforceability of Unauthorized Obligations (JUN 2013)

FAR 52.233-3, Protest after Award (AUG 1996)

FAR 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004)

FAR 52.242-15, Stop-Work Order (AUG 1989)

FAR 52.247-34, F.o.b. Destination (NOV 1991)

FAR 52.249-1, Termination for Convenience of the Government (Fixed-Price) (Short Form) (APR 1984)

FAR 52.252-2, Clauses Incorporated By Reference (FEB 1998)

FAR 52.252-6, Authorized Deviations in Clauses (Nov 2020)

DFARS 252.203-7000, REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)

DFARS 252.203-7002, REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (DEC 2022)

DFARS 252.204-7006, BILLING INSTRUCTIONS (OCT 2005)

DFARS 252.204-7012, SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING (JAN 2023)

DFARS 252.204-7018, PROHIBITION ON THE ACQUISITION OF COVERED DEFENSE TELECOMMUNICATIONS EQUIPMENT OR SERVICES (JAN 2023)

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DFARS 252.225-7056, PROHIBITION REGARDING BUSINESS OPERATIONS WITH THE MADURO REGIME (JAN 2023)

DFAR 252.232-7003, ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (DEC 2018)

DFARS 252.232-7010, LEVIES ON CONTRACT PAYMENTS (DEC 2006)

FAR 52.212-1, Instructions to Offerors—Commercial Products and Commercial Services (Mar 2023)

All quotes shall include the following minimum information: Cage Code, Duns Number, Taxpayer I.D. No., Payment Terms, and/or Discount Terms, Offerors Reps and Certs, Point of Contact, Phone, Fax, Email and Proposed Delivery Schedule. Prospective vendors must be registered in the System for Award Management (SAM) database prior to contract award. Lack of SAM registration shall be determining factor for contract award. Prospective vendors should visit the SAM website at: <http://www.sam.gov> to register.

FAR 52.212-2, Evaluation—Commercial Products and Commercial Services (Nov 2021)

Contract award will be made to the responsive offeror whose offer will result in the bet value to the government, with price and delivery being the considerations. This is an “all or none” requirement and will be awarded on one contract. Multiple contract will not be issued. Vendors who do not propose on the entire package requested will be considered non-responsive and their quote will not be evaluated.

DFARS 252.232-7006, Wide Area WorkFlow Payment Instructions (JAN 2023)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at [252.232-7003](#) , Electronic Submission of Payment Requests and Receiving Reports.

(b) *Electronic invoicing.* The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) [252.232-7003](#) , Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

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(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training*. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission*. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions*. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) *Document type*. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

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(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

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(Contracting Officer: Insert either “Invoice 2in1” or the applicable invoice and receiving report document type(s) for fixed price line items for services.)

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

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[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	
Issue By DoDAAC	
Admin DoDAAC	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

\*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert “See Schedule” or “Not applicable.”)

(\*\*Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)

(4) *Payment request.* The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

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(5) *Receiving report*. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) *WAWF point of contact*.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

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(Contracting Officer: Insert applicable information or "Not applicable.")

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

AFFARS 5352.201-9101, 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, Deputy Director of Contracting, Air Force Installation Contracting Agency, 129 Thompson St., Bldg 586, Rm 129, Comm: 757-764-5372. Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/DRU/HQ AFICA/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)

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AFFARS 5352.242-9000 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)

**Special Notes and Instructions:**

1. Basis for Award: This is a single source request for quotation IAW FAR Parts 12 & 13.
2. Discussions: The Government intends to award a firm fix-priced purchase order without discussion with respective vendors/quotes; however, the Government reserves the right to conduct discussions in deemed in its best interest.

Any questions pertaining to this acquisition shall be asked no later than (NLT) **Monday, 12 June 2023, 10:00 Central Daylight Time (CDT)**. Questions shall be sent to Ms. Amanda Henderson via email at [amanda.henderson.10@us.af.mil](mailto:amanda.henderson.10@us.af.mil) and Mrs. Caitlin Amezcuita at [caitlin.amezcuita@us.af.mil](mailto:caitlin.amezcuita@us.af.mil).

It is the responsibility of the offeror to view the website for any changes or amendments to this RFQ. **Quotes will be due NLT Thursday, 15 June 2023, 10:00 Central Daylight Time (CDT)** via email to Ms. Amanda Henderson at [amanda.henderson.10@us.af.mil](mailto:amanda.henderson.10@us.af.mil) and Mrs. Caitlin Amezcuita at [caitlin.amezcuita@us.af.mil](mailto:caitlin.amezcuita@us.af.mil).