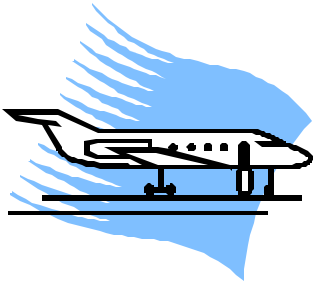


Air Charter Services



References:

Federal Management Regulation 41 CRF102-118
Transportation – Payment and Audit

DOE Directive 551.1B Official Foreign Travel

Overview

This section provides guidance on the Department's process for procuring air charter services. The procedures set forth below are used to acquire air transportation in support of Headquarters Departmental Officials.

Background

The Department's Chief Financial Officer (CFO) has overall responsibility for travel policies and procedures. DOE O 551.1B establishes the requirements and responsibilities governing official foreign travel by DOE and contractor employees.

The Office of Aviation Management is responsible for determining that air charter services are required, for initiating a requirement for transportation services, and for forwarding appropriate documentation to the Office of Headquarters Procurement Services, which is responsible for procuring the air charter services.

Procedures

The Office of Headquarters Procurement Services performs the function of Departmental Transportation Contracting Officer (TCO) for Headquarters transportation services. Air charter services will normally be acquired using the Government Travel Request (GTR) process described at Federal Management Regulation (FPMR) subsection 102-118.

The following process will be followed to obtain charter transportation services for Headquarters Departmental Officials:

1. Receive statement of work: The requirement provided by the Office of Aviation Management will include a statement of work, certification of funds, liability payment obligations and world aviation directory of sources.

2. Review potential sources: Potential sources will be pre-qualified to assess their capability of meeting the technical aspects of the requirement. This includes a pre-inspection review to ensure that appropriate documentation and certifications have been obtained by the air carrier.

3. Issue competitive solicitation: Competitive offers will be solicited to the maximum practical extent. Attachment 1 provides a model letter solicitation. In the event that circumstances will not permit the use of a competitive letter solicitation, the contracting officer will document the contract file with the appropriate justification.

4. Receive and evaluate offers: After offers are received, an evaluation will be conducted by the Office of Aviation Management to determine the proposed offerors' capability of meeting the technical criteria outlined in the statement of work.

5. Conduct discussions: Discussions will be conducted with all offerors who are technically acceptable or capable of being made technically acceptable, unless the solicitation states that award will be made upon initial offers.

6. Select source: Selection will be based on the lowest cost technically acceptable offer to the Government which meets the technical requirements identified in the statement of work.

7. Collect funds for non-federal travelers: Prior to execution of the GTR, confirmation must be received from the CFO that all funds required from non-federal travelers have been submitted to the authorized representative of the air carrier. The DOE trip logistics officer, or a designated passenger representative, is responsible to verify that the money for the non-federal travelers has been submitted to the authorized representative of the air carrier.

8. Execute award document: The GTR (Form SF 1169, U.S. Government Transportation Request), will be used as the award instrument and will be executed bilaterally by the Departmental TCO and the authorized representative of the air carrier.

The procedures set forth above will be used when procuring charter services through the Departmental TCO. There are also other methods, e.g. use of the Department's travel management office, Interagency Agreements, or Government purchase card transactions which may be used under appropriate circumstances. The Office of Aviation Management, in conjunction with the Departmental TCO, will determine when other methods should be used.

Attachment

Attachment 1 is a Model letter solicitation for aircraft charter services.

ATTACHMENT 1

MODEL LETTER SOLICITATION FOR AIRCRAFT CHARTER SERVICES

TO ALL OFFERORS

The U.S. Department of Energy (DOE) has a requirement for Aircraft Charter Services in support of the Office of Aviation Management. DOE's control number for this requirement is DE-RP01-__EH_____.

Your firm is invited to submit a proposal in accordance with the enclosed Statement of Work (Enclosure 1). The services required consist of the following item: 1) Trip Scheduled (**insert dates here**) and (**insert destinations here**) with intermediate points of departure as outlined in the Statement of Work.

The procurement vehicle to be utilized for payment of services rendered is the Government Transportation Request (GTR) Standard Form 1169. Billing instructions for the GTR are contained in the Federal Property Management Regulations (FPMR) identified in Enclosure 2 to this solicitation.

As a pre-qualification to this solicitation, your company must comply with the technical requirements identified in the Federal Aviation Administration (FAA) Regulation 14, Part 21, contained in Enclosure 3. In addition, it is required that your company sign and return the technical pre-qualification certification contained in that enclosure.

If the vendor meets the required technical qualifications identified in the above cited FAA Regulation, it shall make available to the Department all records, certificates and other evidence as the Department may require and shall allow a nonintrusive physical inspection of the airplane by the Department's representative prior to the flight. A non-intrusive inspection may include a walk-around inspection of the outside fuselage, engines, wings nacelles, inside cabin and cockpit of the airplane without opening inspection panels or removing any installed permanent covers or equipment.

In the event the trip fails to occur as scheduled, liability for cancellation is incurred. The extent of the liability depends on the number of days that advance notification of cancellation is provided. Specific payment obligation amounts are identified in Enclosure 4. At the time of award, the Department shall designate a single point of contact (Passenger Representative) from among the passengers for coordination with the flight crew. The vendor shall provide the Department's Passenger Representative with information regarding the crewing and crew changes anticipated during the charter.

We anticipate that technical evaluation of your proposal will conclude five working days after receipt of proposal. At the conclusion of the technical evaluation, your firm will be notified, in writing via fax, if your proposal is determined to be technically acceptable or technically unacceptable and not capable of being made acceptable. If determined to be technically

unacceptable, no discussions will be conducted. If determined to be technically acceptable, a period of five working days is permitted for discussions, if needed. After discussions are concluded, a contract award will be made to the lowest cost, technically acceptable offeror. Your proposal should set forth full, complete and accurate information as required in this Request for Proposal. The penalty for making false statements is prescribed in 18 U.S.C. 1001. Your proposal must be signed by an official authorized to bind the offeror and contain a statement to the effect that the proposal is firm for a period of not less than 30 days, and shall be submitted not later than **(date and time)** to the undersigned at:

U.S. Department of Energy
Office of Headquarters Procurement Services
Attn: Peggy L. Fuller
Code ME-641
Washington, D.C. 20585
Tele: (202) 287-1464
Fax No. (202) 287-1453

Deleted: MA-541

Deleted: 426-0092

Deleted: 426-0168

If an award is made to your firm as a result of this solicitation, the terms and conditions of the award will incorporate all the clauses required by the FAA Regulations.

(Form SF 1169, U.S. Government Transportation Request), will be used as the award instrument and will be executed bilaterally by the Departmental TCO and the authorized representative of the air carrier.