

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		
1. REQUEST NO. RFQ0142-09	2. DATE ISSUED 08/11/2009	3. REQUISITION/PURCHASE REQUEST NO. RQ IT09000105	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY EEOC 131 M Street, N.E. 4th Floor Washington, DC 20507			6. DELIVER BY (date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Doreen Starkes		TELEPHONE NUMBER		
		AREA CODE 202	NUMBER 663-4240 Ext.:	
8. TO:			9. DESTINATION	
a. NAME	b. COMPANY		a. NAME OF CONSIGNEE Equal Employment Opportunity Commission	
c. STREET ADDRESS			b. STREET ADDRESS Chicago District Office 500 West Madison Street Suite 2000	
			c. CITY Chicago	
d. CITY	e. STATE	f. ZIP CODE		d. STATE IL
		e. ZIP CODE 60661		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 08/24/2009		IMPORTANT: This is a request for information, and quotations furnished are not officers. 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 quoter. 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)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Software Maintenance - Casesoft Suite	450.000000	EA		

Delivery Date:
 Period of Performance: 09/25/2009 to 09/24/2010
 Description: Case Analysis Software Maintenance Services
 Support - 2009 Extended Maintenance for 450 users -
 CaseMap/TimeMap/NoteMap/TextMap License Sets.
 Questions are due in writing by 3:00 p.m. EST on August 17,
 2009. See Pp. 4-6.

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
	0.00	0.00	0.00	NUMBER	PERCENTAGE
				0	0.00

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				
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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Summary Info Continuation Page
Continuation Sheet

All responsible sources may submit a response which, if timely received, must be considered by the agency.

IDC Constraints Line Item

Line Number	Minumum Quantity	Minimum Amount	Maximum Quantity	Maximum Amount
1	0.000000		0.000000	

*Descriptions & Specifications
IDC Constraints Document*

Packaging and Marking

Inspection and Acceptance

Deliveries or Performance

PERIOD OF PERFORMANCE

ITEM	START	END
1	09/25/2009	09/24/2010

*Contract Administration Data
Accounting Data*

Special Contract Requirements

Contract Clauses

Exhibits and Attachments TOC

Identifier	Title	Date	Number of Pages
1	Justification for Other Than Full and Open Competition	08/06/2009	3

Reps and Certs of Offerors

Instructions/Notices Bidders

L01 Solicitation Instructions

08/05/2009

Please complete the following:

1. Complete Page 1, Blocks 12 through Block 16, of the Standard Form (SF) 18.
2. Pricing Information: See Page 2 -Line Item Summary of the SF 18. In addition, please complete the information below:

SIZE OF BUSINESS: SMALL _____ LARGE _____ DISADVANTAGED _____
 WOMAN-OWNED _____ OTHER _____

DUN & BRADSTREET NUMBER (DUNS): _ _ _ _ _

TAX ID (TIN): _ _ _ _ _

DISCOUNT TERMS FOR PROMPT PAYMENT: _____

FOB TERMS: DESTINATION: _____ **ORIGIN:** _____

RESPONSE DUE: By 3:00 p.m. EST on Monday, August 24, 2009.

PERIOD OF PERFORMANCE: The period of performance for the proposed order is from September 25, 2009 to September 24, 2010. The period of performance for this purchase order shall not exceed 365 calendar days from the date of award.

PLACE OF PERFORMANCE: EEOC Headquarters Building, Office Information Technology, located at 131 M Street, N.E., Washington, D.C. 20507.

This procurement is solicited under the terms and conditions of FAR Part 13. The Government intends to award a single fixed-price purchase order.

3. **Central Contractor Registration:** Pursuant to FAR Clause 52.232.33, Payment by Electronic Funds

Transfer-Central Contractor Registration (CCR), the contractor must register in the CCR prior to submitting any invoice for payment. The CCR is a Department of Defense web-based repository of contractor information. The Electronic Funds Transfer information in the CCR database must be accurate in order for invoices to be considered proper invoices for the purpose of prompt payment under EEOC contracts. The contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the EEOC's reliance on inaccurate or incomplete data. Contractor registration in the Federal Government's CCR database is required prior to the award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement. Contractors may register on-line at the CCR website: <http://www.ccr.gov> or by calling 1-888-227-2423. To remain registered in the CCR database after the initial registration, the contractor is responsible for confirming on an annual basis that its information in the database is accurate and complete.

4. Method of Payment: Contractor accepts Government-wide Commercial Purchase Card (Please check one):

() Yes () No

5. Contract Funding: The quoter is advised that Fiscal Year 2009 funds are available for up to 12 months, under this requirement. The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed procurement. Any other commitment, either explicit or implied, is invalid.

6. Price Quotation Submission Requirements: The quote must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all terms and conditions of this RFQ. The quoter shall submit the signed and dated price quotation (completed and signed SF 18, Request for Quotation) to the Contracting Officer.

7. Pricing: The quoter shall state fixed rates for the units of issue specified in this RFQ. Each quote for software maintenance services must be in U.S. funds and exclusive of federal, state, and local taxes. If the quoter believes that certain taxes are payable by the Government, the quoter will provide pricing for such taxes separately directly below the price for the affected item, along with a copy of the clause which authorizes inclusion of taxes.

8. Basis of Award: Award will be made based on low price. The Government intends to evaluate the quotation(s) and make award without discussions (except for clarifications). Therefore, the vendor's initial quote should contain the vendor's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions, if the Contracting Officer later determines them to be necessary.

9. Clarifications/Communications: The Contracting Officer may request that quoters clarify certain aspects of their price quote (i.e., the relevance of a quoter's past performance information and adverse past performance information to which the quoter has not previously had an opportunity to respond) or to resolve minor or clerical errors. This communication shall not be used to cure quote deficiencies or omissions that alter the technical or pricing elements of the quote, and/or otherwise revise the quote, however, may be considered in rating the quote.

It is anticipated that a firm fixed-price purchase order will be made from this RFQ. Any resultant order shall be subject to the clauses applicable to the Federal Acquisition Circular (FAC) 2005-35 effective July 14, 2009. Each quote will be subjected to a price analysis.

10. If the quoter has questions pertaining to the RFQ, please send an e-mail to Doreen Starkes via doreen.starkes@eeoc.gov. All questions pertaining to the RFQ are due no later than 3:00 p.m. (EST), on Monday, August 17, 2009.

11. Please complete the price quotation, submit the information listed below for the following items, and return your quote along with all requested information via e-mail to Doreen Starkes, Contracting Officer, at doreen.starkes@eeoc.gov on or before 3:00 p.m. (EST) on Monday, August 24, 2009.

COMPANY NAME: _____

CONTRACTOR POINT OF CONTACT: _____

TITLE: _____

TELEPHONE NUMBER: _____

COMPANY ADDRESS:

FAX NUMBER: _____

E-MAIL ADDRESS: _____

SIGNATURE

DATE OF QUOTE

Evaluation Factors for Award

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
OFFICE OF CHIEF FINANCIAL OFFICER
ACQUISITION SERVICES DIVISION**

JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

1. REQUIRING ACTIVITY:

Office of General Counsel

2. NATURE AND/OR DESCRIPTION OF ACTION BEING APPROVED:

We are renewing maintenance for the existing software licenses for the CaseMap Suite.

3. DESCRIPTION AND ESTIMATED VALUE OF SUPPLIES/SERVICES REQUIRED:

Estimated value for the period 9/25/2009 through 9/24/2010 is \$.

This provides for software license maintenance for 450 copies of the CaseMap Suite and the vendor's standard support plan.

4. IDENTIFICATION OF THE JUSTIFICATION RATIONALE AND, IF APPLICABLE, A DEMONSTRATION OF THE PROPOSED CONTRACOR'S UNIQUE QUALIFICATIONS TO PROVIDE THE REQUIRED SUPPLY OR SERVICE:

(a) 41 U.S.C. 253(c)(1); FAR 6.302-1 Only one responsible source and no other supplies or services will satisfy agency requirements. (Note: This authority should not be used if 4(b) or 4(c) is applicable).

(b) 41 U.S.C. 253(c)(2); FAR 6.302-2 Unusual and Compelling Urgency. Full and open competition is impractical because any delay in award of this procurement would result in serious injury, financial or other, to the Government. This authority requires offers from as many potential sources as practical under the circumstances.

(c) 41 U.S.C. 253(c)(5); FAR 6.302-5 Authorized or Required by Statute. A statute expressly authorizes or requires that the acquisition be made through another agency or from a specified source, e.g., SBA Section 8(a). Purchases from the Blind and other Severely Handicapped, or Federal Prison Industries (UNICOR) and Government Printing and Binding. This Authority shall not be used when a provision of law requires an agency to award a new contract to a specified non-Federal Government entity unless the provision of law specifically: (1) identifies the entity involved; (2) refers to Section 303(h) of the Federal Property and Administrative Services Act of 1949 for civilian agency acquisitions; and (3) states that award to that entity shall be made in contravention of the merit-based selection procedures in Section 303(h) of the FPR Act.

5. DEMONSTRATION THAT THE ACQUISITION REQUIRES USE OF THE AUTHORITY CITED:

The CaseMap Suite is currently in use by headquarters and field litigation staff. Renewal of the software maintenance and standard support plan are necessary to the continuity of this litigation activity.

Lexis-Nexis CaseMap is the developer/publisher of the Suite and the only source for the software maintenance and standard support plan.

6. DESCRIPTION OF ANY EFFORTS MADE TO ENSURE OFFERS WERE SOLICITED FROM AS MANY POTENTIAL SOURCES AS PRACTICABLE:

Lexis-Nexis CaseMap is the developer/publisher of the Suite and retains proprietary rights to the product. Lexis-Nexis CaseMap does not make the product available through third party distributors or resellers.

7. DETERMINATION THAT ANTICIPATED COST IS FAIR AND REASONABLE:

Pricing is determined to be fair and reasonable based on historical pricing data from Contract No. 3IT0000226 and a survey of the current GSA schedule pricing for these services published at www.gsaaadvantage.gov.

8. DESCRIPTION OF MARKET SURVEY CONDUCTED AND RESULTS (If a market survey was not conducted, please state reason):

OIT executed a market study via the Internet prior to the original selection and acquisition. OIT reviewed Web sites identified by the American Bar Association's Legal Technology Resource Center as providing product information: AllLaw.net, Law Office Computing, and FindLaw.com. A list of 63 products was compiled. Web sites for these products were reviewed (4 sites were no longer on-line) to identify product capabilities and their conformance with the OGC/OIT functional requirements. A great number of products were quickly eliminated: products directed at criminal law practices, billing and practice management systems, utilities such as scanning software, and those available only as consulting services. The remaining products fell into the category of Case Management systems or dedicated, self-contained document management systems. These products lack the analytical capabilities required and would conflict and duplicate the Commission's effort to establish a standard document management solution.

9. OTHER FACTS SUPPORTING THE USE OF OTHER THAN FULL AND OPEN COMPETITION:

10. LIST OF SOURCES EXPRESSING WRITTEN INTEREST IN THIS ACQUISITION, IF ANY:

11. STATEMENT OF ACTIONS THE AGENCY MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS TO COMPETITION BEFORE TAKING ANY SUBSEQUENT ACQUISITION FOR THE SUPPLIES OR SERVICES:

The commercial software market is a highly competitive arena and, as noted in section 8 above, there are a substantial number of players developing products directed at the legal profession. There are no market barriers to other manufacturers developing competitive products. If required, the Commission will again assess the marketplace to identify potentially competitive offerings.

9. CONTRACTING OFFICER/TECHNICAL CERTIFICATION

I CERTIFY THAT THE ABOVE JUSTIFICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

9A. Contracting Officer Certification/Approval:

Doreen Starkes, Contracting Officer

DATE:

9B. Technical Official Certification:

DATE: