

I. GENERAL INFORMATION

The 42nd Contracting Squadron, 50 LeMay Plaza, Bldg. 804, Maxwell AFB, AL has a requirement to purchase an Archive Writer and Accessories for Maxwell AFB' Historical Research Agency. 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 2023-05 (effective 22 Sep 2023) and DPN change notice 20230817 effective 17 August 2023.

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

NAICS Code: The North American Industrial Classification System (NAICS) code for this acquisition is 334111, Electronic Computer Manufacturing with a size standard of 1,250 EMP.

This requirement will be set aside for 100% small businesses. Responsible offers will only be received and evaluated from small businesses.

Any questions must be sent and received by SrA Trevor Wilson by 27 Sep 2023, 12:00 noon, Central Standard Time (CST). Price lists/quote must be received by 27 Sep 2023, 12:00 noon, CST. Email price lists/quotes are acceptable. Please respond to this RFQ by emailing response to SrA Trevor Wilson at e-Mail: trevor.wilson.8@us.af.mil and SSgt Charles Kelley at e-Mail: charles.kelley.9@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."

LOCATION: Maxwell AFB, AL

II. SCHEDULE OF SUPPLIES/SERVICES:

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

The contractor shall provide the supplies and services listed below.

Base Year Period of Performance (PoP): 30 Sep 2023 – 01 Feb 2024.

Item Number*	Description of Requirement	Quantity	Unit	Unit Price	Total Price
0001	Archive Writer IAW SOR para 2.1	1	Ea		
0002	PC Workstation IAW SOR para 2.2	1	Ea		
0003	Support Software IAW SOR para 2.3	1	Ea		
0004	Installation and Training IAW SOR para 4.0 and 5.0	1	Ea		

Total:

Total: \$ _____

III. QUOTE PREPARATION

INSTRUCTIONS 52.212-1

ADDENDUM

ADDENDUM TO 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS

This is a firm fixed-price solicitation. To insure timely and equitable evaluation of the quote, the offeror must comply with the instructions contained herein. Noncompliance may raise doubt regarding the offeror's performance capabilities and may be grounds to eliminate the quote from consideration for contract award. Quotes must be complete, self-sufficient, and respond directly to the requirements of this RFQ. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.

Specific Instructions:

- a. The offeror must submit a signed and dated quote on company letterhead with unit prices and extended prices in response to this solicitation. In doing so, the offeror accedes to all of the solicitation requirements without taking any exception to this synopsis/solicitation, including the PWS, "Service Summary" and terms and conditions.

- b. All quote information shall be emailed to SrA Trevor Wilson, Contracting Specialist at trevor.wilson.8@us.af.mil and SSgt Charles Kelley, Contracting Officer at charles.kelley.9@us.af.mil. Electronic submissions via e-mail are required. The due date and time for responses to this RFQ is 12:00 noon central standard time on 27 Sep 2023.
- c. Period of acceptance of proposal. The contractor agrees to hold the prices in its proposal firm for 30 calendar days from the date specified for receipt of proposal.
- d. If offerors SAM Representations and Certifications are not current, offeror 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 offeror will not be considered.
- e. Offerors must provide a unit price and extended price for each Contract Line Item Number (CLIN), 0001, 0002, 0003, and 0004.) referenced in the "SUMMARY OF SERVICES."
- f. Interested parties capable of providing the services must submit a written quote to include discount terms, tax identification number, cage code, and DUNS.
- g. To be eligible to receive an award resulting from this RFQ, contractors must be registered in the System for Award Management (SAM) database, no exceptions. To register, please visit <http://www.sam.gov> or by calling 1-866-606-8220.

Quote Contents:

PART I – TECHNICAL:

Offeror must provide a written statement stating that he/she adheres to all of the terms and conditions of this solicitation, including the Statement of Requirement without any exceptions.

PART II – PRICE:

The offeror must submit proposed unit and extended prices in Section III (see above) of the synopsis/solicitation for CLIN 0001, CLIN 0002, CLIN 0003, and CLIN 0004. The price factor will be evaluated for reasonableness.

IMPORTANT NOTE: A single award will be made in the resultant contract.

IV. BASIS FOR AWARD

This is a firm-fixed price contract. This is a competitive best value acquisition utilizing FAR 13.5, Simplified Procedures for Certain Commercial Items. 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 a 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:

Technical Acceptability. Initially, the Technical Evaluation Team (TET) will determine whether each Offeror’s technical proposal is acceptable or unacceptable, using the ratings and descriptions outlined in Table A-1 below.

Table A-1: Technical Acceptable/Unacceptable Ratings	
Rating	Description
Acceptable	Proposal clearly meets the minimum requirement of the solicitation.
Unacceptable	Proposal does not clearly meet the minimum requirements of the solicitation

To be acceptable the offeror must provide:

A written statement stating that he/she adheres to all of the terms and conditions of this solicitation, including the Statement of Requirement without any exceptions.

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

PART II – PRICE:

The Government will evaluate the price of the quote that receives acceptable technical ratings as follows:

Quotes will be determined fair and reasonable based on the comparison with similar services in a related industry, comparison to an independent Government estimate, or any other reasonable basis in accordance with FAR 13.106-2.

Summary of Evaluation:

Initially the Government will evaluate all quotations starting with Part 1 - Technical and then with Part 2 – Price for reasonableness. If all responsive offerors are determined technically acceptable, the Government will then rank all responsive offerors by price, from the lowest TEP to the highest TEP. Award will be made to the lowest priced offer that has an acceptable technical rating.

List of Attachments:

1. Attachment 1 – Statement of Requirement
2. Attachment 2 – Clauses and Provisions