

Issuance Date: May 2, 2005

Closing Date: May 19, 2005

SUBJECT: Request For Quotations (RFQ) No. M/OAA/GRO/EGAS-05-1100,
Technical services to provide, conduct and evaluate a General Service Operations (GSO)
Training Course

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking quotations from a vendor who can provide, conduct and evaluate a GSO Training Course for USAID Washington, DC. This requirement will be a firm-fixed price purchase order.

If you choose to submit a quotation, it must be submitted via e-mail to Alan J. Bellefeuille at: abellefeuille@usaid.gov with the attached request for quotation and received no later than May 19, 2005.

Quotations in the heading of the email must be addressed as follows:

U.S. Agency for International Development
Office of Acquisition and Assistance
M/OAA/GRO/EGAS
Room 7.09-077, Ronald Reagan Building
1300 Pennsylvania Avenue, NW
Washington, D.C. 20523
ATTN: Alan J. Bellefeuille
Phone: 202-712-5501

It should be noted that packages may not be left at the USAID Visitor's Desk. You are solely responsible for ensuring timely delivery.

This procurement is issued pursuant to the simplified acquisition procedures of Chapter 13 of the Federal Acquisition Regulations, Subpart 13.003(b) (1) which requires that acquisition of supplies or services that have an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 be reserved exclusively for small business concerns and publicized under FAR 5.101(a)(2) for contract actions between \$10,000 and \$25,000.

Contractors are requested to submit both technical and cost portions of the quotation separately. Award will be made to the contractor whose quotation satisfies the government requirement at the best value.

Issuance of this quotation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a quotation. Any questions concerning this solicitation should be directed to Alan J. Bellefeuille in written format at abellefeuille@usaid.gov.

REQUEST FOR QUOTATION

DATE ISSUED: 05/02/05

CLOSING DATE: 05/19/05

RFQ NUMBER: M/OAA/GRO/EGAS-05-1100

ISSUED BY: United States Agency for International Development
M/OAA/GRO/EGAS, Room 7.09-077
1300 Pennsylvania Avenue, N.W.
Washington, DC 20523-2120

POC/TEL NO: Alan Bellefeuille: mail: abellefeuille@usaid.gov (202) 712-5501

THE OFFEROR AGREES THAT THE PRICES SUBMITTED ARE GOOD FOR 60 DAYS FROM DATE OF RECEIPT OF YOUR QUOTE.

OFFERORS ARE REQUIRED TO SUBMIT QUOTES VIA E-MAIL TO ALAN BELLEFEUILLE AT: abellefeuille@usaid.gov

PLEASE PROVIDE NAME, ADDRESS, POINT OF CONTACT OF AUTHORIZED INDIVIDUAL RESPONSIBLE FOR THE QUOTATION.

COMPLETE THE ENCLOSED VENDOR INFORMATION SHEETS.

ALL RESPONSIBLE SOURCES MAY SUBMIT A QUOTATION WHICH, IF TIMELY RECEIVED, SHALL BE CONSIDERED BY THE AGENCY.

SHIPPING ADDRESS: USAID
OF DELIVERABLE M/OAA/GRO/EGAS
ALAN BELLEFEUILLE, RM 7.09-077,
RONALD REAGAN BUILDING
WASHINGTON, D.C. 20523

Submitted by Name/Company:

Please provide company name on quote as well.

SUPPLIES/SERVICES AND PRICES/COSTS

The contractor shall conduct the GSO course to train approximately 25 USAID participants as describe in the SOW.

<u>Item</u>	<u>Description</u>	<u>Qty.</u>	<u>Unit Price</u>	
001	Technical services to provide conduct and evaluate a General Service Operations (GSO) Training Course for USAID Washington.	1		

STATEMENT OF WORK

Contract for Single Trainer of General Service Operations (GSO) Course (sponsored by M/OMS)

I. Purpose

The purpose of this acquisition is to procure the services of a contractor by awarding a Fixed Price contract to conduct a GSO training course for newly hired Executive Officers and Foreign Service Nationals (FSNs). The contractor will be a sole instructor of the course and lead the USDH and FSN trainees through three GSO modules: Requisitioning and Personal Property Management, Motor Vehicle Management, and Freight and Transportation Management. Training manuals and testing materials were developed in-house and are the property of USAID.

II. Period of Performance

Contractor arrival and pre-course setup will be July 14, 2005. The training will be from July 18th through July 29th, 2005.

III. Deliverables

The contractor will be required to conduct one course during this period containing a maximum of 25 students. The course will be for 10 days at facilities organized by USAID in Washington, DC. Foreign travel is not required. The training contractor will not be responsible for any logistics pertaining to the course. The venue and materials for the participants will be provided by USAID.

Each day of instruction shall last 8 hrs, from 8:30am to 5:30pm, with breaks at 10:00am, noon (lunch), and 3:00pm; the instructor shall arrive at the training site no later than July 18, 2005, and for each day's training session (Mon. through Fri during the course period) by 7:30am. The instructor shall teach from modules provided by USAID on the following timetable – "days" = days of instruction:

Requisitioning and Personal Property Management – 5 days
Motor Vehicle Management - 3 days
Freight and Transportation Management - 2 days

Upon the conclusion of the course, students will be issued a certificate for each module completed successfully, and USAID will mail the certificates to the students.

Students must sign attendance sheets each day and the instructor will provide USAID with evaluation of students through module chapter quizzes.

USAID will provide an evaluation sheet for each module which the instructor must collect from the students at the end of each module. This evaluation sheet will provide feedback to USAID on the content of the course and the instructor's performance.

IV. Location

The course will take place from July 18 to July 29, 2005 at:

Washington Suites Alexandria
100 South Reynolds St.
Alexandria, VA 22034

Tel. # (703) 370-9600

IV. Evaluation Criteria for Selection:

The technical factors A, B, and C below will be scored with a combined total equaling 60%. The contractor will provide a resume or curriculum vitae showing his or her qualifications, knowledge, and experience, along with three references. Price will receive a weighting of 40%.

- A. Knowledge of the GSO course material, GSO expertise in theory and practice, years of experience as a trainer, and past performance. 25 points.
- B. At least 6 years of experience in an executive or general services office overseas sufficiently related to the management of these services so as to answer technical questions by students. 20 points.
- C. Certification of fluency in French and Spanish to be able to fully communicate with students from abroad that attend the course. 15 points.

VENDOR INFORMATION

(Please complete if you have not provided this information in the past)

NAME:

ADDRESS (to include Country if not USA):

POC:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

INTERENT ADDRESS:

EIN/SSN NUMBER:

DUNS NUMBER:

ELECTRONIC FUNDS TRANSFER:

ABA Number (9 digit routing number):

Bank Name:

Account Number:

Type of Account (checking or savings):

OWNERSHIP TYPE:

- Asian-Indian American**
- Asian-Pacific American**
- Black American**
- Hispanic American**
- Native American**
- Non-Minority**
- Other Minority**
- Unknown**

PROFILE TYPE:

- Corporation**
- Education Org Other than University**
- College**
- Individual**
- HBCU**
- University/College**
- International Center**

- Research Org.**
- Voluntary Organization**
- Foundation**
- Hospital**
- Partnership**
- Proprietorship**
- Sheltered Workshop**
- Hispanic Serving Institution**

ECONOMIC TYPE:

- Private**
- International Public Sector**
- Federal Government**
- State/Local Government**
- Foreign Contractor**

TYPE OF BUSINESS:

- 8(a) Form**
- Small Business**
- Women-Owned**
- Disadvantaged**
- For Profit**
- Electronic Commerce**