

NATIONAL LABOR RELATIONS BOARD

STATEMENT OF WORK FOR PROCUREMENT SERVICES

1.0 BACKGROUND

The National Labor Relations Board (NLRB) is an independent Federal Agency created by Congress in 1935 to administer the National Labor Relations Act, the primary law governing relations between unions and employers in the private sector. The statute guarantees the right of employees to organize and to bargain collectively with their employers or to refrain from all such activity. The NLRB has two principal functions: (1) to determine, through secret ballot elections, the free democratic choice by employees whether they wish to be represented by a union in dealing with their employers and, if so, by which union; and (2) to prevent and remedy unlawful acts, called unfair labor practices, by either employers or unions. The Agency processes only those charges of unfair labor practices and petitions for employee elections that are filed with the NLRB in one of its 51 Regional, Sub-regional, or Resident Offices.

2.0 INTRODUCTION

The Procurement and Facilities Branch, Contracts and Procurement Section, located at 1099 14th Street, NW, Suite 6100, Washington, DC 20570, is responsible for the planning, development, coordination, and execution of a comprehensive acquisition program for the purchase of open market and other sources, and/or lease of diversified types of equipment, office furniture, supplies, printing and reproduction, and other services, as well as a complete program of contracting services, including but not limited to appropriate advertised and/or negotiated contracts, and administration and termination of contracts. The Contracts and Procurement Section provides a centralized acquisition office for the NLRB's Headquarters and 51 Field Offices.

3.0 SCOPE

The Contracts and Procurement Section requires the assistance of procurement services in order to fulfill the necessary procurement functions and year-end close outs that require completion before the end of the Fiscal Year 2007. In addition, assistance is required for the preparation of renewal obligations for Fiscal Year 2008. Accordingly, the contractor must be able to provide high quality, consistent and reliable support services to conform to this requirement. Specific requirements are set forth in paragraphs 3.1 and 3.2 below.

3.1 CONTRACTOR DUTIES

3.1.1 Review requests for procurement of furniture, equipment, rentals, services, and other NLRB required commodities from GSA contractors or open-market vendors to ensure that all applicable documents have been submitted,

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including but not limited to sole source justifications, determination and finding documents, etc. Uses procedures outlined in the Federal Acquisition Regulations (FAR) and/or research information from other sources to assist in preparing purchase orders under the direction of the Section Chief.

3.1.2 Makes proper distribution of completed purchase orders.

3.1.3 Closes out purchase order documents by following established procedures noting the date(s) of receiving reports or purchase orders for those items that have been delivered, as well as records information pertaining to receipt of items. Forwards the closeout documents to the Finance Office in order for payments to be made against rendered service. Conducts follow-up with vendors on outstanding deliveries or shortages, as necessary, to obtain information on deposition of a pending shipment.

3.1.4 Maintains up-to-date files on purchase orders and assist in the preparation of discarding old procurement office files and records in accordance with the NLRB's record retention procedures.

3.1.5 Uses office automation systems and electric typewriter to process in draft and/or final a variety of letters, memorandas, reports, and other materials pertaining to any of the activities within the office. Responsible for spelling, capitalization, punctuation, spacing and arrangement of material and other matters of format, and is expected to call attention to obvious errors in grammar and sentence structure.

3.1.6 Maintains a computerized log of all purchase orders received and prepared by the Contracts and Procurement Section, including purchase orders prepared by the NLRB Library Section and Office of the Chief Information Officer, but maintained by the Contracts and Procurement Section.

3.1.7 Performs other related duties as may be required.

3.2 CONTRACTOR RESPONSIBILITIES

The awarded contractor shall be responsible for the following:

3.2.1 Providing one (1) procurement clerk to report to the Contracts and Procurement Section (see address in Section 2.0, Introduction) during the operational hours of 8:30 am to 5:00 pm, Monday through Friday, except Federal holidays (for which the Contractor is not compensated by the Government) (see

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paragraph 6.0, Government Holidays), or when the employee is on leave. This work schedule includes a ½ hour lunch break, two (2) 15 minute breaks (one in the morning and one in the afternoon), and may include overtime. Offerors must provide with its offer a detailed plan, which shall be subject to approval prior to contract award, for coverage during hours of operation, including back-up coverage if the designated procurement specialists are absent from NLRB.

3.2.2 In the event that unscheduled procurements, or work volumes exceed the normal workday, overtime may be authorized to complete a task. The Contracting Officer's Technical Representative (COTR) will notify the contractor in writing of the need for overtime and the specific reason for the overtime, prior to any authorization for overtime. All overtime approval will be provided in writing.

3.2.3 At the COTR's request, the contractor's employees may attend meetings, both within and outside of the Agency, where discussions are focused on Federal procurement.

3.2.4 The contractor shall provide qualified staff to support the requirements of the duties outlined above, and provide NLRB with resumes of the individuals who will be assigned to this project at the time of offer submission.

3.2.5 Performance of the work under this contract shall be subject to the direction of the Section Chief. The directions shall be issued within the general scope of work stated in this requirement. Day-to-day work is performed independently within the framework of the established procedures. Finished work is subject to spot check by the Section Chief for adequacy and for compliance with directives.

4.0 DELIVERABLES:

Weekly progress reports are required to be submitted to the Section Chief each Monday no later than 12 Noon detailing the work activities from the preceding week and shall include a list of pending assignments. Additionally, daily attendance logs are required to be signed, noting arrival and departure times.

5.0 CONTRACTOR KNOWLEDGE AND EXPERIENCE REQUIRED

5.1.1 Significant knowledge of office automation systems and a fully qualified typist to perform word processing duties.

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5.1.2 Knowledge of automated procurement systems, including but not limited to Momentum, FedBizOpps, GSA's e-Buy, and Central Contractor Registration.

6.0 PERIOD OF PERFORMANCE

The period of performance under this contract date of award through September 30, 2007, with an option to extend the terms of the services for one (1) year.

OPTIONAL YEAR: October 1, 2007 through September 30, 2008.

7.0 GOVERNMENT HOLIDAYS

(a) The following legal holidays are observed by the NLRB: Holidays falling on Saturdays are observed on the Fridays preceding the holiday, while those holidays falling on Sundays are observe on the Monday following the holiday.

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

(b) The Contractor shall comply with the aforementioned Government holidays and any other designated by Federal Statute, Executive Order, or Presidential proclamation, therefore, the Government offices are closed to the Contractor's staff on the day(s) these holidays are observed. In addition, work shall not be required of the Contractor when Federal employees are released from work early due to inclement weather conditions or when Federal offices are closed due to inclement weather conditions. The Section Chief will notify the Contractor when early release of Federal employees has been authorized.

8.0 CONTRACT TYPE

The Government intends to award an Indefinite-Delivery-Indefinite-Quantity fixed price contract with economic price adjustment.

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9.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT AND INFORMATION

The NLRB shall provide the following: office space, including desk and chair; personal computer, including all necessary software applications; telephones and office supplies for contractor staff working onsite at the NLRB.

10.0 IT SECURITY AWARENESS TRAINING

Any contractor employee who shall be granted unescorted physical access to the NLRB facility and/or access to any NLRB-controlled computer system must receive, annually, one (1) hour of security and privacy awareness training prior to receiving such access privileges, including scheduled periodic refresher training thereafter. In addition to completing any notifications or certification requirements required by the awareness training system, including submission of a "User Responsibility Agreement" or other similar document, the contractor's employees must provide written certification to the Section Chief as soon as the training has been completed. Failure to complete the mandatory training within the timeframe required will be grounds for denied access from all facilities and/or computer usage privileges, as well as suspension or termination from work on the awarded contract until the required training is completed.

11.0 BIDDING INSTRUCTIONS

The National Labor Relations Board is seeking a cost proposal against the offeror's current General Services Administration Federal Supply Schedule Contract to provide the services listed above. The prices and categories offered shall be consistent with the position listed within your current schedule. All offers shall indicate an hourly contract rate.

12.0 BID EVALUATION FACTORS

Offers will be evaluated by multiplying the estimated requirements (see attached Schedule of Rates) times the price bid for the base period and option year, and total the two periods.

13.0 AWARD CRITERIA

It is in the best interest of the NLRB and the Government to award contracts only to reliable and capable offerors who can reasonably be expected to comply with the contract requirements. The NLRB reserves the right to reject any or all offers or any part thereof; to waive any minor informality or irregularity in offers received.

OFFEROR'S NAME: _____

SCHEDULE OF RATES

PROCUREMENT SUPPORT

FISCAL YEAR 2007 (DATE OF AWARD – SEPTMBER 30, 2008)

DAY RATE: _____ PER HOUR RATE X 40 HOURS PER WEEK X 19 WEEKS = _____

OVERTIME RATE: _____ PER HOUR RATE X 10 HOURS PER WEEK X 19 WEEKS = _____

CONTRACT AWARD IS INDEFINITE-DELIVERY-INDEFINITE-QUANTITY FIXED PRICE WITH ECONOMIC PRICE ADJUSTMENT IN ACCORDANCE WITH YOUR FIRM'S GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SCHEDULE CONTRACT.

OFFEROR'S NAME: _____

SCHEDULE OF RATES

PROCUREMENT SUPPORT

FISCAL YEAR 2008 (OCTOBER 1, 2007 – SEPTMBER 30, 2008)

DAY RATE: _____ PER HOUR RATE X 40 HOURS PER WEEK X 52 WEEKS = _____

OVERTIME RATE: _____ PER HOUR RATE X 10 HOURS PER WEEK X 52 WEEKS = _____

CONTRACT AWARD IS INDEFINITE-DELIVERY-INDEFINITE-QUANTITY FIXED PRICE WITH ECONOMIC PRICE ADJUSTMENT IN ACCORDANCE WITH YOUR FIRM'S GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SCHEDULE CONTRACT.