

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)				
1. REQUEST NO. USCA09Q0029	2. DATE ISSUED 01/09/2009	3. REQUISITION/PURCHASE REQUEST NO. REQ LPTD090030	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY Procurement Management Division Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 3-250 Washington, DC 20544-0001 Iris Hall, 202-502-2537			6. DELIVER BY (date) See Line Items.	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Iris Hall		TELEPHONE NUMBER AREA CODE 202		9. DESTINATION
		NUMBER 502-2537 Ext.:		a. NAME OF CONSIGNEE Legal, Policy and Training Division
8. TO:				
a. NAME		b. COMPANY		
c. STREET ADDRESS				
b. STREET ADDRESS Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 4-200				
c. CITY Washington				
d. CITY		e. STATE	f. ZIP CODE	d. STATE DC
				e. ZIP CODE 20544-0001
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 01/23/2009		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 service. Supplies are of domestic origin unless otherwise indicated by quote. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

CLIN NUMBER (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Conference Meeting Planning Service - See attached statement of work. Hours shall NTE 214 hours for the performance period. See attachment B-1	214.000000	hr		
Period of Performance: 02/01/2009 to 01/31/2010					

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 [] are [X] 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			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)	
					NUMBER

Supplies or Services and Prices/Costs

CLIN Number	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
2	Conference Meeting Planning Service - See attached statement of work. Hours shall NTE 215 hours for the performance period. See attachment B-1.	215.000000	hr		

Period of Performance: 02/01/2010 - 01/31/2011

CLIN Number	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
3	Conference Meeting Planning Service - See attached statement of work. Hours shall NTE 215 hours for the performance period. See attachment B-1.	215.000000	hr		

Period of Performance: 02/01/2011 - 01/31/2012

Descriptions/Specifications/Statement of Work

C-1 Statement of Work

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**Statement of Work**

Conference Planning and Meeting Management Services for the Administrative
Office of the United States Courts, Office of Defender Services (ODS)

I. Title

Conference Planning and Meeting Management Services for the Administrative Office of the United States Courts, Office

of Defender Services (ODS).

II. Background Information

ODS plans and conducts several meetings and conferences annually. These events are located in Washington, D.C., and throughout the nation.

III. Purpose and Objective

The purpose of the solicitation is to secure assistance with planning and conducting several meetings and conferences.

IV. Scope of Work

Conference planning meeting management services for ODS.

V. Tasks to be Performed

Assist with site selection by identifying potential venues, contacting sites for availability and cost estimates, assessing potential travel costs, and presenting options to ODS program manager Provide assistance with logistical details, pre-event planning, and certain on-site support.

VI. Work Order

The point of contact will provide the contractor with a work order outlining the proposed dates and number of attendees for meetings and/or conferences and any special requirements. At the conclusion of each program, the contractor will provide a report on any required follow-up activities. The total hours for the base year is 214 hours.

The two option period is 215 hours each.

VII. Period of Performance

The period of performance for the base year is February 1, 2009 through January 31, 2010. There will be two option periods.

VIII. Place of Performance

Contractor shall provide onsite support at meetings and conferences as specified by ODS. Other related tasks shall be completed at the contractor's facilities. A list of possible sites (cities) shall be provided to the contractor at time of award of contract.

IX. Type of Purchase Order

Not to exceed firm fixed price hourly rate.

B-5 Clauses Incorporated by Reference

10/01/2006

This procurement 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 address:

<http://www.uscourts.gov/procurement/clauses.htm>

(END)

2-90C Option to Extend Services

01/01/2003

The judiciary 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 contracting officer may exercise the option by written notice to the contractor within 30 calendar days prior to the then current expiration date of this contract.

(END)

2-90D Option to Extend the Term of the Contract

01/01/2003

(a) The judiciary may extend the term of this contract by written notice to the contractor within 30 calendar days prior to the then current expiration date of this contract; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least [Contracting Officer fill-in] calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary 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 36 months.

(END)

3-3 Provisions, Clauses, Terms and Conditions - Small Purchases

10/01/2006

(a) The following Judiciary Procurement Program Procedures (JP3) provisions are incorporated by reference into the request for quotations (RFQ):

(1) JP3 Provision 3-90, "Late Submissions, Modifications and Withdrawal of Offers" (JAN 2003)

(2) JP3 Provision, 7-60, "Judiciary Furnished Property or Services" (JAN 2003)

(b) The contractor shall comply with the following Judiciary Procurement Program Procedures (JP3) clauses incorporated by reference:

(1) JP3 Clause 2-60, "Stop Work Order" (JAN 2003)

(2) JP3 Clause 3-205, "Protest After Award" (JAN 2003)

(3) JP3 Clause 7-20, "Security Requirements" (JAN 2003)

(4) JP3 Clause 7-30, "Public Use of the Name of the Federal Judiciary" (JAN 2003)

(5) JP3 Clause 7-35, "Disclosure or Use of Information" (AUG 2004)

(6) JP3 Clause 7-85, "Examination of Records" (JAN 2003)

(7) JP3 Clause 7-130, "Interest (Prompt Payment)" (JAN 2003)

(8) JP3 Clause 7-135, "Payments" (JAN 2003) (Payment means acceptance by the inclusion of this clause.)

(9) JP3 Clause 7-140, "Discounts for Prompt Payment" (JAN 2003)

- (10) JP3 Clause 7-150, "Extras" (JAN 2003)
- (11) JP3 Clause 7-185, "Changes" (JAN 2003)
- (12) JP3 Clause 7-200, "Judiciary Delay of Work" (JAN 2003) (Applies for products and fixed-price services.)
- (13) JP3 Clause 7-210, "Payment for Emergency Closures" (AUG 2004)
- (14) JP3 Clause 7-235, "Disputes" (JAN 2003)

(c) The contractor shall comply with the following JP3 clauses, incorporated by reference, unless the circumstances do not apply:

- (1) JP3 Clause B-20, "Computer Generated Forms" (JAN 2003) (Applies when the contractor is required to submit data on standard or optional forms.)
- (2) JP3 Clause 6-60, "Rights in Data - General" (AUG 2004) (Applies if data will be produced, furnished, or acquired under the purchase order.)
- (3) JP3 Clause 7-145, "Government Purchase Card" (JAN 2003) (Applies when the CO determines that the purchase card can be used to make payments.)

(4) The following apply to Products only:

- a) JP3 Clause, 2-25A, "Delivery Terms and Contractor's Responsibilities" (JAN 2003) (Purchase order will specify whether delivery is expected at destination or origin.)
- b) JP3 Clause, 2-45, "Packaging and Marking" (JAN 2003) (Applies to fixed-price products or for a service involving furnishing of products.)
- c) JP3 Clause, 3-155, Walsh-Healey Public Contracts Act (JAN 2003) (Applies to product procurements over \$10,000 for manufacturing or furnishing products)

(5) The following apply to Services only:

- a) JP3 Clause 1-1, "Employment by the Government" (JAN 2003)
- b) JP3 Clause 1-5, "Conflict of Interest" (JAN 2003)
- c) JP3 Clause 3-160, "Service Contract Act of 1965, as amended" (JAN 2003) (Applies if the purchase order amount is over \$2,500 and will require the use of service employees.)
- d) JP3 Clause 3-170, "Statement of Equivalent Rates for Federal Hires" (JAN 2003) (Applies if the purchase order amount is more than \$2,500 and will require the use of service employees. In the RFQ, the CO will state the employee class and the monetary wage-fringe benefits.)
- e) JP3 Clause 7-40, "Judiciary-Contractor Relationship" (JAN 2003) (Applies to services when not involving judiciary information technology funds.)
- f) JP3 Clause 7-65, "Protection of Judiciary Buildings, Equipment and Vegetation" (JAN 2003) (Applies when services are performed at a judiciary installation.)
- g) JP3 Clause 7-205, "Payment for Judiciary Holidays" (JAN 2003) (Applies to time-and-materials or labor-hour procurements.)

(d) Inspection/Acceptance The contractor shall tender for acceptance only those products and/or services that conform to the requirements of this procurement. The judiciary reserves the right to inspect or test any products or services that have been tendered for acceptance. The judiciary may require repair or replacement of nonconforming products or re-performance of nonconforming services at no increase in contract price. The judiciary must exercise its post-acceptance rights:

- (1) within a reasonable period of time after the defect was discovered or should have been discovered; and
 - (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.
- (e) Excusable delays The contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The contractor shall notify the contracting officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in

connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the contracting officer of the cessation of such occurrence.

(f) Termination for the judiciary's convenience The judiciary reserves the right to terminate this procurement, or any part hereof, for its sole convenience. In the event of such termination, the contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this procurement, the contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the contractor can demonstrate to the satisfaction of the judiciary, using its standard record keeping system, have resulted from the termination. The contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the judiciary any right to audit the contractor's records. The contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause The judiciary may terminate this procurement, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the judiciary, upon request, with adequate assurances of future performance. In the event of termination for cause, the judiciary shall not be liable to the contractor for any amount for products or services not accepted, and the contractor shall be liable to the judiciary for any and all rights and remedies provided by law. If it is determined that the judiciary improperly terminated this procurement for default, such termination shall be deemed a termination for convenience.

(h) Warranty The contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this procurement.

(END)

7-1 Contract Administration

01/01/2003

(a) The contracting officer and contracting officer's technical representative for the contract will be the judiciary's primary points of contact during the performance of the contract. The contracting officer responsible for the administration of this contract will provide a cover letter providing the contracting officer's name, business address, e-mail address, and telephone number. Written communications from the contractor shall make reference to the contract number and shall be mailed to the address provided in the cover letter. Communications pertaining to contract administration matters will be addressed to the contracting officer.

(b) Notwithstanding the contractor's responsibility for total management during the performance of this contract, the administration of this contract will require the maximum coordination between the judiciary and the contractor. All contract administration will be effected by the contracting officer except as may be re-delegated. In no event will any understanding or agreement, contract modification, change order, or other matter in deviation from the terms of this contract between the contractor and a person other than the contracting officer be effective or binding upon the judiciary. All such actions shall be formalized by a proper contractual document executed by the contracting officer.

The Contracting Officer for this procurement: Iris Hall

Contracting Officer

202-502-2537

7-5 Contracting Officer's Technical Representative

01/01/2003

(a) Upon award, a contracting officer's technical representative (COTR) may be appointed by the contracting officer. The COTR will be responsible for coordinating the technical aspects of this contract and inspecting products/services furnished hereunder; however, the COTR will not be authorized to change any terms and conditions of the resultant contract, including price.

(b) The COTR, if appointed, may be assigned one or more of the following responsibilities:

- (1) monitoring the contractor's performance under the contract to ensure compliance with technical requirements of the contract;
- (2) notifying the contracting officer immediately if performance is not proceeding satisfactorily;
- (3) ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the contracting officer;

- (4) providing the contracting officer a written request and justification for changes;
- (5) providing interpretations relative to the meaning of technical specifications and technical advice relative to contracting officer's written approvals, and
- (6) providing general technical guidance to the contractor within the scope of the contract and without constituting a change to the contract.

The COTR for this Procurement : Ben Seal

Office of Defender Services

202-502-3050

Instructions to Offerors or Respondents

B-1 Solicitation Provisions Incorporated by Reference

08/01/2004

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 address:

<http://www.uscourts.gov/procurement/clauses.htm>

(END)

L-1 Proposal Instructions

Proposal Instructions

Emphasis of proposals should be on completeness and clarity of content and shall include the following sections:

A. Past Experience - Offerors shall demonstrate that their firm has the breadth and depth of

experience appropriate to provide services required by this request. The offeror shall submit a description of two (2) previous Government (federal, state, local) or commercial contracts/projects which have been performed during the past three (3) years (from the date of proposal submissions) and are the same or similar in size and scope to the effort required herein.

B. Past Performance - The offeror shall provide descriptions and contact information of two

government or commercial projects/contracts performed within three years of proposal submission for services similar in size, scope, and complexity to that described in this statement of work. References provided in this section will be contacted to assess the performance of the contract/project for which a reference was submitted.

The following information shall be submitted for each contract/project:

- o Name and address of customer company or Government Agency
- o Names, addresses, and telephone numbers of a customer programmatic contact and the Contracting Officer
- o Project references may be contacted to verify the information provided and to ascertain satisfaction with the work performed.
- o Description of the work performed.
- o Dates of performance.

C. Price - Offeror shall propose a firm-fixed price labor hour. (See attachment B-1)

Evaluation of Quotes

M-1 Evaluation Criterias

Proposal Evaluation Criteria

Proposals will be evaluated in the following areas:

(a) The proposal shall include Past Experience and Performance on Similar and price (Past Experience and Performance are of **equal order of importance for evaluation purposes, and will be scored higher than price**):

1. Offeror's corporate experience providing similar services in size, scope, and complexity to that described in Section C-1 of Statement of Work.
2. Quality of an offeror's past performance for services that are similar in size, scope, and complexity to that described in this statement of work. To rate the quality of an offeror's past performance, references will be contacted by the AO and asked the following questions: the nature of work provided; the quality of work (references will be asked to rate as excellent, good, marginal, poor); and, if the reference would use the contractor again.
3. Price proposal: The price evaluation will consider the prices offered by each offeror for the Base year and all option years. (Attachment "B").

Total price will be evaluated for reasonableness.

Offers that are determined by the Government to be unrealistically high or low in price in comparison to other offers or the government estimate may be excluded from further consideration.

M-2 Contract Award

Award will be made to the offer determined to offer the best value to the AO. In making its best value determination, the AO is more interested in the higher technical features of a proposal rather than

with making award to the lowest priced offeror. For each factor, the evaluation will consist of an assessment of the degree to which the services offered in the proposal provide added value, added capability, and/or reduced risk of nonperformance. Evaluators will identify the strengths, weaknesses, and risks in each Offerors proposal with respect to each evaluation factor. The AO may make trade-offs between overall technical merit and price in determining that a proposal represents the best overall value. Award may be made without discussions with offerors or after submission of revised proposals.

Attachment B:**SUPPLIES OR SERVICES AND PRICES/COST**

CLIN	CATEGORY	QTY	Unit Price	Extended Amount
0001	Event Planner 2/1/2009-01/31/2010	214 hrs		
0002	Event Planner 2/1/2010-01/31/2011	215 hrs		
0003	Event Planner 2/1/2011-01/31/2012	215 hrs		
	Total for base plus 2 option periods			