

- (i) This is a combined synopsis/solicitation for commercial products or commercial services prepared in accordance with FAR part 12. This announcement constitutes the only solicitation. Offers are being requested and a separate written solicitation will not be issued.

Solicitation number **1240BE26Q0009** is issued as a ***request for quotation (RFQ)***.

This acquisition ***is*** set-aside for small business concerns. This solicitation incorporates provisions and clauses by reference. The full text of provisions and clauses may be accessed electronically at www.acquisition.gov.

The NAICS code is 541611 – Administrative Management and General Management Consulting Services and the Small Business Size Standard is \$24.5 million.

- (ii) **A list of line-item number(s) and items, quantities, and units of measure (including option(s), if applicable).**

Schedule of Items

Project Description: USFS Shared Stewardship Workshop Facilitation

Vendor Name: _____ Vendor UEJ: _____

Item	Supplies/Services	Qty	Unit of Issue	Unit Price	Total Price
0001	Region 6 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
1001	(Option Item 1) Region 1 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
1002	(Option Item 2) Region 2 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
1003	(Option Item 3) Region 3 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
1004	(Option Item 4) Region 4 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
1005	(Option Item 5) Region 5 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
1006	(Option Item 6) Region 8 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
1007	(Option Item 7) Region 9 – Shared Stewardship	1	EA	\$	\$

	Workshop Facilitation				
1008	(Option Item 8) Region 10 – Shared Stewardship Workshop Facilitation	1	EA	\$	\$
		Total			\$

Schedule Notes:

- a) Items labeled as optional are not required to be exercised by the government. If exercised, the contractor will be required to perform the optional work in accordance with the terms and conditions of this contract.
- b) One award will be made from this solicitation, contractors shall submit pricing for all items.

Description of requirements for the items to be acquired, including documentation supporting any brand name descriptions (see 12.102).

On March 1st, 2025, President Trump signed Executive Order 14225: *Immediate Expansion of American Timber Production*, directing federal agencies to enhance active forest management, increase domestic timber production, and strengthen partnerships that support landscape-scale restoration and wildfire-risk reduction.

In alignment with this directive, forests continue to advance the shared stewardship framework – a collaborative approach that brings federal, state, tribal, and local partners together to identify shared priorities and take joint action to improve forest health and community resilience.

To expand understanding and increase partner capacity, the Forest Service will host a series of one-day Share Stewardship workshops. These sessions will guide participants – including tribes, states, counties, and collaborative groups through the complete process of stewardship agreements with the Forest Service. The number of workshops will be based on the level of engagement with the target audience and will at a minimum include a workshop in Region 6 and the option for additional workshops may occur in other FS regions nationwide, if funding is available.

Each workshop will include both in-person and virtual participation options, requiring professional facilitation and multimedia support to ensure consistent quality and accessibility across multiple locations.

Objective:

Provide expert facilitation and coordination services for one or more interactive, one-day workshops (in-person and hybrid) that:

- Clearly explain each step of the stewardship agreement process, from concept to implementation.

- Define what a shared stewardship agreement is and is not, develop steps to developing shared stewardship agreements.
- Provide high level summary of partnership authorities that can be used to meet goals of shared stewardship agreement.
- Identify ways we can strengthen relationships among federal, tribal, state, and local partners.
- Deliver an engaging and equitable learning experience for both in-person and virtual participants.
- Produces actionable tools and resources to help participants initiate or advance stewardship agreements following the event.

Scope of Work:

The contractor shall:

- Work with Forest Service leads to refine workshop goals, structure, and flow. Ensuring accessibility and relevance for participants from varied organizations.
- Be available to facilitate multiple one-day in-person workshops across regions nationwide, each with an accompanying hybrid (virtual) option.
- Design and deliver a consistent, repeatable workshop model that can be tailored to regional priorities while maintaining core A-Z content.
- Provide multimedia capabilities to support hybrid facilitation including:
 - Audio/visual setup suitable for livestream and interactive engagement.
 - Platform management (e.g., Zoom, Teams, or equivalent) and technical support for remote attendees.
 - Recording capability (if approved) and screen sharing for presentations and breakout sessions (if needed).
- Integrate presentations and discussions on:
 - Shared Stewardship principles and authorities.
 - How to initiate and formalize partnerships with the Forest Service (e.g., Shared Stewardship agreements, Good Neighbor Authority, Tribal Forest Protection Act, Stewardship Agreements).
 - Federal funding pathways and key points of contact.
 - Examples of successful Region 6 partnership projects.
- Facilitate partner discussions to identify common barriers and opportunities for improved collaboration.
- Capture and synthesize participant feedback, key themes, and next step actions.
- Develop a concise post-workshop summary report including recommendations for ongoing partner engagement.

Qualifications:

(a) The Contractor must assign to this contract the following key personnel:

The facilitator or facilitation team must demonstrate:

- Expertise and experience in Shared Stewardship and active forest management.
- Proven experience leading or facilitating federal workshops, or interagency meetings with the USDA Forest Service.
- Technical proficiency in hosting hybrid events, including audiovisual coordination and platform management.
- Demonstrated skill in designing and facilitating large, multi-stakeholder workshops involving federal, state, tribal, and local participants.
- Comprehensive knowledge of federal partnership and agreement mechanisms, including Good Neighbor Authority, Stewardship Agreements, and Tribal Forest Protection Act projects.
- Strong communication, synthesis, and conflict-resolution skills, with the ability to translate complex federal processes into accessible, plain-language information for diverse audiences.

(b) During the first ninety (90) days of performance, the Contractor must make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor must notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial 90-day period, the Contractor must submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor must provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

Deliverables:

- Draft and final workshop agenda and facilitation plan.
- Pre- and post-event coordination meetings (virtual).
- On-site facilitation of the one-day workshop.
- Post-workshop summary report documenting key themes, participant feedback, and actionable next steps.
- Attendance list and electronic copies of workshop materials.

Travel Expenses:

The contractor shall include all estimated costs for transportation, lodging, per diem, and local travel in their price quote. All travel scheduling must be pre-approved by the Contracting Officer's Representative (COR).

Government Provided Services and Support:

The Forest Service will provide:

- Workshop venue, and logistical information support.
- Background materials on Shared Stewardship, partnership authorities, and Executive Order 14225.
- Access to agency subject-matter experts and review of materials through the Contracting Officer or designated Contracting Officer Representative.

Contracting Officer Representative (COR):

The COR designated by the Forest Service will serve as the primary point of contact for the contractor, review and approve deliverables, authorize travel, and ensure performance complies with objectives and timelines.

- (iii) **Date(s) and place(s) of delivery and acceptance and f.o.b. destination (see part 47).** The performance for this requirement shall be located in various locations within the US Forest Services regions. The workshop in Base Item 0001 will be held within a 10 mile radius of the following address:

USDA Forest Service, R6: Pacific Northwest Regional Office
Edith Green-Wendell Wyatt Federal Building
1220 SW 3rd Ave
Portland, OR 97204

Period of Performance:

The period of performance is expected to begin January 5, 2026, and conclude September 30, 2026, encompassing workshop design, coordination, facilitation, and reporting. Total performance duration for the base item and all optional items is approximately 9 months.

- (iv) **The following FAR solicitation provisions apply to this acquisition (see 12.205(a)).**

- **52.212-1 Instructions to Offerors—Commercial Products and Commercial Services (AUG 2025)(DEVIATION)**

INSTRUCTIONS TO OFFERORS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (NOV 2025) (DEVIATION)

(a) *Submission of offers.* Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. As a minimum, offers shall include—

- (1) The solicitation number;
- (2) The name, address, telephone number of the Offeror;

- (3) The Offeror's Unique Entity Identifier (UEI) and, if applicable, Electronic Funds Transfer (EFT) indicator;
- (4) Information necessary to evaluate the factors contained in the provision at 52.212-2 or as described in the solicitation;
- (5) Responses to provisions that require Offeror completion of information, representations, and certifications (other than those collected via the System for Award Management (SAM)); and
- (6) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and any solicitation amendments.

(b) *Period for acceptance of offers.* The Offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(c) *Late submissions, modifications, revisions, and withdrawals of offers.*

- (1) Offerors are responsible for submitting offers and any modifications or revisions to the Government office designated in the solicitation by the time specified in the solicitation.
- (2) Any offer, modification, or revision received after the time specified for receipt of offers is "late" and will not be considered unless it is received before award is made and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition. However, a late modification of an otherwise successful offer that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.
- (3) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.
- (4) Offerors may withdraw their offers by written notice to the Government received at any time before award.

(d) *Contract award (not applicable to Invitation for Bids).* The Government intends to evaluate offers and award a contract without discussions with Offerors. Therefore, the Offeror's initial offer should contain the Offeror's best terms. However, the Government reserves the right to conduct discussions, if necessary. The Government may reject any or all offers if such action is in the public interest, accept other than the lowest offer, and waive informalities and minor irregularities in offers received.

(e) *Debriefings*. If a postaward debriefing is given to requesting Offerors, the Government will disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed Offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful Offeror and the debriefed Offeror and past performance information on the debriefed Offeror.
- (3) The overall ranking of all Offerors when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award.
- (5) For acquisitions of commercial products, the make and model of the product to be delivered by the successful Offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed Offeror as to whether the agency followed source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities.

(End of provision)

- **52.212-2 Evaluation—Commercial Products and Commercial Services. (Aug 2025)(DEVIATION)**

(a) Evaluation factors. The Government will award a contract resulting from this solicitation to the responsible, Offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors will be used to evaluate offers:

Past Performance: provide a list of similar contracts completed by your firm over the past three years. Include a brief description of the project, dollar amount, year completed, and project owner contact information (name, phone, and email). The government may use past performance information from any available source. If a company does not have past performance information available, information may be provided for predecessor companies, key personnel, or subcontractors. In the event that there is no past performance information available, the offeror will receive a neutral rating in this factor.

Key Personnel: Key Personnel approach that address the knowledge, experience, and competencies of the key personnel. At a minimum the contractor shall ensure their key personnel have the following:

- *Expertise and experience in Shared Stewardship and active forest management.*
- *Proven experience leading or facilitating federal workshops, or interagency meetings with the USDA Forest Service.*
- *Technical proficiency in hosting hybrid events, including audiovisual coordination and platform management.*

- *Demonstrated skill in designing and facilitating large, multi-stakeholder workshops involving federal, state, tribal, and local participants.*
- *Comprehensive knowledge of federal partnership and agreement mechanisms, including Good Neighbor Authority, Stewardship Agreements, and Tribal Forest Protection Act projects.*
- *Strong communication, synthesis, and conflict-resolution skills, with the ability to translate complex federal processes into accessible, plain-language information for diverse audiences.*

By listing key personnel as part of the quote, the offeror is making a firm commitment to use said key personnel to carry out the activities in this solicitation. If the proposed key personnel do not have the above-listed knowledge, experience, and competencies, they will not be considered further for award.

Resumes must share a common format and organization and be limited to 4 pages. The requested resume information must provide the title of the employee's position(s) held, beginning and end date of the position(s) held, concise summary of duties and responsibilities of the position, educational background, relevant professional certifications.

Price: Include the following: 1) the completed Schedule of Items from Section B of this solicitation, and 2) acknowledgement of any amendments to this solicitation by following the instructions that accompany the amendment(s).

Submit offer by email to andrea.pollock@usda.gov so that it is delivered into this inbox by the due date and time. Emails should contain 2 separate attachments (Evaluation Factors and Price Quote) in Microsoft Word, Excel, or Adobe PDF format. Be aware that large attachments may increase the time required to deliver an email. It is the offerors' responsibility to confirm receipt of the offer from Andrea Pollock.

Address questions about this solicitation to Andrea Pollock at andrea.pollock@usda.gov no later than December 3, 2025 at 4:30 PM PT.

- (b) Options (if applicable). The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. The evaluation of options does not obligate the Government to exercise the option(s).
- (c) *Notice of award.* A written notice of award or acceptance of an offer furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision)

FAR Provisions Incorporated by Reference:

- **52.204-7** System for Award Management (AUG 2025) (DEVIATION)
- **52.209-2**, Prohibition on Contracting with Inverted Domestic Corporations-Representation (SEP 2025)(DEVIATION)

FAR Provisions Incorporated by Full Text:

- **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):

Federal Acquisition Regulation (FAR): <https://www.acquisition.gov/browse/index/far>
(FAR Provisions are located in FAR Part 52 at <https://www.acquisition.gov/far/part-52>)

Department of Agriculture Acquisition Regulation (AGAR):
<https://www.acquisition.gov/agar> (AGAR Provisions are located in AGAR Part 452 at <https://www.acquisition.gov/agar/part-452-solicitation-provisions-and-contract-clauses>)

Deviations to provisions may be viewed at:
<https://www.dm.usda.gov/procurement/policy/FARClassDeviations.htm>
(End of Provision)

- **52.252-5 Authorized Deviations in Provisions (NOV 2020)**

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Agriculture Acquisition Regulation (48 CFR Chapter 4) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Provision)

(v) **The following FAR contract clauses apply to this acquisition:**

- **52.203-17** Contractor Employee Whistleblower Rights (NOV 2023)
- **52.203-19** Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017)
- **52.204-9** Personal Identity Verification of Contractor Personnel (JAN 2011)

- **52.204-13** System for Award Management Maintenance (AUG 2025)(DEVIATION)
- **52.204-19** Incorporation by Reference of Representations and Certifications (DEC 2014)
- **52.209-10** Prohibition on Contracting with Inverted Domestic Corporations (SEP 2025)(DEVIATION)
- **52.209-11** Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (SEP 2025)(DEVIATION)
- **52.212-4** Contract Terms and Conditions—Commercial Products and Commercial Services. (AUG 2025)(DEVIATION)
- **52.219-6** Notice of Total Small Business Set-Aside (NOV 2020)
- **52.219-28** Postaward Small Business Program Rerepresentation. (OCT 2025)(DEVIATION)
- **52.222-3** Convict Labor (OCT 2025)(DEVIATION)
- **52.222-40** Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)
- **52.222-41** Service Contract Labor Standards (AUG 2018)
- **52.222-42** Statement of Equivalent Rates for Federal Hires (MAY 2014)
- **52.222-50** Combating Trafficking in Persons (OCT 2025) (DEVIATION)
- **52.222-55** Minimum Wages for Contractor Workers Under Executive Order 14026 (OCT 2025)(DEVIATION)
- **52.222-62** Paid Sick Leave Under Executive Order 13706 (JAN 2022)
- **52.226-8** Encouraging Contractor Policies to Ban Text Messaging While Driving (MAY 2024)
- **52.232-40** Providing Accelerated Payments to Small Business Subcontractors (MAR 2023)
- **52.233-3** Protest After Award (SEP 2025)(DEVIATION)
- **52.233-4** Applicable Law for Breach of Contract Claim (SEP 2025)(DEVIATION)
- **52.237-2** Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
- **AGAR 452.204-70** Modification for Contract Closeout (JUN 2024)(DEVIATION)

FAR Clauses Incorporated by Full Text:

- **52.216-1 Type of Contract** (OCT 2025)(DEVIATION)
The Government contemplates award of a stand alone contract with a Firm Fixed Price contract resulting from this solicitation.
(End of clause)
- **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 9 months. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days of contract expiration.**
(End of clause)

- **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):

Federal Acquisition Regulation (FAR):

<https://www.acquisition.gov/browse/index/far> (FAR Clauses are located in FAR Part 52 at <https://www.acquisition.gov/far/part-52>)

Department of Agriculture Acquisition Regulation (AGAR):

<https://www.acquisition.gov/agar> (AGAR Clauses are located in AGAR Part 452 at <https://www.acquisition.gov/agar/part-452-solicitation-provisions-and-contract-clauses>)

Deviations to clauses may be viewed at:

<https://www.dm.usda.gov/procurement/policy/FARClassDeviations.htm>

(End of Clause)

- **52.252-6 Authorized Deviations in Clauses** (NOV 2020)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Agriculture Acquisition Regulation (48 CFR Chapter 4) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Clause)

NOTICE FOR FILING AGENCY PROTESTS

United States Department of Agriculture (USDA) Ombudsman Program

The USDA is committed to issuing solicitations and awarding contracts in a fair and prompt manner. The Ombudsman Program for Agency Protests (OPAP) was established to address protest issues within the agency, providing an alternative to costly and time-consuming litigation. Operating independently, OPAP offers relief comparable to that granted by the Government Accountability Office (GAO). Interested parties are encouraged to resolve concerns through USDA's internal Alternative Dispute Resolution (ADR) process before pursuing external forums such as the GAO. Concerns may be addressed informally or through a formal agency protest filed with either the Contracting Officer or the Ombudsman.

Informal Forum with the Ombudsman

1. **Initial Point of Contact:** Interested parties who believe a specific USDA procurement is unfair or otherwise defective should first direct their concerns to the applicable Contracting Officer.

2. **Escalation:** If the Contracting Officer is unable to address their concerns, interested parties are encouraged to contact the USDA Ombudsman for Agency Protests. Under this informal process, the agency is not required to suspend contract award performance. Utilization of the informal forum does not suspend any time requirement for filing a formal protest with the agency or other forums.
3. **Required Information:** To ensure a timely response, interested parties should provide the following information to the Ombudsman: solicitation/contract number, contracting office, Contracting Officer, and solicitation closing date (if applicable).

Formal Agency Protest with the Ombudsman

1. **Effort to Resolve:** Prior to submitting a formal agency protest, protesters must first use their best efforts to resolve their concerns with the Contracting Officer through open and frank discussions.
2. **Independent Review:** If the protester's concerns remain unresolved, an Independent Review is available by the Ombudsman. The protester may file a formal agency protest with either the Contracting Officer or, alternatively, with the Ombudsman under the OPAP program. Contract awards or performance will be suspended during the protest period unless justified in writing for urgent and compelling reasons or determined in writing to be in the best interest of the Government.
3. **Resolution Timeline:** The agency's goal is to resolve protests within 35 calendar days from the date of filing.
4. **Required Information:** Protests shall include the information set forth in FAR 33.104(a)(3). Failure to submit the required information may result in a delay or dismissal of the protest.
5. **Timeliness:** Protests must be filed within the timeframes specified in FAR 33.104.
6. **Submission:** Formal protests under the OPAP program should be submitted electronically to SPE.inquiry@usda.gov and the Contracting Officer.

Election of Forum. By initiating a protest with the USDA, the protester agrees not to pursue the same matter with the Government Accountability Office (GAO) or any other external forum while the agency protest is pending. If a protest is filed externally, the agency protest will be dismissed.

(vi) **The date, time, and place for receipt of questions, for receipt of offer, and point of contact.**

Date	Time	Method of Submission
03 December 2025	4:30 PM (PST)	Questions in regard to the solicitation shall be submitted electronically to the Government Point of Contract below.
09 December 2025	4:30 PM (PST)	Offers shall be submitted electronically via email to the Government Points of Contact below.

Government Points of Contact:

Title	POC
Contracting Officer	Andrea Pollock (andrea.pollock@usda.gov)

Attachments List: The following attachments are made as part of this solicitation and any resultant contract. The schedule of items will be used only as a reference document. The contract line items will be the primary ordering means.

Attachment Number	Description	Page Count
1	US Forest Service Regions Map	1



R10 ALASKA
REGION



Forest Service Regions

