

ISSUANCE DATE: March 13, 2009
CLOSING DATE: April 3, 2009
CLOSING TIME: 4:00 PM (Eastern Standard Time)
Period of Performance: Date of Award thru November 30, 2009

Subject: Request for Quote (RFQ) No. OSC-0001-09
Audit of Financial Statements of U.S. Office of Special Counsel

The U.S. Office of Special Counsel (OSC) is seeking proposals from qualified organizations interested in providing the services described in the Statement of Work (SOW) below.

If you decide to submit a proposal, it must be submitted to the Office of Special Counsel contracting Office no later than the date and time indicated above.

The proposal will be evaluated on technical, price and past performance with other small federal agencies.

With your quote, please provide a narrative description of past experience with the performance of financial audits for small federal agencies.

The contractor should provide three applicable references with the agency name, address, contact name, title and telephone number of the end user.

This procurement shall be selected from one of the vendors already on the GSA schedules. GSA has already conducted a full and open competition, under which any type of organization (large or small commercial [for profit] firms, educational institutions, non-profit organizations) were eligible to compete. The procedures set forth in FAR Part 15 were all applied. Business proposals shall be evaluated as a part of a Best Value determination for contract award.

- The NAIC Codes for this solicitation is 541219.
- This request in no way obligates OSC to award a contract, nor does it commit OSC to pay any cost incurred in the preparation and submission of the quotes.
- The incumbent auditors from the FY 2008 audit are eligible to bid on the engagement.
- No data is available on the level of effort for past audits.

Vendors should submit their quotes via email to Ms. Donna M. Fletcher, Contracting Officer, of the U.S. Office of Special Counsel no later than April 3, 2009. Potential Vendors may submit questions via email to Ms. Fletcher no later than March 25, 2009. Ms. Fletcher can be reached via e-mail at dfletcher@osc.gov or via facsimile at (202) 254-3729. Receipt of this RFQ through the internet must be confirmed by written notification to Ms. Fletcher if the Vendors wishes to be notified of any amendments to the solicitation. Vendors should retain for their records copies of any and all enclosures which accompany their proposals.

Sincerely,

Donna M. Fletcher
Contracting Officer
U.S. Office of Special Counsel