


SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE OF 1 41			
2. CONTRACT NO.		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER 75N99224Q00001		6. SOLICITATION ISSUE DATE 03/21/2024		
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME BRYAN SIMMONS			b. TELEPHONE NUMBER (No collect calls) +1 000 000 0000		8. OFFER DUE DATE/LOCAL TIME 04/15/2024 1600 EDT		
9. ISSUED BY NIH Advanced Research Projects Ag BG NIHBC 01 Room 228 1 Center Drive , MD 20892				CODE ARPA-H	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB) <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> 8(A) <input checked="" type="checkbox"/> SET ASIDE: 100.00 % FOR: NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 611430 SIZE STANDARD: \$15				
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> REQUEST FOR QUOTE (RFQ) <input type="checkbox"/> INVITATION FOR BID (IFB) <input type="checkbox"/> REQUEST FOR PROPOSAL (RFP)			
15. DELIVER TO ,		CODE	16. ADMINISTERED BY NIH Advanced Research Projects Ag BG NIHBC 01 Room 228 1 Center Drive , MD 20892					CODE ARPA-H	
17a. CONTRACTOR/ OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY					CODE
TELEPHONE NO.				17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>					18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT		
1001	Period of Performance: 07/01/2024 to 06/30/2029 Task 1, 2, and 6 (Combined): This combined price should encompass all costs associated with Employee Development, Career Alignment, and Program and Contract Management, including personnel costs, materials, overhead, and any other direct and indirect costs. Please note that this price will be billed monthly. Product/Service Code: R431 Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)			12	EA				
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Government Use Only)			
27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						27a. ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/>			
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						27b. ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/>			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.					29. AWARD OF CONTRACT: REFERENCE OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)					
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) STAS L. BLAUSHILD			31c. DATE SIGNED		

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1002	Product/Service Description: SUPPORT- PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2024 to 06/30/2025 Task 3 Customized Training (10 sub-CLINs): Each sub-CLIN should specify the cost for a specific training program per employee per month. This cost should include all expenses related to designing, developing, and delivering the training, such as trainers, materials, facilities, equipment, and any other resources. The total price should reflect the total price of all proposed training at the sub CLIN level. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. Product/Service Code: R431 Product/Service Description: SUPPORT- PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2024 to 06/30/2025	40	EA		
1003	Task 4 Leadership Coaching: The price for this task should cover all costs associated with providing leadership coaching services per employee per month, including personnel costs, coaching materials, overhead, and any other direct and indirect costs. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. Continued ...	40	EA		

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1004	Product/Service Code: R431 Product/Service Description: SUPPORT- PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2024 to 06/30/2025 Task 5 Outplacement Services: The price for this task should encompass all costs associated with offering outplacement services to employees during times of transition per employee per month. This includes costs related to establishing an outplacement framework, providing individualized career counseling, resume building, job search strategies, interview preparation, and networking guidance. Product/Service Code: R431 Product/Service Description: SUPPORT- PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2024 to 06/30/2025	8	EA		
1005	Other Direct Cost ODC (Travel) CLINs are designated for Other Direct Costs related to Travel. This CLIN is structured as a Time-and-Material (T&M) CLIN with a ;Not to Exceed; amount of \$20,000 per year. All approved travel in accordance with PWS section (2.16.2) will be reimbursed using this CLIN. Product/Service Code: R431 Product/Service Description: SUPPORT- PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2024 to 06/30/2025				
2001	Task 1, 2, and 6 (Combined): This combined price should encompass all costs associated with Employee Development, Career Alignment, and Program and Contract Management, including personnel costs, materials, overhead, and any other direct and indirect costs. Please note that this price will be billed monthly. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT- PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2025 to 06/30/2026	12	EA		
2002	Task 3 Customized Training (10 sub-CLINs): Each sub-CLIN should specify the cost for a specific training program per employee per month. This Continued ...	40	EA		

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	cost should include all expenses related to designing, developing, and delivering the training, such as trainers, materials, facilities, equipment, and any other resources. The total price should reflect the total price of all proposed training at the sub CLIN level. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2025 to 06/30/2026				
2003	Task 4 Leadership Coaching: The price for this task should cover all costs associated with providing leadership coaching services per employee per month, including personnel costs, coaching materials, overhead, and any other direct and indirect costs. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2025 to 06/30/2026	40	EA		
2004	Task 5 Outplacement Services: The price for this task should encompass all costs associated with offering outplacement services to employees during times of transition per employee per month. This includes costs related to establishing an outplacement framework, providing individualized career counseling, resume building, job search strategies, interview preparation, and networking guidance. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2025 to 06/30/2026	8	EA		
2005	Other Direct Cost ODC (Travel) CLINs are designated for Other Direct Costs related to Travel. This CLIN is structured as a Time-and Continued ...				

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3001	Material (T&M) CLIN with a ;Not to Exceed; amount of \$20,000 per year. All approved travel in accordance with PWS section (2.16.2) will be reimbursed using this CLIN. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2025 to 06/30/2026 Task 1, 2, and 6 (Combined): This combined price should encompass all costs associated with Employee Development, Career Alignment, and Program and Contract Management, including personnel costs, materials, overhead, and any other direct and indirect costs. Please note that this price will be billed monthly. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2026 to 06/30/2027	12	EA		
3002	Task 3 Customized Training (10 sub-CLINs): Each sub-CLIN should specify the cost for a specific training program per employee per month. This cost should include all expenses related to designing, developing, and delivering the training, such as trainers, materials, facilities, equipment, and any other resources. The total price should reflect the total price of all proposed training at the sub CLIN level. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2026 to 06/30/2027	40	EA		
3003	Task 4 Leadership Coaching: The price for this task should cover all costs associated with providing leadership coaching services per employee per month, including personnel costs, coaching materials, overhead, and any other direct and indirect costs. Travel costs, if Continued ...	40	EA		

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3004	applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2026 to 06/30/2027 Task 5 Outplacement Services: The price for this task should encompass all costs associated with offering outplacement services to employees during times of transition per employee per month. This includes costs related to establishing an outplacement framework, providing individualized career counseling, resume building, job search strategies, interview preparation, and networking guidance. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2026 to 06/30/2027	8	EA		
3005	Other Direct Cost ODC (Travel) CLINs are designated for Other Direct Costs related to Travel. This CLIN is structured as a Time-and-Material (T&M) CLIN with a {Not to Exceed} amount of \$20,000 per year. All approved travel in accordance with PWS section (2.16.2) will be reimbursed using this CLIN. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2026 to 06/30/2027				
4001	Task 1, 2, and 6 (Combined): This combined price should encompass all costs associated with Employee Development, Career Alignment, and Program and Contract Management, including personnel costs, materials, overhead, and any other direct and indirect costs. Please note that this price will be billed monthly. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Continued ...	12	EA		

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
4002	Period of Performance: 07/01/2027 to 06/30/2028 Task 3 Customized Training (10 sub-CLINs): Each sub-CLIN should specify the cost for a specific training program per employee per month. This cost should include all expenses related to designing, developing, and delivering the training, such as trainers, materials, facilities, equipment, and any other resources. The total price should reflect the total price of all proposed training at the sub CLIN level. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2027 to 06/30/2028	40	EA		
4003	Task 4 Leadership Coaching: The price for this task should cover all costs associated with providing leadership coaching services per employee per month, including personnel costs, coaching materials, overhead, and any other direct and indirect costs. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2027 to 06/30/2028	40	EA		
4004	Task 5 Outplacement Services: The price for this task should encompass all costs associated with offering outplacement services to employees during times of transition per employee per month. This includes costs related to establishing an outplacement framework, providing individualized career counseling, resume building, job search strategies, interview preparation, and networking guidance. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Continued ...	8	EA		

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
4005	Period of Performance: 07/01/2027 to 06/30/2028 Other Direct Cost ODC (Travel) CLINs are designated for Other Direct Costs related to Travel. This CLIN is structured as a Time-and-Material (T&M) CLIN with a ;Not to Exceed; amount of \$20,000 per year. All approved travel in accordance with PWS section (2.16.2) will be reimbursed using this CLIN. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2027 to 06/30/2028				
5001	Task 1, 2, and 6 (Combined): This combined price should encompass all costs associated with Employee Development, Career Alignment, and Program and Contract Management, including personnel costs, materials, overhead, and any other direct and indirect costs. Please note that this price will be billed monthly. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2028 to 06/30/2029	12	EA		
5002	: Task 3 Customized Training (10 sub-CLINs): Each sub-CLIN should specify the cost for a specific training program per employee per month. This cost should include all expenses related to designing, developing, and delivering the training, such as trainers, materials, facilities, equipment, and any other resources. The total price should reflect the total price of all proposed training at the sub CLIN level. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2028 to 06/30/2029	40	EA		
5003	Task 4 Leadership Coaching: The price for this Continued ...	40	EA		

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
5004	<p>task should cover all costs associated with providing leadership coaching services per employee per month, including personnel costs, coaching materials, overhead, and any other direct and indirect costs. Travel costs, if applicable, will be billed separately as a other direct cost on a case-by-case basis. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2028 to 06/30/2029</p> <p>Task 5 Outplacement Services: The price for this task should encompass all costs associated with offering outplacement services to employees during times of transition per employee per month. This includes costs related to establishing an outplacement framework, providing individualized career counseling, resume building, job search strategies, interview preparation, and networking guidance. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2028 to 06/30/2029</p>	8	EA		
5005	<p>Other Direct Cost ODC (Travel) CLINs are designated for Other Direct Costs related to Travel. This CLIN is structured as a Time-and-Material (T&M) CLIN with a {Not to Exceed} amount of \$20,000 per year. All approved travel in accordance with PWS section (2.16.2) will be reimbursed using this CLIN. (Option Line Item) Product/Service Code: R431 Product/Service Description: SUPPORT-PROFESSIONAL: HUMAN RESOURCES Period of Performance: 07/01/2028 to 06/30/2029</p>				

**COMBINED SYNOPSIS/SOLICITATION
REQUEST FOR QUOTE**

**ADVANCED RESEARCH PROJECTS AGENCY
FOR HEALTH (ARPA-H)**

**CAREER LIFECYCLE MANAGEMENT SUPPORT
SERVICES**

**75N922-24-Q-00001
Issued: 03/21/2024**

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SECTION 1 – REQUEST FOR QUOTATION

This is a combined synopsis/solicitation for commercial products and commercial services prepared in accordance with the format in Federal Acquisition Regulation (FAR) Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a separate written solicitation will not be issued.

1.1 RFQ Objectives

The Advanced Research Projects Agency for Health (ARPA-H) is issuing this Request for Quotation (RFQ) for Career Lifecycle Management Support (CLMS) services. This acquisition will be a hybrid Firm Fixed-Price (FFP) and Time and Materials (T&M) Single Award Indefinite Delivery Indefinite Quantity (IDIQ) contract using NAICS code 611430, Professional and Management Development Training. The period of performance is one 12-month base period from date of award, with four 12-month option periods with the possibility of up to a 6-month contract extension under the authority of FAR clause 52.217-8. This is an all or none requirement; partial quotations will be deemed unresponsive and will not be evaluated. The Vendor agrees to hold the prices in its quote firm for 120 calendar days from the date specified for receipt of quotations unless another time is specified in an amendment to the RFQ.

1.2 RFQ Organization

The RFQ is organized in accordance with FAR 12.6 Streamlined Procedures for Evaluation and Solicitation for Commercial Products and Commercial Services. The RFQ is prearranged into Sections according to the following:

- Section 1: Contains contracting formation regarding use of Simplified Acquisition Procedures.
- Section 2: Includes the objectives for the acquisition and states the performance and technical requirements.
- Section 3: Contains instructions for submittal of quotes and defines what is required by the Vendor for submission.
- Section 4: Contains evaluation factors and award process that will be used as the basis for selecting a Vendor for award.
- Section 5: Contains solicitation Provisions and Contract Clauses
- Section 6: Contains RFQ Attachments and Exhibits

1.3 Use of Simplified Acquisition Procedures

The Government will use Simplified Acquisition Procedures (SAP) to obtain the required CLMS services. This RFQ is issued in accordance with the regulatory authority of the FAR subpart 13.5 Simplified Procedures for Certain Commercial Products and Commercial Services.

1.3.1 North American Industry Classification System (NAICS)

The NAICS code **611430 Professional and Management Development Training** and size standard of \$15M applies to this RFQ.

1.3.2 Small Business Set-Aside

This acquisition has been totally set aside for **Small Business** (SB) in accordance with FAR clause 52.219-6, Notice of Total Small Business Set-Aside. Vendors shall state their size standard at the time of quote submission to be in accordance with business size stated for this acquisition.

Any person or entity that misrepresents a firm's status as an SB concern in order to obtain a contracting opportunity in accordance with section 8(d) of the Small Business Act, (15 U.S.C. 637(d)) will be subject to the penalties imposed by section 16(d) of the Small Business Act, (15 U.S.C. 645(d)), as well as any other penalty authorized by law.

1.4 Conflict Of Interest

If the Vendor currently provides support or anticipates providing support to other Vendors which may create or represent an actual or potential Organizational Conflict of Interest (OCI), the Vendor shall immediately disclose the actual or potential OCI to ARPA-H in accordance with FAR subpart 9.5. Disclosure may be made via memo on Vendor company letterhead and included under a separate tab in Volume I of the Vendor's quote for each area impacted (See Section 3.2). The Vendor agrees to disclose information concerning the actual or potential conflict with any quote relating to any work in the contract for the duration of the contract term. All actual or potential OCI situations shall be handled by the Contracting Officer (CO) in accordance with FAR subpart 9.5.

To avoid any potential conflicts of interest, the Vendor agrees that it may not restrict the conception, design, or configuration of its analyses, recommendations or findings in connection with this RFQ and any subsequent contract in a manner that will favor any endeavors that are its separate marketing efforts or those of its affiliates, subordinates, or other commercial ventures, particularly in areas closely related to the scope of the CLMS requirement. This includes, but not limited to activities such as workforce development, talent acquisition, career counseling, and specialized training services that directly align with or are competitive to the services provided under this contract

1.5 Government Rights

The Government reserves the following rights with respect to any awarded contract:

1.5.1 Award

The Government intends to award on the basis of **Best Value Trade-Off (BVTO)**. Successful quotes must meet or exceed the acceptability standards. See RFQ section 4 for information on

evaluation and basis for award.

1.5.2 No Award

The Government reserves the right not to make an award as a result of this RFQ if such award is determined contrary to the best interest of the Government.

1.6 Quote Preparation Cost

The Government shall not be responsible or liable for any costs incurred by any party in connection with the preparation, submission, and/or award of any quote in response to or relation with this RFQ.

1.7 RFQ Points Of Contact

The following individuals are the points of contact (POCs) for this RFQ. Correspondence regarding the RFQ shall be addressed to each of these POCs.

Contract Specialist Advisors	Contracting Officer (CO)
Bryan O. Simmons (CTR) E-Mail: Bryan.Simmons@ARPA-H.GOV	Stas Blaushild E-Mail: Stas.Blaushild@ARPA-H.GOV

1.8 Privacy Act Requirements

Performance under the contract may require the Vendor to access Personally Identifiable Information (PII) and data of such a nature that its dissemination or use, other than in performance of the PWS, would be adverse to the interest of the Government or individuals. The Vendor shall not use, disclose, or reproduce PII developed or obtained in preparation of its response to the RFQ and/or performance of the PWS, except as authorized by Government personnel and/or upon written approval of the CO.

1.9 Data Use, Disclosure Of Information And Handling Of Sensitive Information

Performance of any subsequently awarded contract may require the Vendor to access and use data and information proprietary to a Government agency or Government Vendor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. The Vendor will maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of sensitive information relating to this RFQ and/or performance of any subsequently awarded contract. The Vendor will provide information only to authorized employees and/or subcontractors who need to know such information in the performance of their duties under any resulting contract.

Information made available to the Vendor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any

other way without the written agreement of the CO. All Vendor personnel will be required to sign an ARPA-H non-disclosure agreement.

If proprietary or sensitive information is provided to the Vendor for use in performance or administration of this effort, the Vendor, except with the written permission of the CO, may not use or disclose such information for any other purpose. If the Vendor is uncertain about the proposed use of information provided for the performance or administration of any contract, the Vendor must consult with the CO and/or Contracting Officer's Representative (COR) regarding use of that information for other purposes.

The Vendor agrees to assume responsibility for protecting the confidentiality of all Government records which are not public information. Each employee of the Vendor to whom information may be made available or disclosed shall be notified in writing by the Vendor that such information may be disclosed only to the extent authorized herein.

1.9.1 Non-Disclosure Agreement

In accordance with FAR 9.505-4(b), all Vendor personnel providing support and that have access to ARPA-H personnel usage data will be required to sign a Certificate of Non-Disclosure prior to any effort. All Non-Disclosure certificates will be retained in the contract file.

1.10 Rights In Data

Under the provisions of the Rights in Data General Clause, 52.227-14 contained herein, the Government reserves all rights, including copyrights, distribution rights, and other rights for all documents, data or software developed in the performance of any awarded contract. All data received, processed, evaluated, loaded, and/or created as a result of any contract shall remain the sole property of the Government.

Note: Any Vendor taking exception to FAR 52.227-14 and the Government's assertion of unlimited rights to all materials produced in performance of this contract shall follow the Quotation Instructions detailed in RFQ Section 3.5 Volume IV-Contractor Documentation and submit an exception detailing any restrictions to data the Vendor would like the Government to consider.

1.11 Quote Submission

Vendors must submit their quotes electronically via email to Acquisitions@ARPA-H.GOV. Electronic copies must be received by the designated closing time and date indicated below to be considered for this solicitation.

E-mail receiving data and compatibility characteristics are as follows:

ARPA-H's electronic server generally accepts attachments in the following formats—

- (i) Adobe Acrobat;

- (ii) Microsoft Excel;
- (iii) Microsoft Word; and
- (iv) Microsoft PowerPoint.

Attachments that are not submitted in Adobe Acrobat/.pdf file format must be sent password protected for “read only” to ensure the integrity of the data submitted. All quotes (and any authorized modifications and/or revisions thereto) must contain the Vendor’s representative’s signature included in one or more of the included attachments to the e-mail communication.

A single e-mail must be no more than **10 MB**. ARPA-H’s mail server will reject messages larger than 10 MB.

Vendors are solely responsible for verifying ARPA-H’s successful, timely, and/or complete receipt of any submitted quote by contacting the CO prior to the quote closing time. Failure to timely submit the quote may result in the quote being rejected and ineligible for award.

If any portion of an otherwise timely (see Section 3.0.2 & solicitation provision 52.212-1 Instructions to Offerors) e-mail quote received by ARPA-H is unreadable and/or inaccessible, the CO may permit the Vendor to resubmit the quote. The method and time for resubmission will be prescribed by the CO after consultation with the Vendor and the resubmission shall be considered as if it were received at the date and time of the original unreadable and/or inaccessible submission for the purpose of determining timeliness, provided the Vendor complied with all submission instructions set forth herein, and with the time and format requirements for resubmission prescribed by the CO.

The Government reserves the right to award solely based on the e-mailed quote. However, if requested to do so by the CO, the Vendor shall promptly submit a hard copy of the signed quote.

All quotes must be identified with the RFQ Number, and Closing Date and Time on all electronic correspondence.

RFQ Number: 75N992-24-Q-00001

CLOSING DATE & TIME: Monday, April 15th, 2024, 4:00pm EDT

NOTE: Only electronic quotes submitted in accordance with the terms and conditions herein will be accepted. Facsimile quotes will NOT be accepted.

Submission of quotes is required by the date specified above. See SECTION 3- VENDOR QUOTE INSTRUCTION for additional details and instructions for quotation preparation and submission.

Any questions in connection with this RFQ shall be submitted in writing via electronic mail, to Acquisitions@ARPA-H.GOV.

Questions shall be submitted no later than 12:00pm EDT, March 27th, 2024, to allow adequate time to provide a response and consider potential changes to the RFQ, if required. No further questions will be accepted after this date.

1.12 Schedule

Pricing Schedule				
CLIN	Description	Est Qty	Unit Price	Total Estimated Price
Base Year: July 1, 2024, through June 30, 2025				
1001	Task 1: Employee Development and Career Management, Task 2 Career Alignment, Task 6: Contract Management	12		\$0
1002	Task 3 Customized Training	40	\$0	
1002-01	Training 1			
1002-02	Training 2			
1002-03	Training 3			
1002-04	Training 4			
1002-05	Training 5			
1002-06	Training 6			
1002-07	Training 7			
1002-08	Training 8			
1002-09	Training 9			
1002-10	Training 10			
1003	Task 4: Leadership Coaching	40		
1004	Task 5: Outplacement Services	8		
1005	Other Direct Cost ODC (Travel) Not-to-Exceed (NTE)	20,000	\$1	\$20,000
Total Estimated Value Base Year				\$20,000
Option Year 1: July 1, 2025, through June 30, 2026				
2001	Task 1: Employee Development and Career Management, Task 2 Career Alignment, Task 6: Contract Management			\$0
2002	Task 3 Customized Training		\$0	
2002-01	Training 1			
2002-02	Training 2			
2002-03	Training 3			
2002-04	Training 4			
2002-05	Training 5			
2002-06	Training 6			
2002-07	Training 7			
2002-08	Training 8			
2002-09	Training 9			
2002-10	Training 10			
2003	Task 4: Leadership Coaching			
2004	Task 5: Outplacement Services			

2005	Other Direct Cost ODC (Travel) Not-to-Exceed (NTE)	20,000	\$1	\$20,000
Total Estimated Value Option Year 1				\$20,000
Option Year 2: July 1, 2026, through June 30, 2027				
3001	Task 1: Employee Development and Career Management, Task 2 Career Alignment, Task 6: Contract Management			\$0
3002	Task 3 Customized Training		\$0	
3002-01	Training 1			
3002-02	Training 2			
3002-03	Training 3			
3002-04	Training 4			
3002-05	Training 5			
3002-06	Training 6			
3002-07	Training 7			
3002-08	Training 8			
3002-09	Training 9			
3002-10	Training 10			
3003	Task 4: Leadership Coaching			
3004	Task 5: Outplacement Services			
3005	Other Direct Cost ODC (Travel) Not-to-Exceed (NTE)	20,000	\$1	\$20,000
Total Estimated Value Option Year 2				\$20,000
Option Year 3: July 1, 2027, through June 30, 2028				
4001	Task 1: Employee Development and Career Management, Task 2 Career Alignment, Task 6: Contract Management			\$0
4002	Task 3 Customized Training		\$0	
4002-01	Training 1			
4002-02	Training 2			
4002-03	Training 3			
4002-04	Training 4			
4002-05	Training 5			
4002-06	Training 6			
4002-07	Training 7			
4002-08	Training 8			
4002-09	Training 9			
4002-10	Training 10			
4003	Task 4: Leadership Coaching			
4004	Task 5: Outplacement Services			
4005	Other Direct Cost ODC (Travel) Not-to-Exceed (NTE)	20,000	\$1	\$20,000
Total Estimated Value Option Year 3				\$20,000
Option Year 4: July 1, 2028, through June 30, 2029				
5001	Task 1: Employee Development and Career Management, Task 2 Career Alignment, Task 6: Contract Management			\$0
5002	Task 3 Customized Training		\$0	

5002-01	Training 1			
5002-02	Training 2			
5002-03	Training 3			
5002-04	Training 4			
5002-05	Training 5			
5002-06	Training 6			
5002-07	Training 7			
5002-08	Training 8			
5002-09	Training 9			
5002-10	Training 10			
5003	Task 4: Leadership Coaching			
5004	Task 5: Outplacement Services			
5005	Other Direct Cost ODC (Travel) Not-to-Exceed (NTE)	20,000	\$1	\$20,000
Total Estimated Value Option Year 4				\$20,000
Total Estimated Contract Value				\$100,000

1.13 PRICING CONTRACT LINE ITEM NNUMBER (CLIN) DESCRIPTIONS

1. **CLIN 1001 and all applicable Option Year CLINS: Task 1, 2, and 6 (Combined):** This combined price should encompass all costs associated with Employee Development, Career Alignment, and Program and Contract Management, including personnel costs, materials, overhead, and any other direct and indirect costs. Please note that this price will be billed monthly.
2. **CLIN 1002 and all applicable Option Year CLINS: Task 3 Customized Training (10 sub-CLINs):** Each sub-CLIN should specify the cost for a specific training program/course per employee. This cost should include all expenses related to designing, developing, and delivering the training, such as trainers, materials, facilities, equipment, and any other resources. The CLIN 1002 overall unit price should reflect the all-inclusive price of all proposed training at the sub CLIN level per employee. This all-inclusive price should incorporate any discounts or price adjustments for full program participation; however, discounts are not mandatory. For contract value calculation purposes, the government will utilize the all-inclusive unit price multiplied by the estimated quantity. At the time of Task Order award, the Government may order the all-inclusive training program or may opt to order specific training based on the fixed unit price provided for each sub-CLIN. Travel costs, if applicable, will be billed separately as an other direct cost on a case-by-case basis.
3. **CLIN 1003 and all applicable Option Year CLINS: Task 4 Leadership Coaching:** The price for this task should cover all costs associated with providing leadership coaching services per employee per month, including personnel costs, coaching materials, overhead, and any other direct and indirect costs. Travel costs, if applicable, will be billed separately as an other direct cost on a case-by-case basis.
4. **CLIN 1004 and all applicable Option Year CLINS: Task 5 Outplacement Services:** The price for this task should encompass all costs associated with offering outplacement services to employees during times of transition per employee per month. This includes costs related to establishing an outplacement framework, providing individualized career counseling, resume building, job search strategies, interview preparation, and networking guidance.

NOTE 1: The Government anticipates issuing separate Task Orders for CLIN 1002. All other CLINS will be issued as one Task Order. Please note this arrangement is subject to change upon final award.

NOTE 2: CLIN 1005 and all associated option CLINs are designated for Other Direct Costs related to Travel. This CLIN is structured as a Time-and Material (T&M) CLIN with a “Not to Exceed” amount of \$20,000 per year. All approved travel in accordance with PWS section (2.16.2) will be reimbursed using this CLIN.

NOTE 3: The number of sub-CLINs for CLIN 1002 and applicable option year CLINS are based on the number of proposed training course offered. In the event that 10 sub-CLINs are not sufficient, please include additional trainings and pricing in a continuation sheet following the same format as established in the pricing schedule. If 10 sub-CLINs are more than required, only fill in the price for the sub CLINs corresponding to the number of proposed training or programs offered. Upon contract award and Task Order issue, the Pricing Schedule and CLIN structure will be adjusted to align with the proposed offer.

Note 4: In accordance with FAR 16.504 for Indefinite-Quantity contracts, the minimum quantity of services will be equal to \$5,000.

SECTION 2 – PERFORMANCE WORK STATEMENT (PWS)

The PWS is incorporated into the solicitation as Attachment 1 (See Section 6).

SECTION 3 – VENDOR QUOTATION INSTRUCTIONS

3.0 General

The provision at **FAR 52.212-1, Instructions to Offerors – Commercial Products and Commercial Services** is incorporated into the solicitation by reference. The following addenda apply:

This section specifies the format and content that Vendors shall use for responding to this RFQ. It is required that the Vendor's response be in accordance with these instructions. The goal is to ensure a certain degree of uniformity in the format of the responses for evaluation purposes.

The Vendor is responsible for providing adequate documentation to enable a thorough evaluation of their quote. The Vendor shall submit a quote that clearly and concisely describes and defines the Vendor's response to the requirements contained in the RFQ. Unnecessary elaboration or other presentations beyond that sufficient to present a complete and effective quote are not desired. Responses which merely repeat the Performance Work Statement will not be considered as being responsive to the requirements of this RFQ.

3.0.1 Amendments to the RFQ

If this RFQ is amended, all terms and conditions that are not amended remain unchanged. Vendors shall acknowledge receipt of any amendment to this RFQ by submission of the signed SF30 with its quote (See Section 3.4)

3.0.2 Submission, Modification, Revision, and Withdrawal of Quotes

Vendors must submit their quotes electronically via email to Acquisitions@ARPA-H.GOV. Quotes shall clearly be identifiable with the following in the subject line of the email **“VENDOR NAME Quote for RFQ 75N992-24-Q-00001 Career Lifecycle Management Support Service.”** Quotes must be received by the closing date and time as stipulated in the RFQ section 1.11 Quote Submission. Failure to timely submit a quote may lead to the quote being rejected and ineligible for award.

The first page of the quote must show the RFQ number, the name, address, e-mail address, and telephone number(s) of the Vendor. A statement specifying the extent of agreement with all terms, conditions, and provisions included in the RFQ and agreement to furnish any or all items upon which prices are offered at the prices set opposite each item.

Names, titles, signatures, telephone, and electronic address of persons authorized to negotiate on the Vendor's behalf with the Government in connection with this RFQ must be provided. Quotes signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

The Vendor is responsible for submitting quotes, and any modifications or revisions, so as to reach the Government office designated in the RFQ by the time specified in the RFQ. Quotes in response to this RFQ will be valid for **120 days** (unless a different period is proposed by the Vendor).

3.1 Quote Format

Vendors are required to submit quotes in four (4) separate volumes as indicated below. There shall be no reference to pricing, or any pricing data included as part of the Non-Price Volume or in the transmittal letter.

Vendors shall submit quotations in four (4) separate volumes plus a transmittal letter. The four (4) volumes shall be clearly labeled as follows:

Table 4: Quote Formatting & Page Limit Information

Volume	Title
I	Technical Capability/Risk (Non-Price) – 18 Pages* (Details in Section 3.2.)
II	Past Performance (Non-Price)- 1 Page Per Reference- Total 3-5 pages
III	Price Quote – No Page Limit
IV	Contract Documentation – No Page Limit

Vendors shall prepare the quote in accordance with the titles and page limits of each volume. Vendor Attachments/exhibits/addendums count towards the page limitations.

3.1.1 Page Layout and Type Formatting

Page size shall be 8½ by 11 inches (Word for Windows portrait format) or 11 by 8½ inches (Word for Windows landscape format). Landscape pages may be used only for large tables, charts, graphs, and diagrams, not for pages of text. Page size 11 by 17 inches may only be used for tables, figures/diagrams, illustration/drawings, and maps. Pages sized 11 by 17 inches will be counted as two pages. Text shall be single-spaced, in 11-point easy to read font. Font size of 10 point may be used for tables, captions, matrices, maps, and header and footer information. For charts, graphs, and figures/diagrams, the font shall be no smaller than 5 point. Use at least 1-inch margins on the top and bottom and 1-inch side margins on every page. Pages will be numbered sequentially by volume. These page format restrictions shall also apply to responses to any clarifications or any additional requests for information. Page limitations shall be treated as maximums and, if exceeded, excess pages will not be read or considered in the evaluation of the quote. Each page shall be counted except for those indicated herein and the following: cover pages, table of contents, cross-reference matrix, tabs, and glossaries. The front and back of pages printed on each side are counted as separate pages.

3.2 Volume I/Factor 1- Technical Capability/Risk

The Vendor shall clearly and precisely describe its approach and demonstrate an understanding of the requirement and its ability to successfully perform the requirements of the PWS. This Volume shall not contain any pricing information.

The Volume I quote shall contain the following sections:

Introduction (1 page maximum)

The introduction of the quote should provide succinct and relevant details that set the context for the entire proposal. It should effectively summarize the key aspects of the quote, outlining the approach and the strategies that will be detailed in subsequent sections. This introductory section is limited to a maximum of one page and should serve as a clear and concise overview of what the Government can expect in the full proposal.

Section 1 – Employee Development and Career Management Support (6 pages maximum, inclusive of required plans)

Career Development and Counseling Plan (CDCP)

The quoter shall demonstrate their ability to fulfill the requirements of PWS Section 2.3.1 and its subsections. This includes submitting a Career Development and Counseling Plan (CDCP) as described in PWS section 2.3.1.1.

The quote shall detail a comprehensive approach to employee development and career management support services, covering onboarding, goal alignment, career counseling, development roadmaps, assessment and planning, mid-point assessment, stakeholder survey feedback, and self-guided activities.

Career Alignment Requirements

The quoter shall present their Career Alignment Strategy as outlined in PWS Section 2.3.2.1. The quote shall articulate the quoter's approach and methodology for designing career plans that align with the mission, as defined in PWS Section 2.3.2. The strategy shall demonstrate the quoter's understanding of ARPA-H's organizational dynamics and how well the strategy integrates individual and organizational goals.

Outplacement Services Requirements

The quote shall contain an Outplacement Services Framework according to PWS section 2.3.5.1. It shall describe the quoter's strategy for assisting employees with limited employment terms and outline specific protocols to maintain service scope, excluding active assistance or job placement services.

Section 2 – Customized Training and Leadership Coaching Requirements (6 pages maximum, inclusive of required plan)

Customized Training Requirements

The quote shall address the quoter's capability to design, implement, and manage customized training programs. It shall include the Training and Development Plan (TDP) and an initial overarching curriculum with a list of proposed training courses, in accordance with PWS Exhibit 1 Proposed Customize Training Framework Guide.

Leadership Coaching

The quote shall include a Leadership Coaching Framework as per PWS Section 2.3.4.1. The framework shall demonstrate the quoter's comprehensive approach to leadership coaching.

Section 3- Contract Management Requirements (5 pages maximum, inclusive of required plans.)

Contract Management

The quote shall identify the Contract Manager (CM) and Performer Program Manager (PPM) as required in PWS section 2.3.6, including their names and contact information. It shall detail the quoter's approach to meeting the contract operations and staffing requirements in PWS Sections 2.3.6 and 2.13.

The quote shall include a Project Management Plan (PMP) as required by PWS section 2.3.3.1 through 2.3.3.2. As part of the PMP the quote shall include an Innovation and Continuous Improvement Strategy identifying mechanisms for implementing and measuring innovation demonstrated using specific examples or case studies. The quote's innovation strategy shall describe how it will align with the overall goals of the organization as outlined in the PWS, contributing to long-term project success.

The quote shall outline the quoter's quality assurance procedures, incorporating a Quality Control and Management Oversight Plan (PWS Sections 2.3.3.2 and 2.5.1), and a Contingency Plan for contract contingencies as outlined in PWS Section 2.3.3.6.

3.3 Volume II/ Factor 2 – Past Performance (1 Page Per Reference – Total 3 – 5 pages)

The Vendor shall identify a minimum of three (3) to a maximum of five (5) recent and relevant past performance references within the last three years (from the issue date of this RFQ).

Vendors shall relate their Past Performance to Career Lifecycle Management Support services, concentrating on experiences relevant to the requirements of this RFQ. There is a one (1) page per reference limit for Past Performance. The Vendor shall provide information that demonstrates the relevancy of these experiences to the requirements of this RFQ, as well as to their proposed approach.

The Government's sources of information for evaluating past performance may include, but are not limited to, any and all information provided by the Vendor, inquiries of owner representative(s), and other known sources not provided by the Vendor, provided such information is recent. The Vendor shall note that the Government reserves the right to seek additional information from other sources known to the Government to assist in past

performance evaluation (e.g., Vendor Performance Assessment Reporting System [CPARS] and Past Performance Information Retrieval System [PPIRS]).

While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate, and complete past performance information rests with the Vendor.

3.3.1 Recency and Relevancy of Prior Contracts

The Vendor's specific experience on similar efforts as those specified within this PWS. The Vendor shall at a minimum, provide:

- **Recency:** Documentation of contracts that the Vendor or its subcontractors have held in the past-three (3) years, in which services of relevant scope and complexity were performed. A minimum of three (3) and maximum of five (5) referenced contracts with point of contact information (i.e., phone number and e-mail address) shall be included. Ensure that the points of contacts for those contracts are current and that the phone numbers and email addresses are correct.
- **Relevancy:** A summary description of the task requirements of each referenced contract. Reference the relevancy of these tasks to those requirements referenced in the PWS. The total dollar value of each contract referenced including a description of the level of effort. Explain any actions taken to resolve any problems or potential problems to the satisfaction of all parties.

Notes: Vendor proposals that include subcontractor references, should provide specific details about the role the subcontractors played in the referenced relevant project.

3.4 Volume III/Factor 3 - Price Quote

The Government has provided **Attachment 2: Price Quotation Worksheet Sheet** for the quoter to provide a firm fixed price for all services described within Section 2. The quoter shall factor all costs associated with performance into their quoted price.

Note: The number of sub-CLINs for CLIN 1002 and applicable option year CLINS are based on the number of proposed training courses offered. The Vendor shall add or subtract the number of rows required in Attachment 2 to accommodate the appropriate number of training offering needed.

3.5 Volume IV – Contract Documentation

Contract/Representations and Certifications. The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. This information will be considered for purposes of the Government's responsibility determination (See RFQ Section 4.4 and FAR Subpart 9.1). The Vendor's quote shall include—

- A signed letter identifying any exceptions to the Government's requirements or terms of the solicitation or indicating that the offeror accepts all terms and conditions of the

RFQ. This letter shall also provide the names, titles, signatures, telephone, and electronic address of persons authorized to negotiate on the Vendor's behalf with the Government in connection with this RFQ.

- Copy of the Vendor's **active** Reps and Certs for Commercial Products and Commercial Services (FAR 52.212-3 Offeror Representations and Certifications-Commercial Products and Commercial Services)
- Signed SF 1449- Solicitation/Contract/Order for Commercial Items (completed blocks 30a, 30b, and 30c).
- Signed SF 30- Amendment(s) to RFQs (if applicable) (completed blocks 15a, 15b, and 15c).
- Confirmation that the quoter currently has a valid and active System for Awards Management Registration (SAM) Statement advising of quoter's current registration expiration date and quoter's intent to renew and maintain registration throughout the performance period of any resulting contract.

SECTION 4 –EVALUATION FACTORS AND AWARD PROCESS

4.1 Evaluation Criteria

This procurement is being conducted under FAR Subpart 13.5. FAR Part 15, and specifically source selection procedures at FAR Subpart 15.3, **do not apply** to evaluation of quotations and will not be used.

The Government will award the contract to the quoter that represents the overall best value to meet the Government's needs. Best Value is defined as the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement, in accordance with FAR 2.101. The Government intends to determine the best value outcome by utilizing a Tradeoff Process to consider making award to other than the lowest price or other than the highest technically rated quoter.

THE GOVERNMENT INTENDS TO ISSUE AWARD WITHOUT ENGAGING IN EXCHANGES WITH VENDORS, BUT RESERVES THE RIGHT TO DO SO, AS NECESSARY.

Consequently, quoters are encouraged to provide their best quote with initial submissions. However, the Government reserves the right to conduct discussions, orally or in writing, with quoters submitting a quote if it is determined advantageous to the Government to do so. The Government reserves the right to seek clarifications of minor technical or administrative errors; however, these clarifications will not result in an opportunity to resubmit a quote.

Note 1: The Government will conduct an initial review of quotes for completeness following the close of the RFQ prior to conducting the full evaluation described in this section. Quotes that fail to adhere to the submission guidelines in section 3 of the RFQ (e.g. missing volumes/sections, required plans, documentation, pricing, etc.) may be eliminated from further consideration (See sections 3.0.4 and 4.2.2) or further evaluated. If a quotation is eliminated during this review, the offeror will be notified in writing.

Note 2: Sustainable Acquisition Requirements: In accordance with HHSAR Part 323.701 Applicability, there are no opportunities to acquire sustainable acquisition supplies or services in this procurement. This requirement solely pertains to Professional Services, specifically CLMS services. None of the components of this acquisition align with the descriptions provided in HHSAR part 323.7101. Consequently, there is **no** evaluation of a Sustainable Acquisition Plan included this solicitation.

4.2 Evaluation Factors

The following factors shall be used to evaluate quotes:

- Factor 1: Technical Capability/Risk (non-price)
- Factor 2: Past Performance (non-price)
- Factor 3: Price

Factor 1, Technical Capability/Risk is more important than Factor 2- Past Performance. Factor

1- Technical Capability/Risk and Factor 2- Past Performance when combined are more important than Factor 3- Price. When proposals result in equal ratings for Factor 1-Technical Capability/Risk and Factor 2-Past Performance, Factor 3-Price will have a more significant influence on overall value.

Vendors must achieve a rating of Technically Acceptable or higher and have a Past Performance rating of at least Neutral Confidence to be considered for award.

4.2.1 Best Value- Trade-Off Evaluation

The Government will consider features of a quoter's total solution, including the quoter's assumptions that could significantly impact the Government's costs in implementing and maintaining the quoter's approach. As part of a quote, in response to the PWS, quoters are required to identify any assumptions that may impact price. The quote must be complete, clear, and compliant with the terms of the RFQ.

Award will be made to the quoter whose quote is determined to provide the "best value" to the Government. This process permits tradeoffs among cost or price and non-cost factors and allows the Government to award to other than the lowest priced quote based on evaluated benefits of the offeror's technical approach. The best value will be determined by comparing evaluation results of non-price factors with differences in evaluated prices (i.e., tradeoffs).

In the event quoters submit more than one approach to the agency's requirement, each will be evaluated independently and assigned its own technical rating and evaluated price. The source selection will be made based on the approach that offers the best value to the Government in accordance with the criteria stated in section 4.

4.2.2 Evaluation of Factor 1: Technical Capability/Risk

The Government will evaluate quoter's ability to deliver the specified requirements of the PWS, as evidenced by its proposed plan for overall implementation and execution of the following:

Note: The below three sections are not sub-factors. The information has been formatted this way solely for the convenience of aligning with the Instructions to the Quotation in RFQ section 3. The Government will evaluate Factor 1 Technical Capability/Risk holistically, considering each of these sections equally and aligning with the evaluation methodology described below.

Section 1-Employee Development and Career Management Support

Career Development and Counseling Plan (CDCP)

The quote will be evaluated on the thoroughness and comprehensiveness of the CDCP based on the requirements detailed in PWS section 2.3.1. The quote will be evaluated on the proposed methods for conducting and utilizing mid-point assessments and stakeholder surveys to track developmental progress and identify areas for improvement as detailed in PWS section 2.3.1.2.

Career Alignment Requirements

The quote will be evaluated for compliance with the content requirements outlined in PWS Section 2.3.2.1, focusing on completeness. The quote will be assessed for innovative approaches to career path development and their feasibility within ARPA-H's organizational framework.

The evaluation will prioritize strategies that are clear, technically sound, and demonstrate a practical approach to aligning individual career aspirations with ARPA-H's mission and operational needs.

Outplacement Services Requirements

The quote will be evaluated for its approach to the Outplacement Services Framework requirements in PWS Section 2.3.5.1.

Section 2 – Training & Leadership Coaching Requirements:**Customized Training Requirements**

The quote will be evaluated on the quoter's ability to design and implement effective training programs supportive of ARPA-H's requirements. This includes assessing the proposed TDP's ability to meet the requirements of PWS Section 2.3.3.2. The quote will be assessed for its adherence to the PWS Exhibit 1, Proposed Customize Training Framework Guide.

Leadership Coaching

The quote will be evaluated on its Leadership Coaching Framework's ability to meet the requirements specified in PWS Section 2.3.4.1.

Section 3 – Contract Management Requirements**Contract Management:**

The quote will be evaluated based on the quoter's approach to managing the project as outlined in their PMP. The PMP will be evaluated on its specificity and responsiveness in addressing and meeting the requirements detailed in PWS Section 2.3.3.1.

The quote will also be evaluated on the quoter's strategy for continuous improvement and innovation as detailed in PWS section 2.3.3.2.

The quote will be evaluated on the inclusion and quality of the Quality Control and Management Oversight Plan, as outlined in PWS Sections 2.3.3.4 and 2.5.1. Evaluation of the quoter's quality assurance procedures, assessing their effectiveness in ensuring contract quality and management oversight.

The Government will also evaluate the Contingency Plan included in the quote, focusing on its comprehensiveness in addressing contract contingencies, excusable delays, business disruptions, and other potential service interruptions as per PWS Sections 2.3.3.8

Combined Risk Assessment:

In the assessment of the Technical Capabilities/Risk quote, each of the three sections will be evaluated based on the associated risks of the approaches as detailed in the submitted plans, strategies, and frameworks. This evaluation will comprehensively consider the depth and thoroughness of the information provided in these documents particular emphasis will be placed on the effectiveness with which risks are identified, mitigated, and managed in accordance with the quoter's proposed methods and capabilities of their staffing.

Importantly, the risk assessment will be integrated with the evaluation of the approach itself and will not be treated as a separate evaluation criterion. This combined risk rating approach ensures that the assessment of risk is directly correlated and considered in context with the proposed strategies and qualifications.

Advisory Note 1 – Highly Desirable Criteria:

The Government regards corporate experience in working with other Advanced Research Projects Agency (ARPA) organizations or start-up companies as highly desirable. Such experience demonstrates familiarity with dynamic, innovative environments and the ability to adapt to the unique challenges and needs of organizations focused on cutting-edge research and development. Quoters demonstrating background may be favorably considered in the evaluation process in the sections identified in the PWS.

Advisory Note 2- Submission of Plans, Strategies, or Frameworks:

It is important to note that while plans, strategies, or frameworks that propose final delivery post-award are acceptable, they must still encompass sufficient detail to enable a comprehensive assessment of the approach. Submissions that are incomplete or provide insufficient detail for a thorough evaluation will be subject to a marginal or unacceptable rating, based solely on the inadequacy of detail. Quoters are advised to ensure that their submitted documents, even if not final, clearly articulate their intended approach and methodologies in a detailed and comprehensive manner.

Technical Capability/Risk Evaluation Methodology:

Combined Technical/Risk Rating. The combined technical/risk rating includes consideration of risk in conjunction with the strengths, weaknesses, and deficiencies identified in the quotes in determining technical ratings.

Table 4.2.2 Technical Capability/Risk rating scale.

Adjectival Rating	Description
Outstanding	Quote demonstrates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low

Good	Quote indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate
Acceptable	Quote meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate
Marginal	Quote has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Unacceptable	Quote does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is unawardable, and/or risk of performance is unacceptably high.

Note: Quotes receiving a rating of Marginal or Unacceptable will be ineligible for award.

Key Definitions:

Weakness: a flaw in the quote that increases the risk of unsuccessful contract performance.

Significant Weakness: a flaw in the quote that appreciably increases the risk of unsuccessful contract performance.

Deficiency: a material failure of a quote to meet a Government requirement or a combination of significant weaknesses in a quote that increases the risk of unsuccessful contract performance to an unacceptable level.

Strength: an aspect of an offeror's quote with merit or will exceed specified performance or capability requirements to the advantage of the Government during contract performance.

Note: Strengths may include, but are not limited to, quote elements which meet the "highly desirable" performance characteristics identified in the PWS.

4.2.3 Evaluation of Factor 2: Past Performance

The Past Performance evaluation factor assesses the degree of confidence the Government has in a Vendor's ability to perform services that successfully meet users' needs, based on a demonstrated record of performance. The recency, relevancy (including context of the data), and quality (including general trends on Vendor performance and source of the information) shall be considered in evaluating this factor. These considerations will result in one (1) performance confidence assessment rating for each Vendor, as detailed herein.

Recency is defined as (i) having been completed, or (ii) having been in progress and at least 25% completed based on the period of performance, at any point in the last three (3) years from the quote due date of this RFQ. The Government will determine how relevant a recent effort accomplished by the Vendor is to this requirement.

Relevancy is defined as exhibiting similar work required by this RFQ as detailed in the PWS.

In conducting the past performance evaluation, the Government will assess this factor based upon what is presented and may use any other data or information otherwise available. This includes but is not limited to the Past Performance Information Retrieval System (PPIRS); past performance questionnaires; past and present customers and their employees, and any others who may have useful information; the Vendor's past performance under other federal contracts.

Vendor Past Performance references provided in Volume 2 of the vendor's proposal will not be compared directly to the past performance of other vendors. The government will use the overall Confidence Rating for each vendor as part of the best value tradeoff determination.

Negative past performance under prior contracts may result in an overall negative past performance rating. Vendors may have the opportunity to address adverse past performance information, and the Government will consider this information in its evaluation.

Unknown Past Performance

In the case of a Vendor without a record of recent or relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the Vendor may not be evaluated favorably or unfavorably on past performance (see FAR 15.305 (a)(2)(iv)). Therefore, Vendors lacking relevant past performance history shall be determined to have unknown past performance and shall receive a "neutral confidence" evaluation rating for past performance.

Past Performance Rating Method:

Recency and Relevancy of Prior Contracts

Recency: For the Past Performance evaluation factor, prior contract efforts will be rated for recency and will be evaluated as either Recent or Not Recent and assigned one of the following ratings.

Table 4.2.3.1 Past Performance Recency rating scale.

Rating	Description
Recent	Performance is within last three (3) years from the quote due date of this RFQ
Not Recent	Performance is NOT within the last three (3) years from the quote due date of this RFQ

Note: Past Performance references that are determined to be not recent, within three (3) years from the quote due date of this RFQ, will be excluded from the overall confidence rating. If the exclusion of any reference results in the vendor not providing the minimum number of references of three (3), the Government will determine the vendor to have unknown

past performance rating in accordance with FAR 15.305(a)(2)(iv).

Relevancy: Following the determination that past performance is recent, one of the following relevancy ratings will be assigned to the Vendor:

Table 4.2.3.2 Past Performance Relevancy rating scale

Rating	Description
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this RFQ requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this RFQ requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this RFQ requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this RFQ requires.

Factor 2 Overall Confidence Rating:

The Past Performance Evaluation Team will review all past performance information collected and determine the quality of the Vendor's performance, general trends, and usefulness of the information and incorporate these into the performance confidence assessment (a separate quality assessment rating is not utilized).

The combination of the assessments of Past Performance recency, relevancy and quality documented by the information provided to and/or collected by the Government will result in the selection of one (1) overall confidence assessment rating for each Vendor. The overall Confidence rating shall be based on the level of confidence the Government has in the Vendor's ability to successfully perform the requirements. The Government will assign one of the following five (5) overall confidence assessment ratings to each Vendor based on the Past Performance Quote:

Table 4.2.3.3 Past Performance Confidence Assessment rating scale.

Rating	Description
Substantial Confidence	Based on the Vendor's recent/relevant performance record, the Government has a high expectation that the Vendor will successfully perform the required effort.

Satisfactory Confidence	Based on the Vendor's recent/relevant performance record, the Government has a reasonable expectation that the Vendor will successfully perform the required effort.
Neutral Confidence	No recent/relevant performance record is available, or the Vendor's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The Vendor may not be evaluated favorably or unfavorably on the factor of past performance. In the case of no recent/relevant performance record, the Vendor's past performance is unknown and assigned a performance confidence rating of "neutral."
Limited Confidence	Based on the Vendor's recent/relevant performance record, the Government has a low expectation that the Vendor will successfully perform the required effort.
No Confidence	Based on the Vendor's recent/relevant performance record, the Government has no expectation that the Vendor will be able to successfully perform the required effort.

Note: Quotes receiving a rating of less than Neutral Confidence will be ineligible for award.

4.2.3 Evaluation of Factor 3: Price

The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement in accordance with FAR 52.217-5 Evaluation of Options. The Government may determine that a quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s). The evaluation of options includes evaluation of the six-month option to extend the term of the contract in accordance with FAR 52.217-8; this evaluation is being conducted by averaging the total base and option prices and adding 50% of the average annual price to the total evaluated price for each offeror.

The not to exceed Other Direct Cost estimate will be added to all price quotes when calculating the Vendors estimated total price quote.

The Vendor's price quote will be evaluated to determine that pricing is fair and reasonable in accordance with FAR 13.106-3 Award and Documentation.

4.3 Basis for Award

The Government will award the contract to the Vendor that represents the overall best value to meet the Government's needs based on the criteria and evaluation mechanisms identified in Section 4.2.

Responsibility Determination

Prior to issuing an award the Government shall be required to determine the potential awardee Responsible in accordance with FAR 9.104. The general standards for a potential awardee to be determined responsible shall be documented in a Responsibility Determination. To be determined responsible, a Vendor shall:

- Have adequate financial resources to perform the contract, or the ability to obtain them
- Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government business commitments
- Have a satisfactory performance record
- Have a satisfactory record of integrity and business ethics
- Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them
- Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations

The Contracting Officer will consider all available information and will leverage use of all Government systems to seek information to provide answers to the questions above. The Government reserves the right to request additional financial information, conduct further financial assessments, and consult with relevant financial institutions to evaluate the offeror's financial capability and responsibility. Failure to provide the required financial information may result in the offeror's proposal being deemed non-responsive. In case of adverse findings, mitigation strategies proposed by the quoter will be considered. All potential awardees must have an Active SAM registration to be eligible for award. In the event the potential awardee is determined not responsible or does not have an active SAM registration, the Contracting Officer will refer the apparent awardee successful awardee to the Small Business Administration (SBA) for a possible Certificate of Competency (COC) in accordance with FAR 19.602-1. In the event that the Contracting Officer is notified by SBA that the COC is denied, in accordance with FAR 19.602-2, the Government will consider the next highest rated offer for award.

SECTION 5 – SOLICITATION PROVISIONS AND CONTRACT CLAUSES

The solicitation shall incorporate all the provisions and clauses herein and any resulting tailored clauses specific to the awarded Vendor with the same force and effect as if they were given in full text. In addition, this RFQ and any resulting contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2023-04 effective June 02, 2023. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at <https://www.acquisition.gov/>. ARPA-H includes the following incorporated by reference the clauses below:

PROVISIONS

FAR:

52.204-7	System for Award Management (Oct 2018)
52.204-16	Commercial and Government Entity Code Reporting (AUG 2020)
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Nov 2021)
52.209-7	Information Regarding Responsibility Matters (OCT 2018)
52.212-1	Instructions to Offerors—Commercial Items (MAR 2023)
52.212-3	Offeror Representations and Certifications-Commercial Products and Commercial Services (Dec 2022)
52.217-5	Evaluation of Options (JUL 1990)

HHSAR:

352.239-73	Electronic Information and Technology Accessibility Notice (DEC 2015)
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FULL TEXT

FAR:

52.233-2 Service of Protest (Sept 2006)

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Stas Blaushild (stas.blaushild@arpa-h.gov), Contracting Officer, ARPA-H Acquisition & Contracting Office.
- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): www.acquisition.gov

HHSAR:

None

CLAUSES**FAR:**

52.203-3	Gratuities (APR 1984)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (JUN 2020)
52.204-13	System for Award Management Maintenance (OCT 2018)
52.204-18	Commercial and Government Entity Code Maintenance (AUG 2020)
52.204-21	Basic Safeguarding of Covered Contractor Information Systems (Nov 2021)
52.212-4	Contract Terms and Conditions—Commercial Items (DEC 2022)
52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts (Sep 2013)
52.223-17	Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts (Aug 2018)
52.232-33	Payment by Electronic Funds Transfer – System for Award Management (Oct 2018)
52.232-40	Providing Accelerated Payments to Small Business Subcontractors (Nov 2021)
52.252-6	Authorized Deviations in Clauses (NOV 2020)

FAR Clause **52.212-5, *Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Products and Commercial Services (Dec 2023)***, applies to this acquisition and includes the following clauses by reference:

52.203-6	Restrictions on Subcontractor Sales to the Government (NOV 2021)
52.203-17	Contractor Employee Whistleblower Rights (Nov 2023)
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (Jun 2020)
52.204-14	Service Contract Reporting Requirements (Oct 2016)
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Nov 2021)
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance

	Services or Equipment (Nov 2021)
52.204-27	Prohibition on ByteDance Covered Application (JUN 2023)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Nov 2021)
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters (Oct 2018)
52.209-10	Prohibitions on Contracting with Inverted Domestic Corporations (Nov 2015)
52.219-8	Utilization of Small Business Concerns (OCT 2022)
52.219-9	Small Business Subcontracting Plan (Oct 2022)
52.219-28	Post Award Small Business Program Representation (MAR 2023)
52.222-3	Convict Labor (Jun 2003)
52.222-21	Prohibition of Segregated Facilities (Apr 2015)
52.222-26	Equal Opportunity (Sep 2016)
52.222-35	Equal Opportunity for Veterans (JUN 2020)
52.222-36	Equal Opportunity for Workers with Disabilities (JUL 2014)
52.222-37	Employment Reports on Veterans (JUN 2020)
52.222-40	Notification of Employee Rights Under the National Labor Relations Act (Dec 2010)
52.222-41	Service Contract Labor Standards (AUG 2018)
52.222-43	Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts)
52.222-50	Combating Trafficking in Persons (NOV 2021), Alternate I (MAR 2015)
52.222-54	Employment Eligibility Verification (MAY 2022)
52.222-55	Minimum Wages Under Executive Order 13658 (JAN 2022)
52.222-62	Paid Sick Leave under Executive Order 13706
52.223-9	Estimate of Percentage of Recovered Material Content for EPA Designated Items (May 2008)
52.223-13	Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014)
52.223-14	Acquisition of EPEAT®-Registered Televisions (Jun 2014)
52.223-15	Energy Efficiency In Energy-Consuming Products. (Dec 2007)
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving (Jun 2020)
52.223-20	Aerosols (Jun 2016)
52.225-13	Restrictions on Certain Foreign Purchases (Feb 2021)
52.226-6	Promoting Excess Food Donation to Nonprofit Organizations. (Jun 2020)
52.232-40	Providing Accelerated Payments to Small Business Subcontractors (Nov 2021)
52.233-3	Protest After Award (Aug 1996)
52.233-4	Applicable Law for Breach of Contract Claim (Oct 2004)
52.242-5	Payments to Small Business Subcontractors (Jan 2017)

HHSAR:

352.222-70	Contractor Cooperation in Equal Employment Opportunity Investigations (Dec 2015)
352.232-71	Electronic Submission of Payment Requests
352.239-74	Electronic and Information Technology Accessibility (Dec 2015)

Full Text:

FAR 52.216-19 Order Limitations (Oct 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$5,000** the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor-

(1) Any order for a single item in excess of **\$2,000,000.00**

(2) Any order for a combination of items in excess of **(total value of the resultant IDIQ)**; or

(3) A series of orders from the same ordering office within **30** days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **1** days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

FAR 52.216-22 Indefinite Quantity (Oct 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after (**TBD after contract award**).

FAR 52.217-8 Option To Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The CO may exercise the option by written notice to the Contractor within **30 days prior to contract end date**.

FAR 52.217-9 Option To Extend The Term Of The Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **15** days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60** days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **66 months**.

FAR 52.252-2 Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.acquisition.gov.

SECTION 6- ATTACHMENTS AND EXHIBITS

Table 6.1 Attachments and Exhibits

Attachments		
Document Type	Applicability	Document Title
Attachment 1	RFQ and Award	Performance Work Statement
Attachment 2	RFQ and Award	Price Quotation Worksheet
Attachment 3	RFQ and Award	Quality Assurance Surveillance Plan (QASP)
Attachment 4	RFQ and Award	Wage Determination 2015-4281 Rev. 27
Exhibits		
Exhibit 1	RFQ	Customize Training Framework Guide