

**REQUEST FOR QUOTATION 2023-R-013**  
**U.S. SENATE, OFFICE OF THE SERGEANT AT ARMS**  
**OFFICE OF SECURITY, EMERGENCY PREPAREDNESS, AND CONTINUITY**  
**INDEPENDENT ANALYSIS**

**I. STATEMENT OF WORK**

**1. INTRODUCTION**

The United States Senate (Senate), Office of the Sergeant at Arms (SAA) is seeking professional services to provide a review of existing SAA Office of Security and Emergency Preparedness and Continuity (OSEPC) life safety and Continuity of Operations (COOP) programs, emergency supplies, exercise planning, and preparedness training and documentation (collectively referred to as “OSEPC Program” or “Program”) and to identify any gaps that exist in resources and planning. The review and recommendations provided under this engagement will inform the SAA about recommended changes to the various OSEPC programs.

**2. BACKGROUND**

The Program has existed for twenty (20) years, providing services to the various Senate offices, including Senators, committees, support staff, and visitors. These services include COOP plans; emergency action plans (EAPs); emergency supply kits; exercise planning and execution; and life safety planning and documentation. These programs are provided to Senate offices located in the U.S. Capitol Building, three (3) Senate office buildings, and several support buildings located throughout the National Capital Region (NCR).

**3. DESCRIPTION OF SERVICES**

The Contractor shall conduct a comprehensive review of the existing Program. The review must consider at a minimum the unique needs of the Senate community to determine whether: 1) existing programs and products are sufficient; 2) recommendations on how the OSEPC Program can be partially or wholly, improved or supplemented; and 3) identify any planning or resource gaps based on industry best practices.

The review and recommendations will require close collaboration and information sharing between the Contractor and OSEPC staff. The Contractor should present recommendations to the COR as they are produced for each item (i.e., document, training, etc.) and may be in the form of draft edits to documents for training or a list of recommended changes as well as the reasons for equipment changes.

If COR approves the suggested recommendations from the Contractor, the Contractor will then work to update the item (i.e., document, training, etc.). As needed, the Contractor will work with the COR to have SAA Printing, Graphics, and Direct Mail (PGDM) department and its graphic design specialists to create or update documents. The Contractor is expected to work on multiple

items at once to make an efficient use of time while OSEPC is reviewing and approving recommendations from the Contractor. The Contractor will keep a comprehensive list of all items while they are in the review/update process, and when each item has been finalized and accepted by the COR.

#### **4. REQUIREMENTS (CLIN 1)**

##### **4.1. Kick-off Meeting**

The Contractor shall attend a kick-off meeting with OSEPC personnel and COR as soon as possible after award, but no later than two (2) weeks. The purposes of this meeting are to review the Contract; identify project expectations and milestones; review the Contractor's proposed project schedule; introduce key players on both sides; establish communication protocols between the Contractor and OSEPC personnel; and receive an initial package and overview of program-specific materials from the COR necessary for conducting the analysis.

##### **4.2 Monthly Status Reports**

The Contractor shall prepare and deliver a monthly status report no later than the 10<sup>th</sup> business day of each month for the preceding month. Reports shall be delivered by email. The Contractor shall:

- a) Identify the work performed during the month;
- b) Forecast the next month's activities; and
- c) Identify any risks to the successful and timely completion of tasks.

The Contractor shall provide a proposed format for the report for the COR's approval within 15 calendar days following the commencement of performance under the Contract. This report will include a comprehensive list of all items, where they are in the review/update process, and when each item has been finalized and accepted by the COR.

##### **4.3 Meetings and Collaborative Sessions**

The Contractor shall meet as necessary with appropriate OSEPC staff and other Senate personnel, as identified by the COR, to discuss items as they are being reviewed, areas where additional information is needed, and areas for clarification. As the Contractor works through each item (i.e., document, training, etc.) the Contractor must work with the COR to ensure that the correct OSEPC and other personnel are involved. For each product (i.e, document, training, etc.), the Contractor shall:

- a) Review existing relevant Senate procedures, such as evacuation procedures for the various buildings when reviewing and providing recommendations for evacuation training;
- b) Review relevant support documents, such as the Senate EAP template; and

- c) Review and provide recommendations/edits for the assigned product (document, training, etc.).

#### 4.4 Recommendations

The Contractor shall provide the results of its review of each item from the Emergency Preparedness Document and Trainings List (Attachment A), and any recommendations to update or change that item. The recommendations should be in written format, including suggested changes along with a printed copy of that item (document, training, etc.) as it currently exists. If the Contractor identifies a gap in the services provided by OSEPC, such as a training or guidance that does not currently exist, the Contractor shall provide a brief written proposal to create that product and why it is important to have. The Contractor shall deliver this proposal to the COR for review. The Contractor shall not commence work on product creation until the SAA approves the proposal in writing.

#### 4.5 Updated Products **(Optional Task)**

If COR approves the suggested recommendations from the Contractor, the Contractor will then work to create or update the item (i.e., document, training, etc.) to complete the recommended changes. A draft version of each item, with edits incorporated, shall be presented to the COR for approval before a final product will be reviewed and accepted as final. A final updated/created version of each item will be approved by COR before each item can be considered completed.

### 5. DELIVERABLES

Section	Description of Deliverable	Due Date
Project Schedule	General overview of the timeline for reviewing items assigned.	ASAP, NLT 2 weeks
Monthly Status Reports	Report on status of tasks by Contractor.	10 <sup>th</sup> business day of each month
Meetings and Collaborative Sessions	Meetings held with COR, OSEPC personnel, and other Senate staff as deemed necessary for each item that is being reviewed.	As necessary
Recommendations	After an initial review of each item is completed, the Contractor will present the recommendations to the COR.	After the Contractor review for each item is completed
Updated Products (Optional Task)	After recommendations have been accepted by the COR, the Contractor will	As approved by OSEPC

	work to update/create items based on those recommendations.	
Final Report	Final list of all tasks that were completed.	End of contract

## 6. PERIOD OF PERFORMANCE

The SAA anticipates a base period of one (1) year starting from the date of complete execution of the Contract.

## 7. KEY PERSONNEL

The Contractor shall provide a Lead Analyst with a demonstrated level of professional expertise and experience necessary to successfully meet or exceed the requirements of this statement of work. The Lead Analyst shall be the direct point of contact with the COR. This person must have at least 7-10 years of experience in emergency management and exercise planning as well as excellent writing, communication, and time management skills. Personnel for this position shall also have experience in online training platforms such as Adobe and Webex, be proficient in Microsoft systems, and have emergency management certification, such as Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM).

## 8. ATTACHMENTS

Attachment A – Emergency Preparedness Document and Training List

Attachment B – RFQ Pricing Table

Attachment C - Purchase Order Clauses

Attachment D - Addendum to Commercial Agreements

## II. PROPOSAL INSTRUCTIONS

### 1. Technical Proposal Instructions

The written proposal shall consist of two (2) separate volumes: Volume I is Technical and Volume II is Price.

- Cost information shall appear only in the Price Volume.
- Each page shall be numbered.
- The page limits for the two (2) volumes are depicted in the table below.

Volume	Title	Page Limit
I	Technical Proposal	15*

## **2. Responses to Requirements and Deliverables**

The Offeror shall provide a proposal to demonstrate a detailed understanding of the requirements and deliverables and describe approaches and methods that shall be employed in fulfilling this Contract and the Statement of Work. The Offeror shall describe in specific detail how it will satisfy each requirement and deliverables in Sections 4 and 5 of the Statement of Work.

The Offeror shall present its understanding of the support requirements described in Section 4 of the Statement of Work. The Offeror shall document any support requirements in Section 4 of the Statement of Work that the Offeror will be unable to satisfy with an explanation of the obstacles or issues that would keep the Offeror from meeting the requirements. The Offeror shall document any support requirements in Section 4 of the Statement of Work that the Offeror will be able to exceed and a discussion of the capabilities that allow the Offeror to exceed the requirements.

Technical Approach The proposal must include:

- Project Methodology – The Contractor shall describe its project methodology for the OSEPC Program Analysis.
- Program Management – Describe the approach that shall be used for project planning, resource management, risk analysis, and quality assurance.
- Technical Approach - A comprehensive description of the approach to perform the technical services in support of the requirements in Section 4 of the Statement of Work.

## **3. Qualifications of Proposed Staff**

A well-qualified staff is critical to the success of the Contract. In this section, the Offeror is required to document the skill mix and qualifications of the proposed staff. Offeror shall provide a list of labor categories, descriptions, and minimum qualifications for all proposed staff.

Proposed staff must have at least 7-10 years of experience working as a Lead Analyst. Staff must have experience in emergency management and exercise planning. Qualified staff must have experience in online training platforms such as Adobe and Webex, and Microsoft systems, and have emergency management certification, AEM or CEM.

Offeror shall provide a one (1) page resume of proposed key personnel that will be assigned to perform the work required under Section 4 of this RFQ. Include all relevant training and certifications. Each resume shall be followed by a succinct description of experience similar to that described in Section 7 of the Statement of Work.

#### **4. Past Performance**

(a) Offeror shall comply with the instructions as follows:

Offeror shall provide a list of its similar experience as a prime contractor for up to three (3) contracts performed in the past three (3) years. Contracts (Federal, state, local government) must be for similar work and complexity related to effort described in Section 4 of the Statement of Work.

Offerors shall include the following information for each contract:

- 1) Name of contracting activity
- 2) Contract number
- 3) Contract type
- 4) Total contract value with the value of each delivery order issued listed separately
- 5) Detailed synopsis of the Contract work performed
- 6) Contracting officer and telephone
- 7) Program manager and telephone
- 8) Administrative contracting officer, if different from # 6, and telephone
- 9) List of teaming partners and subcontractors

(b) Past Performance Questionnaire

The listed references for the Offeror shall complete and submit the attached Past Performance Questionnaire, Appendix A-1, as follows:

- a) The Offerors shall send its listed references the attached Past Performance Questionnaire as the selected point of contact and request its completion. The references must submit the completed Past Performance Questionnaire directly to the United States Senate, Attention Nicole Barnes at [acquisitions@saa.senate.gov](mailto:acquisitions@saa.senate.gov) no later than 12:00 Noon on April 7, 2023. Instructions for submission of the completed questionnaires are provided on the questionnaire.

#### **5. Price**

The Offeror shall submit a firm-fixed price quotation using the attached Excel pricing schedule (Attachment B) and signed by an authorized representative of the Offeror.

### **III. EVALUATION OF OFFERS**

#### **1. TECHNICAL AND PRICE QUOTATIONS**

Evaluation of a quotation submitted by the Offeror will be made in accordance with the following four (4) factors. Factors 1 through 3 are referred to as the Technical Factors. Offeror's Technical Approach, Key Personnel, and Past Performance will be evaluated as the Technical Factors. The fourth factor is Price. The four factors are as follows:

Factor 1	Technical Approach
Factor 2	Key Personnel
Factor 3	Past Performance
Factor 4	Price

The Evaluation Panel (Panel) will evaluate Offeror's ability to perform the requirements specified in the statement of work based upon Offeror's written submission.

#### **Factor 1 - Technical Approach**

The SAA will evaluate the Offeror on its entire proposed technical approach for the project. The following are the key criteria that will be used to evaluate the Offeror's technical approach:

- a) Clear and concise written technical approach that meets or exceeds the RFQ requirements; and
- b) Comprehensive methodology, technique, or plan to accomplish the project; and any proposed quality assurance procedures.

#### **Factor 2 - Key Personnel**

The availability and commitment of Key Personnel is important to the SAA and will be evaluated through information contained in the Technical Proposal. Key Personnel will be evaluated on the following:

- a) A minimum of 7-10 years of relevant experience and skill sets in relevant fields;
- b) Possession of degrees and certifications relevant to the proposed work; and,
- c) Personal examples of specific work done previously that demonstrates their level of expertise.

#### **Factor 3 - Past Performance**

The SAA will review Offeror's similar experience as a prime contractor or subcontractor during the past three (3) years. Past contracts (Federal, state, or local government) or subcontracts shall be of similar work and complexity related to the effort described in the scope of work.

Evaluation of past performance will be based on consideration of all relevant facts and circumstances potentially from a variety of sources, including but not limited to completed Past Performance Questionnaires.

#### **Factor 4 - Price**

The SAA will review the price quotation for reasonableness, completeness, and accuracy. A determination will be made as to whether the Offeror has properly understood the price schedule instructions and properly completed the price schedule.

To derive a proposed price for Price Proposal evaluation purposes, the SAA will multiply the Offeror's proposed prices by an SAA-estimated quantity. Please note that the SAA estimated quantities will not carry through to the Contract, but will solely be used for evaluation purposes.

## **2. EVALUATION CRITERIA**

This is a best value, competitive source selection conducted in accordance with the Senate Procurement Regulations. The SAA intends to award one contract, as determined to be most advantageous to the Senate, considering technical factors and price, based upon the recommendation of an evaluation panel. The SAA reserves the right not to award a contract depending on the quality of the proposal(s) submitted and the availability of funds.

For the purposes of a best value tradeoff analysis between the evaluation factors, all technical factors combined are considered more important than price. The importance of price as a factor could become greater where technical factors for Offerors are evaluated as more equal. The SAA reserves the right to make an award based on other than the lowest quoted price, according to the evaluation factors.

The SAA may decide that award based on initial quotations, is not in the best interests of the SAA. In such an instance, the SAA may establish a competitive range of those Offerors having a reasonable chance for award, and may conduct discussions with, and only with, each of the Offerors included in the competitive range. The SAA may request that only those Offerors included in the competitive range submit final quotation revisions. Exchanges may vary based on the SAA's need to understand or to give the Offerors an opportunity to explain their quotations, but all exchanges will be fair and equitable.

Following an evaluation, and a tradeoff analysis if appropriate, the SAA may make a single award to the Offeror determined to be best value Offeror.

## **3. QUOTATION SUBMISSION INSTRUCTIONS**

The following are the instructions and requirements for the completion and submission of quotes in response to this RFQ:



a. The attached purchase order clauses (Attachment C) shall govern any contract awarded by the SAA. Offeror quotes must include all other applicable contract terms and conditions, if any, or terms it uses in sales to government agencies. Any terms and conditions referenced as hyperlinks, or in other documents including third party terms, are not applicable to this order unless submitted in full text, in searchable PDF, with the quotation. If terms or conditions are provided, then the Offeror must sign and return the ADDENDUM TO COMMERCIAL AGREEMENTS (see included PDF file) with the quotation (Attachment D).

b. Offeror may submit questions about this RFQ. Questions must be submitted no later than 12:00 Noon, on March 20, 2023, via email: [acquisitions@saa.senate.gov](mailto:acquisitions@saa.senate.gov) Attention: Nicole A. Barnes.

c. All qualified sources should respond to this RFQ by submitting a quotation in accordance with the RFQ instructions via e-mail to: [acquisitions@saa.senate.gov](mailto:acquisitions@saa.senate.gov) with subject line ATTN: Nicole Barnes RFQ# 2023-R-013 entitled "Office of Security and Emergency Preparedness and Continuity Independent Analysis" by 12:00 noon on April 7, 2023. No other method of transmittal will be accepted. Early submissions are encouraged. E-mails that do not reference the RFQ Number in the subject line may not be accepted.

d. Offeror must have an active registration in the System for Award Management (SAM) database, <https://www.sam.gov/>, and must provide its DUNS or Unique Entity Identifier (see Attachment B). Offeror shall ensure that all information contained in its SAM registration is current, complete, and accurate during the period of performance of an award and until final payment is made by the SAA.

e. The Offeror shall provide a Firm-Fixed-Price for services in the PRICING TABLE included as Attachment B.

f. The SAA reserves the right to reject the entire quotation if any of the required RFQ line items from the PRICING TABLE Excel Worksheet are missing from the quotation or differ from the specifications contained therein. This request does not commit the SAA to pay any costs incurred in the preparation and submission of this quotation, nor to purchase or contract for any item on this RFQ.

g. This is a source selection is conducted in accordance with Senate Procurement Regulations. Contractor may submit an open market quotation, or a quotation submitted in accordance with NASA SEWP, GSA Schedule, or other GWAC contracts.