



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center

Division of Acquisition Management, SAS
Room 5-101, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

Date: August 11, 2008
To: Prospective Quoters
SUBJECT: Request for Quotation 08T080123

Enclosed is the Request for Quotation (RFQ) for the Department of Health and Human Services, Office on Women's Health to provide professional service in developing and implementing education and awareness program focused on violence against women, to promote safety and nonviolence on college and university campuses and at residential schools. The contractor shall work with a college, university or residential school within its geographical location to educate and promote awareness to the issue of violence against women by developing 3-4 activities/events for the students, awareness training for campus police and establish an on-campus task force to prioritize specific violence awareness objectives. Please submit your proposal in accordance with Attachment A- Statement of Work, Attachment C- Instructions to Quoters, and Attachment D – Evaluation Criteria.

Award shall be based on the Quoter's technical understanding of the requirement and the reasonableness of the proposed price and shall utilize FAR Subpart 13 Simplified Acquisition Procedures. The quote is due on or before September 3, 2008 at 5:00PM Eastern Standard Time and shall include an original and one (1) copy. The mailing address is shown above and shall be to the attention of Heather Harraf and cite the Request for Quotation number on the outside of the package. Please take into account that that mailing address is a secure building and mailing times are slowed by that fact. It would be in your best interest to submit your Quotation in a timely manner to ensure that all documents are received by the closing date and time.

Proposals shall be written in **English** and separated into a Technical Presentation and a Business Quote. Additionally, one complete copy of Attachment B, "Representations, Certifications, and Other Statements of Quoters" and the cover page of the Request for Quotation, Standard Form 18, with Block 13 signed and Blocks 14, 15, and 16 filled in shall also be submitted. Please provide an email address.

In order to receive an award, a contractor must be registered in the Central Contractor Registration database. Reference FAR clause 52.207 included in full text in Attachment C.

Please read the RFQ in its entirety and submit any questions, in writing, to the attention of Heather Harraf. No telephone calls concerning questions regarding the RFQ will be accepted regarding the RFQ. All questions must be sent via email to heather.harraf@psc.gov and received on August 20, 2007 by 3:00 P.M. EST.

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE 1 OF 1 PAGES	
1. REQUEST NO. 08T080123		2. DATE ISSUED 08/11/2008		3. REQUISITION/PURCHASE REQUEST NO. 08T080123	
5a. ISSUED BY DHHS/PSC/SAS/DAM PARKLAWN BUILDING, ROOM 5-101 5600 FISHERS LANE ROCKVILLE MD 20857		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG.1		RATING	
5b. FOR INFORMATION CALL: (No collect calls)		6. DELIVERY BY (Date)			
		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
		9. DESTINATION			
NAME HEATHER HARRAF		TELEPHONE NUMBER AREA CODE 301 NUMBER 443-6851		a. NAME OF CONSIGNEE OFFICE ON WOMEN'S HEALTH	
8. TO: a. NAME		b. COMPANY		b. STREET ADDRESS	
c. STREET ADDRESS		c. CITY			
d. CITY		e. STATE		f. ZIP CODE	
d. STATE		e. ZIP CODE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 09/03/2008 1700 ES		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.			

11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	<p>FOR QUESTIONS CONCERNING THIS CONTRACT, PLEASE CONTACT HEATHER HARRAF AT HEATHER.HARRAF@PSC.HHS.GOV OR 301-443-6851.</p> <p>Period of Performance: 09/25/2008 to 09/24/2009</p> <p>PROFESSIONAL SERVICES: "END VIOLENCE AGAINST WOMEN ON COLLEGE/UNIVERSITY CAMPUSES PROGRAM"</p>				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached					
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER					
b. STREET ADDRESS			16. SIGNER		
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE
					AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

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STANDARD FORM 18 (REV. 6-95)
Prescribed by GSA - FAR (48 CFR) 53.215-1(a)

STATEMENT OF WORK

PROJECT TITLE:

“END VIOLENCE AGAINST WOMEN ON COLLEGE/UNIVERSITY CAMPUSES PROGRAM”

PURPOSE:

The Contractor shall develop and implement an education and awareness program focused on violence against women to promote safety and nonviolence on college, university campuses, and residential schools. The objective of this project is to create and develop a new on-campus violence prevention program which includes 4-6 campus-wide events, a campus task force, and training for campus police and residential staff.

BACKGROUND:

The Office on Women's Health (OWH) strives to promote the well-being of women across the lifespan. To do so, OWH coordinates women's health programs, disseminates information about health-promoting behaviors and disease prevention, and works with a variety of agencies to eliminate health disparities. By partnering with both public and private sectors, OWH has been in the forefront for addressing the most critical issues of women's health on a nation-wide level.

The Department of Justice, Bureau of Justice Statistics reported that women between the ages of 20-24 were victimized at a higher rate than older women, regardless of marital status. The report also estimated that three percent or 1 in 36 college women are victims of rape or attempted rape in an academic year. According to a National Institute of Justice report, an estimated 350 rapes are likely to occur within a student population of 10,000. In addition, a report released from the U.S. Department of Justice, Bureau of Justice Statistics showed that half of all stalking victims fall between that ages of 18-29; and that women between the ages of 16-24 experience the highest rate of domestic violence.

Student, faculty and staff need to be educated and trained to decrease the incidences of violence against women on college and university campuses, as well as in their communities. The incidence of crimes like sexual assault, rape, intimate partner violence, bullying, stalking, domestic violence, intimidation, and harassment are higher on college campuses.

GENERAL REQUIREMENTS:

- A. The Contractor shall have knowledge and experience working with the intimate partner violence, domestic violence and/or sexual assault arena as well as colleges/universities and residential schools. Evidence of the Contractor's collaborating activities must be submitted.
- B. The Contractor shall:
 - 1. Demonstrate knowledgeable about building partnerships and developing coalitions with members of advocacy groups that support women in vulnerable situations. Examples of such advocacy groups may include the National Resources for Domestic Violence and the National Resources for Sexual Assault.
 - 2. Be responsible for collaborating with experts in the field of violence against women education and prevention and performing background research.

Attachment A

3. Submit at least four (4) signed Memorandum of Understandings (MOUs). These shall include:
 - a. University/College/Residential School
 - States support of initiative on official letterhead
 - Agrees to allow the development of a campus community task force
 - b. Campus police and/or Residential Staff Director
 - States support of initiative and agreement to allow at least fifty percent (50%) of campus police and/or residential staff to participate in training focused on addressing violence against women provided as part of the initiative
 - c. Community Based Organization
 - States commitment to support initiative through training, direct services, etc. and to serve as a collaborating partner in the development and implementation of this new initiative
 - d. Campus student organization
 - Assist in the development and implementation of campus-wide activities focused on raising awareness of violence against women

TASKS:**1. Orientation/Site Visits**

- a. The Project Officer will arrange a teleconference for introductions during the first 30 days after award; an orientation is tentatively scheduled for October 21-23, 2008 to discuss the expectations and processes of the program within the 1st quarter; and at least one (1) site visit during the 2nd and/or 3rd quarter to observe program progress.

2. Program Design

- a. **Development of Work Plan with Goals** – The Contractor shall develop a detailed work plan for review and approval. This work plan shall be submitted to the Project Officer (PO) and must include program objectives and timelines. In the work plan, the Contractor shall describe how the program will be implemented. The Contractor shall provide information about the program itself, any planned workshops/events, educational and resource materials to be disseminated, and tasks program personnel shall perform. Draft Work Plan shall be completed and submitted for approval to the Project Officer at the time of Orientation and the Final Work Plan shall be submitted 8 weeks from the date of the award.
- b. **Blueprint of Program Development** – The Contractor shall arrange four to six (4-6) events, workshops, or activities that promote awareness about violence against women on campus. In addition, the Contractor shall lead the development of a campus community task force focused on issues relating to violence against women and facilitate the training of campus police and/or residential staff.
- c. **Approach used to Educate Constituents** - The Contractor shall develop strategies for events/workshops/activities that will maximize benefits to the target population. Additionally, the Contractor shall be responsible for designing interactive approaches. From these interactive approaches, the participants shall be informed about and identify different components of violence against women such as sexual assault, rape, intimate partner violence, bullying, stalking, intimidation, and harassment and indicators of abuse and how to protect themselves as well as help others in these situations.

Attachment A

- d. **Educational and Resource Materials** - The Contractor shall be responsible for gathering and distributing literature to improve violence against women awareness. Specific concentration shall be given to increase the capacity of the on-campus health services that are provided to the campus population. Literature can be obtained from the Department of Health and Human Services, non-profit organizations, and coalitions. In addition, the Contractor shall use the literature to motivate and educate the target population to prevent the increase of domestic violence incidences on university and/or college campuses.
- e. **Program Personnel** - The Contractor shall retain Program Personnel to assist with the implementation of the program. Program Personnel shall include a Program Manager. All program personnel shall have a strong knowledge of women's health issues and experience in working with the student organizations. The Program Manager shall have demonstrated experience with planning, managing, and evaluating a community-based comprehensive health education and promotion program. In addition, they must be familiar with service coordinator, local organizations, inviting speakers, relevant expertise on the issues pertaining to Violence against Women, and shall be able to communicate in a manner that is culturally and educationally appropriate for their audience.
- f. **Student Ambassador**- The contractor shall identify a Student Ambassador with the assistance of the college/university administration. The Student Ambassador shall be a currently enrolled residential student who is actively experienced in health communications and interpersonal relations or wishes to gain experience in that arena. The Student Ambassador's role shall include planning for events/activities, advertising these events/activities, task force recruitment, and other programmatic responsibilities.
- g. **Descriptions of Community Resources** -The Contractor shall identify, develop, and distribute a list of campus, community, and national resources for victims and survivors of violence against women (i.e. intimate partner violence, domestic violence and/or sexual assault.) to participants. These can include community resources such as services providers, support groups, hot lines, community health centers, and other national and local not-for-profit organizations. These outside resources can offer additional educational awareness and knowledge to participants on the topics of Violence against Women.

3. Program Implementation:

- a. **Information about Program Dissemination Activities –**
 - o Events: The Contractor shall plan and implement 4-6 workshops and/or educational events for on-campus and off campus students. The contractor shall be responsible for developing program concept, program themes, and program structure. The contractor shall be responsible for advertising the time, date and location of events, names of invited speakers, agenda, and description of materials to be provided and/or distributed.
 - o Training: The contractor shall develop and/or implement a training curriculum for on-campus police and residential staff focused on addressing incidents of violence against women on campus. The Contractor shall provide the appropriate educational and background materials to participants at each training. The Contractor shall encourage attendees of training sessions to sign an attendance sheet and provide reflections about the training. The Contractor shall prepare Summary Reports after each training, which includes the results and the number of participants for each training. The Contractor shall attach the Summary Reports with the Progress Reports.

Attachment A

- Task Force: The contractor shall be responsible for leading the development of a campus community task force. The task force shall be comprised of students and key stakeholders from the campus and the community. The Contractor use these meetings to advocate for the importance of integrating violence against women services and information into residential life as appropriate on the campus, to build capacity on campus to address the needs of victims and survivors of violence of against women and to learn from campus officials/staff the specific areas of need as they relate to violence against women, i.e. sexual assault, rape, intimate partner violence and/or stalking. As a result of these meetings, the Contractor shall become more aware of specific campus needs which shall structure the focus of the campus-wide events

b. Schedule of Events - The Contractor shall establish a schedule of events and activities related to the program's objective. At each event/activity the contractor shall provide information on community resources such as support groups, hot-lines, Greek and non-Greek affiliations, community health centers, and other national and local not-for-profit organizations.

4. Program Progress

- a. **Progress Reports** - The Contractor shall provide a Progress Report to the PO with each deliverable. The Progress Reports shall include historical records of activities. These records shall contain objective and unbiased reports of program activities, constructive criticisms, and recommendations for improving future educational outreach endeavors in the historical records. It is beneficial to show how the recommendations conveyed from the on-campus taskforce were implemented in subsequent activities. These progress reports should reflect the number of participants attending the events, community task force, and on-campus police and residential staff training
- b. **Participant Responses** - The Program Manager shall be responsible for obtaining responses from the participants throughout the duration of the program. Participant responses should reflect their experiences with the program and whether they benefited from participating in program activities and receiving program information. These responses should be collected and summarized in each Progress Report.
- c. **Processes and Outcomes** - The Contractor shall include a detailed description about the effectiveness of the training, events (campus-wide), and taskforce. The Contractor shall describe influence and the effectiveness of the program implementation on campus. Some examples of outcomes include increased awareness about the importance of addressing violence against women to create better understanding about the risks of abusive relationships, and improved ability to provide services on campus.

5. Final Report - The contractor shall submit an analysis of the entire program, its impact on the targeting population, and recommendations for future improvements. In addition, the final report shall include final recommendations from the taskforce meetings. The PO will provide a detailed guide for the format.

Attachment A

SCHEDULE OF DELIVERABLES

<u>Deliverable</u>	<u>Date of submission</u>	<u>Contents</u>
<u>Program Design</u>	Draft – due at orientation Final - 8 weeks after award	a) Development of a Work Plan with Goals b) Blueprint of Program Development c) Approach used to Educate Constituents d) Educational and Resource Materials e) Program Personnel f) Descriptions of Community Resources
<u>Program Implementation</u>	February 2009	a) Information about Program Dissemination Activities b) Schedule of Events
<u>Progress Reports</u>	February 2009 And May 2009	a) Participant Responses b) Processes and Outcomes
<u>Draft Final Report and Final Report</u>	Draft -August 15th, 2009 and Final - End of Contract of award	a) Analysis of entire program b) Impact on the targeting population c) Recommendations for future improvements. d) Final recommendations from the taskforce meetings

PERIOD OF PERFORMANCE:

Date of award – 12 months

PROJECT OFFICER:

-TBA

The Project Officer is hereby designated to monitor the performance of this order on behalf of the Government. The Project Officer will provide no supervisory or instructional assistance to Contractor personnel. The Project Officer's function is primarily to provide the Contractor with working data. The Project Officer is not empowered to make any commitments, nor authorized to make any changes which affect prices, terms, or delivery as specified on this order. Any such proposed changes shall be brought to the immediate attention of the Ordering Officer for action. The acceptance of any change by the Contractor without specific approval and written consent of the Ordering Officer will be at the Contractor's own risk.

PAYMENT SCHEDULE:

The contractor shall receive payment after submission of the stated deliverables and acceptance by the Project Officer. Payments shall be divided into four (4) equal fixed payments

INVOICE SUBMISSION:

The Contractor shall submit an original and two (2) copies of its invoice to the Project Officer in accordance with the payment schedule at the following address:

TBA

Attachment A

After review and approval, the Project Officer shall forward the approved invoice to the Program Support Center, Financial Management Service, Room 16A-12, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857, (301) 443-3020, for payment.

The invoice shall include the following information:

1. Contractor's name and address;
2. Purchase Order number;
3. Description of services and the firm fixed price;
4. Invoice period; and
5. Taxpayer Identification Number (TIN)
6. DUNS Number

Invoice Information/Clauses Incorporated By Reference

1. Invoice Information

In addition to the information required by 52.232-25 (Prompt Payment), your invoice must contain the following: Tax Identification Number (Employer's Identification Number) or Social Security Number.

2. Clauses incorporated by reference (FAR 52.252-2) (Feb 1998)

This contract incorporated 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 address: <http://www.acqnet.gov/far>

Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

FAR 52.204-7 Central Contractor Registration (Apr 2008)

FAR 52.213-4 Terms and Conditions – Simplified Acquisitions (Other than Commercial Items) (Feb 2008)

FAR 52.227-14 Rights in Data - General (Dec 2007)

FAR 52.232-33 Payment by Electronic Funds Transfer – Central Contractor Registration (Oct 2003)

FAR 52.243-1 Changes – Fixed Price (Aug 1987) – Alternate I (Apr 1984)

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF QUOTERS

1. QUOTERS STATEMENTS

RFQ NUMBER: _____

ORGANIZATION NAME: _____

TIN NUMBER: _____

DUNS NUMBER: _____

2. THE QUOTER CERTIFIES THAT IT HAS REGISTERED AT WWW.CCR.GOV, AS REQUIRED BY FAR 52.204-7.

3. FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2006)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 624190.

(2) The small business size standard is 6.5 million dollars.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

☐ (i) Paragraph (c) applies.

☐ (ii) Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at http://orca.bpn.gov. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted

electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

Instructions to Quoters

Your attention is directed to the requirements for submitting a quotation in response to this request for quotation. The following instructions establish the acceptable minimum requirements for the content of the quotation.

The Quoter's submission shall be prepared and submitted in two parts: Part I – Technical and Part II – Price. The total number of pages for both the technical and pricing proposal shall not exceed 25¹ single-spaced 8 ½ by 11 pages with font size 12 type. Any additional appendices shall not be bound in any form. Proposals and appendices shall be in a format that can be easily duplicated. Each of these parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of evaluation of the other.

The Request for Quotation (RFQ) does not commit the Government to pay any cost for preparation and submission of a proposal. In addition, the Contracting officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.

The quote shall be signed by an official authorized to bind the Quoter's organization to perform if a contract is awarded in response to the proposal. The quoter shall sign Block 14 and complete Blocks 13, 15, and 16 of the Standard Form 18, "Request for Quotation" and Representations and Certifications (Attachment B) and include it with the proposal.

The complete originally signed quote and 1 copy, Standard Form 18, and Attachment B must be mailed by the closing date/time (located in Block 10 of Standard Form 18). Please send the proposals to the attention of Heather Harraf, Contract Specialist.

DHHS / Program Support Center
Division of Acquisition Management
Attn: Heather Harraf
Parklawn Building, Room 5-101
5600 Fishers lane
Rockville, MD 20857
RFQ: 08T080122

Part I – Technical Proposal

The technical presentation shall begin with a summary of the proposed project, no more than 1 page in length.

The technical presentation must discuss the quoter's understanding of the purpose of the requirement and approach to accomplishing the requirement as specified in Attachment A, Statement of Work and Attachment D, Evaluation Criteria. The Government shall evaluate the technical presentation in accordance with the evaluation criteria set forth in Attachment D. It is essential that the Quoter explicitly address all evaluation criteria including subjective factors in the written proposal.

Technical quotes will be evaluated utilizing the weighted factors below. Quoters should consider the technical evaluation factors when preparing quotes. The scoring for each evaluation factor will be based on the Government's determination of the degree to which the quote satisfies the

¹ The 25-page limitation is exclusive of the Representations and Certifications (Attachment B) that must be completed and returned.

Attachment C

requirements of the factor. There are a total of 100 technical points. The technical factors are described in Attachment D.

The technical proposal shall not contain price information; however, resource information such as data concerning labor hours and categories, materials, subcontracts, etc., must be contained in the technical proposal so that the Quoter's understanding of the detail and complexity of the requirements may be evaluated.

Part II – Price Quotation

The pricing quotation shall provide a budget for providing the stated services. The Government anticipates making one (1) award not to exceed **\$50,000.00**. The budget shall provide a detailed explanation of the labor categories proposed and hours, as well as any other direct costs that will make up the total price proposal. Food, equipment, personal property and printing are not allowable budget items.

The quoted price/cost will be evaluated in terms of completeness and accuracy. It will also be evaluated to determine the Quoter's ability to project costs which are realistic for the work to be performed, and reflects the Quoter's understanding of the nature and extent of the work to be performed. The price/cost shall be consistent with the various elements of the Quoter's technical proposal.

NOTE: On the cover page of the price proposal, please provide the name, telephone and facsimile number and e-mail address of a contact person.

NOTE: BECAUSE OF THE INCREASED SECURITY AT FEDERAL BUILDINGS, PLEASE ALLOW EXTRA TIME FOR YOUR QUOTE TO BE DELIVERED TO THE CONTRACTING OFFICE AS ADDRESSED ABOVE. FAILURE TO USE THE SPECIFIED ADDRESS COULD RESULT IN YOUR QUOTE BEING DELIVERED LATE. DUE TO SECURITY CONCERNS, HAND CARRIED QUOTES WILL NOT BE ACCEPTED, UNLESS THE PERSON HAND CARRYING THE PROPOSAL HAS A VALID FEDERAL GOVERNMENT ID BADGE WHICH ALLOWS THEM ACCESS TO THE PARKLAWN BUILDING. THIS PROHIBITION INCLUDES COURIER SERVICES. PLEASE NOTE, WHEN USING COURIER SERVICES IT IS RECOMMENDED THAT YOU INITIATE YOUR MAILING REQUEST TWO (2) BUSINESS DAYS PRIOR TO THE SPECIFIED DUE DATE OF QUOTE TO ENSURE THAT IT ARRIVES IN A TIMELY MANNER. PACKAGES MAILED BY "24 HOURS NEXT DAY EXPRESS SERVICE" DO NOT ALWAYS ARRIVE AT THE EXACT LOCATION BY THE TIME REQUIRED. QUOTES MUST BE RECEIVED IN ROOM 5-101 BY THE SPECIFIED TIME TO NOT BE CONSIDERED LATE. QUOTES THAT ARE RECEIVED LATE IN THE CONTRACTING OFFICE DUE TO A DELAY CAUSED BY THESE SECURITY MEASURES ARE CONSIDERED LATE UNDER FAR CLAUSE 52.215-1, INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITIONS.

IF YOU HAVE ANY QUESTIONS REGARDING THE SECURITY PROCEDURES FOR THE PARKLAWN BUILDING, YOU MAY CONTACT THE GUARDS OFFICE ON (301) 443-4144. IF QUESTIONS STILL REMAIN, PLEASE CONTACT THE CONTRACT SPECIALIST FOR THIS SOLICITATION.

EVALUATION CRITERIA**1. Summary of the Proposed Project (½ page in length)**

Include proposed mission and goals of the project.

2. Understanding of the Problem (20 Points)

Please indicate your understanding of the problem by providing background information on the following: (include any relevant and/or current statistics)

- Prevalence of date rape, sexual assault, intimate partner violence and other acts related to violence against women and residential living (i.e. college campuses, boarding schools, etc.)
- Evidence based theories for intervention and prevention
- Role of campus and community service providers in the current problem

Describe how the proposed mission and goals of the program demonstrate a collaborative effort with the mission of the Office on Women's Health and the goals of the US Department of Health and Human Services to address, educate, raise awareness and eliminate violence against women.

3. Soundness of Approach (30 Points)

Describe your organization's understanding of the requirements and tasks of the statement of work by providing the following:

- An overview of the program
- A plan for development and implementation of program
- A program timeline
- Community partners and their role (proof of partnership required)
- Outline for campus community task force plans
- Outline of training curriculum for on-campus police and residential staff

4. Management and Staffing - Project Employees (10 points)

Describe related Staff experience and qualifications by addressing the following:

- Primary staff proposed to perform tasks (prior experiences in performing similar tasks, noted accomplishments and recognition, etc.); and
- Organizational chart with staff roles, job duties and activities.

5. Organizational/Agency Qualifications (15 Points)

**How does your agency/organization meet the qualifications to receive this award?
Specifically, does your agency/organization have a history of working in the field related to**

Attachment D

violence against women? If so, please describe it.

How knowledgeable is your staff about the vulnerabilities of contracting HIV/AIDS in abusive relationships?

Please include information on all of the following:

- Prior experience performing health education services/activities/programs focused on violence against women
- Documented history of work in the field of violence against women.
- Letters of Support establishing the intent for MOU's or MOU's themselves.
- Ability and/or history to form collaborative relationships with other entities to disseminate and perform tasks
- Ability to garner support and build capacity in a school-based environment
- Experience in providing training surrounding issues associated with violence against women
- Recruitment and mobilization of campus students

6. Program Effectiveness (25 points)

Describe the procedures for determining strengths and weaknesses of the implementation process. Specifically address the impact and outcomes of the program. In addition, discuss the ramifications of the proposed program on future incidences of violence against women on college/university campuses.

AWARD

Award will be made to the Quoter whose proposal contains the combination of those factors representing the best overall value to the Government. This will be determined by comparing differences in technical merit with differences in price/cost to the Government. In making this comparison the Government is more concerned with obtaining superior technical merit. However, the Government will not make an award at a significantly higher price/cost to the Government to achieve slightly superior technical merit.

Award shall be made on a fixed price basis, in accordance with Federal Acquisition Regulation (FAR) Subpart 13, Simplified Acquisition Procedures. **This solicitation is a Total Small Business Set-aside.** The award document will be a **CONTRACT, i.e. PURCHASE ORDER. NOT A GRANT.**