



**DEPARTMENT OF THE AIR FORCE
11TH CONTRACTING SQUADRON
WASHINGTON DC**

**COMBINED SYNOPSIS AND SOLICITATION
Catholic Religious Education Coordinator
FA706023Q0018
17 August 2023**

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.

The Request for Quotation (RFQ) number FA706023Q0018 shall be used to reference any written quote provided under this RFQ.

The RFQ document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2023-04; Effective 2 June 2023.

The North American Industry Classification System (NAICS) code for this project is 813110, Religious Organizations, with a Small Business Size Standard of \$13,000,000.00.

This requirement is a 100% small business set aside through SAM.gov as a Firm Fixed Price contract.

The purpose of this combined synopsis and solicitations is for a Catholic Religious Education Coordinator service, in accordance with the Performance Work Statement dated 7 August 2023 (Attachment 1). The bid schedule must be completed on Attachment 2, Bid Schedule. The bid schedule must be completed by providing a price for the base year plus the four option years, and the total price for all five years. The Contractor must provide all required documents to be deemed technically acceptable. The specific documents and technical requirements are listed below in the evaluation criteria.

Attachment 1 – Performance Work Statement
Attachment 2 – Bid Schedule
Attachment 3 – Provisions and Clauses
Attachment 4 – SCA Wage Determination 2015-4281 Rev 27

QUAERO CUM INTEGRITAS

Place of Performance: See Performance Work Statement document dated 7 August 2023.

***Addendum to FAR 52.212-1, Instructions to Offerors – Commercial Items:**

The following words stating “offer”, “offeror”, and “proposal” are replaced with “quotation”, “vendor”, and “quote”.

Paragraph (a) first sentence revised as follows: “The NAICS code and small business size standard for this acquisition appear above.”

Paragraph (c) first sentence revised as follows: “The vendor agrees to hold the prices in its quote firm for 30 calendar days from the date specified for receipt of quotes, unless another time period is specified in an addendum to the quote.”

***Addendum to FAR 52.212-2 Evaluation—Commercial Products and Commercial Services:**

All quotes will be evaluated on lowest price technically acceptable. The Government will choose an awardee based on the lowest priced vendor who receives an acceptable rating in technical.

1. **Technical factor** – The technical will be rated on an acceptable or unacceptable basis in accordance with the following:

Acceptable: Quote clearly meets the minimum requirements of the Performance Work Statement. The submission includes all required documents listed below:

- **Provide proof vendor has performed duties as a religious education coordinator for a minimum of one year within the last five years. (PWS 3.1)**
- **Certification for Religious Education Leadership in the Roman Catholic Church/Military Archdiocese. (PWS 3.4)**
- **Signed and endorsed letter by a recognized clergyman, stating the applicant is a Catholic in good standing. (PWS 3.5)**

Unacceptable: Quote does not clearly meet the minimum requirements of the solicitation and Performance Work Statement or does not provide all required documents listed above.

2. **Price Factor** - The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The total price will be determined fair and reasonable IAW FAR 13.106-3(a). The Government may determine that an offer is not awardable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the

Government to exercise the option(s). Only the Government provided bid schedule (Attachment 2) will be evaluated for price.

THIS MUST BE SENT TO kasie.biller@us.af.mil AND damien.tordonato@us.af.mil AS STATED BELOW. ANYTHING OTHERWISE CAN AND WILL BE CONSIDERED NONRESPONSIVE. YOU MAY WISH TO PLACE A READ/DELIVERY RECEIPT.

RFQ due date: 31 August 2023 RFQ due time: 2:00 P.M. EST

Note: .zip files are not an acceptable format for the Air Force Network and will not go through our email system.

All questions regarding this RFQ must be emailed to kasie.biller@us.af.mil AND damien.tordonato@us.af.mil by 2:00 P.M. EST on 23 August 2023.

Please provide the following information with your quote:

Company Name:

DUNS Number:

Cage Code:

Payment Terms:

All companies must be registered in the System for Award Management at <https://www.sam.gov/portal/public/SAM/> to be considered for award. The Government will not provide contract financing for this acquisition. Invoice instruction shall be provided at time of award. Contractor's must ensure that they have filled out "Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment" in paragraph (Oct 2020) (d) Representation, of the provision at 52.204-24.

Note: The vendor acknowledges that should the quote terms and conditions and/or agreement conflict with mandatory provisions of the Federal Acquisition Regulation (FAR) and other Federal law applicable to commercial acquisitions, to the extent of such conflict the FAR and Federal law govern and conflicting vendor terms and conditions and/or agreement are unenforceable and are not considered incorporated into any resultant contract.

All FAR, DFARS, and AFFARS provisions and clauses appropriate to this action are in Attachment 3 - Provisions and Clauses.

The full text of these clauses and (*) provisions may be assessed electronically at the website: www.acquisition.gov. NOTE: ALL PROVISIONS WILL BE REMOVED AT TIME OF AWARD BUT SHALL REMAIN PART OF THE CONTRACT FILE.

DAMIEN C. TORDONATO, TSgt, USAF
Contracting Officer