

R_{RFQ} Summary

▶ Forward RFQ

▶ Modify RFQ

▶ Cancel RFQ

Selected vendor(s) were notified

RFQ ID RFQ328718	Reference # FCC RFQ08000047
RFQ Title DIGITAL TELEVISION TRANSITION (DTV) Event Planner Support Services	
RFQ Status Open	Delivery Days From Date of Award to Date of Completion
RFQ Issue Date 09/30/2008 07:57:30 PM EDT	RFQ Close Date 10/14/2008 03:00:00 PM EDT

Line Items

Mfr. part No/NSN/Item	Manufacturer	Product/Service Name	Qty	Unit	Ship Address
Event Planners			10	EA	1

Description

The FCC has a requirement for "Specialized Marketing Services", "Event Planners". The Event Planners will be responsible for at least five (5) but possibly more locations. In each location, the Event Planners will be expected to identify and make necessary arrangements for outreach events including, but not limited to, town hall meetings, workshops, and roundtables for the FCC Commissioners and staff to attend in the 81 cities and Puerto Rico (http://www.dtv.gov/national_tour.html). Each Event Planner will also be expected to identify co - sponsors for events and ancillary activities for Commissioners and staff to attend to help promote the transition. The Event Planners will be responsible for technical and other support services, including, but not limited to, determining Audio-Visual requirements and demand for publications, signs, and other outreach meeting-related details. The Event Planners will also work with the Commission's Travel Office to identify accommodations and local transportation options. Planners must maximize the effectiveness of the local outreach efforts for the DTV transition, including work with local officials, community leaders, and grass roots and community-based organizations (CBOs) to determine the best means to reach the most vulnerable consumer groups (identified below). The Event Planners will be based in the headquarters office of the FCC in Washington, DC and will be required to do advance work in the target areas, and on occasion, as needed, the Event Planners may be required to travel to and handle "on - site" planning and set up work before, during and after the actual time the Commissioners and other FCC personnel are on location. The Event Planners will need to identify and work with the FCC's Contracts and Procurement Center (CPC) staff to make sure that the local needs of the Commissioners and other staff and personnel involved with the national outreach initiative are met and that the appropriate and effective local outreach sessions are identified and planned.

SEE ATTACHED PERFORMANCE-BASED WORK STATEMENT (PWS)

All questions shall be submitted in writing via electronic mail (e-mail) to the Contracting Officer at Arnett.rogers@fcc.gov with a copy to the Contract Specialist at Todd.griffin@fcc.gov not later than October 9, 2008 at 3:00 PM (EST).

Telephonic inquiries will not be accepted.

Attached Documents:

DTV SOW HQ Event Planners.3.ssw.doc
RFQ Quotation Sheet.doc
Past Performance Contact Information Sheet.doc
RFQ 08000047 SUBMISSION REQ.doc

Shipping Address

(1) Arnett Rogiers:

Federal Communications Commission
CONTRACTS & PURCHASING CENTER
445 12TH STREET SW, ROOM # 1-A522
Washington, DC 20554

Individual Receiving Shipment
ARNETT ROGIERS
202-418-1973
ARNETT.ROGIERS@FCC.GOV

**PERFORMANCE-BASED WORK STATEMENT (PWS)
FOR
DIGITAL TELEVISION TRANSITION (DTV)
EVENT PLANNERS SUPPORT SERVICES**

C.1 INTRODUCTION AND BACKGROUND

The Federal Communications Commission (FCC) announced a nationwide initiative to increase awareness about the upcoming transition to Digital Television (DTV). The FCC identified target television markets for specific DTV Outreach, including all those markets in which more than 100,000 households or at least 15% of the households rely solely on over-the-air-signals for television, including Puerto Rico. Chairman Kevin Martin announced that the five FCC Commissioners and Commission staff will fan out to these areas to raise awareness and educate consumers in the days leading up to the digital television transition on February 17, 2009.

As part of the effort to prepare consumers for the transition, we have identified eighty-one (81) television markets and Puerto Rico in which a large number of viewers will have to take action to prepare for the transition. This unprecedented nationwide tour by all five Commissioners, Commission Staff and other personnel is part of the FCC's commitment to raise awareness of and help consumers prepare for the digital television transition. Recognizing the challenges many viewers in these communities may face, the Commissioners unanimously agreed to travel coast-to-coast to hold public events, meet with community leaders, broadcasters, and other stakeholders to highlight steps consumers may need to take to prepare for the transition.

C.2 OBJECTIVE

In August 2008, the FCC announced a nationwide initiative involving eighty-one (81) cities plus Puerto Rico to increase awareness about the upcoming DTV transition. In each of the eighty-two areas identified, the Commission will organize a local public event or series of events such as town hall meetings, workshops, or roundtables with an FCC Commissioner and staff to highlight the digital transition. The Commissioners will be available to local press. In coordination with these visits, the FCC will work with local broadcasters and radio stations to encourage the broadcast of radio and TV DTV Public Service Announcements (PSAs). This outreach is designed to educate consumers in these communities, especially those who are most vulnerable in the transition: Seniors, People Living in Tribal and Rural Areas, People with Disabilities, Individuals with Low-Incomes, Minorities, and Non-English Speakers. In the weeks leading up to each event, there will be extensive planning to ensure that consumers are aware and can take advantage of the information and assistance offered by the Commission.

C.3 SCOPE

The FCC has a requirement for "Specialized Marketing Services", "Event Planners". The Event Planners will be responsible for at least five (5) but possibly more locations. In each location, the Event Planners will be expected to identify and make necessary arrangements for outreach events including, but not limited to, town hall meetings, workshops, and roundtables for

the FCC Commissioners and staff to attend in the 81 cities and Puerto Rico (http://www.dtv.gov/national_tour.html). Each Event Planner will also be expected to identify co – sponsors for events and ancillary activities for Commissioners and staff to attend to help promote the transition. The Event Planners will be responsible for technical and other support services, including, but not limited to, determining Audio-Visual requirements and demand for publications, signs, and other outreach meeting-related details. The Event Planners will also work with the Commission’s Travel Office to identify accommodations and local transportation options. Planners must maximize the effectiveness of the local outreach efforts for the DTV transition, including work with local officials, community leaders, and grass roots and community-based organizations (CBOs) to determine the best means to reach the most vulnerable consumer groups (identified below). The Event Planners will be based in the headquarters office of the FCC in Washington, DC and will be required to do advance work in the target areas, and on occasion, as needed, the Event Planners may be required to travel to and handle “on – site” planning and set up work before, during and after the actual time the Commissioners and other FCC personnel are on location. The Event Planners will need to identify and work with the FCC’s Contracts and Procurement Center (CPC) staff to make sure that the local needs of the Commissioners and other staff and personnel involved with the national outreach initiative are met and that the appropriate and effective local outreach sessions are identified and planned.

C.4 TASKS:

At each stop, there will be a public event, such as a Town Hall Meeting, Workshop, or Roundtable with an FCC Commissioner to highlight the digital transition. Commissioners will also be available to local press. In coordination with these visits, the FCC will work with local broadcasters and radio stations to increase the broadcasts of Radio, DTV, and DTV Public Service Announcements (PSAs). This outreach is designed to educate consumers in these demographics and especially those groups that are most vulnerable in the transition:

- Seniors,
- People Living in Tribal and Rural Areas,
- People with Disabilities,
- Individuals with Low-Incomes,
- Minorities and
- The Non-English Speaking Community

The Event Planners will provide all or some combination of the services listed below; this list, however, is not all inclusive:

- Technical Support
 - Identifying demand for press, publications and promotional materials; Making arrangements for on-site Media Relations set up; Arranging, and in some instances conducting and attending, in person Pre-Conference Meetings with Hotels/Convention Center and Vendors; Coordinating Programs and Speakers; Coordinating Materials Design and Publications,

Planning Social Events; Identifying Audio – Visual requirements and publications; Handling Room Set-Up; Preparing and/or Making available materials as needed for events, including CDs, DVDs, and Publications.

- Support Services
 - Coordination of Housing, Event Registration (pre, on – site, and on-line), and on site Ground Transportation; Attendance of FCC and local officials at local events, including but not limited to town hall meetings, workshops and roundtables; Identifying need for and arranging distribution of announcements, welcome kits, meeting kits, registration badges, meeting schedules (Agendas) banners and signs, printing, etc. for local events.

Public Relations and Media Relations Support

- The Event Planners may also need to carry out some Public Relations (PR) support (arrange interviews, inform local media of events, make available PSAs, CDs, DVDs and publications for media use, etc.); and identify possible media outlets and opportunities for DTV outreach concurrent with Commissioner and FCC staff attendance at town hall meetings, workshops, roundtables and other local community events.

C.5. Task 1: Orientation/Kick-Off Meeting

The Contractor shall coordinate with the Contracting Officer’s Technical Representative (“COTR”) within five business days after the effective date of the Task Order to schedule a Project Orientation/Kick-Off meeting between the Contractor and the Government representatives. The meeting shall be scheduled within five (5) business days of such coordination. The Contractor will host the meeting to kick-off the Task Order. At the meeting, the contractor will discuss/validate the scope, objectives, initial milestones and expectations of the task, and any other relevant issues. A draft agenda for the meeting will be provided to the COTR for approval two (2) business days prior to the meeting. The contractor shall be responsible for documenting the meeting, including attendees, clarifications, agreements, and action items.

Task Output: Orientation/kick-off meeting, agenda and minutes.

- Due Date: Five (5) business days after receipt of the Task Order.
- Meeting: Scheduled in coordination with the COTR within five (5) business days of the effective date of the Task Order.
 - Agenda: Two (2) business days prior to the meeting.
 - Minutes: Provided to the COTR within three (3) business days after the meeting.

C.5.1 Task 2: Develop a Project Plan

The Contractor shall develop a Project Plan for the management of tasks to be accomplished in this Task Order. At a minimum, the plan shall include the specific methodology to be used, government support requirements, milestones, project timeline/schedules, due dates for draft deliverables, the dependencies of all the required tasks, responsibilities for coordination/action, a delineation of all Contractor and Government tasks, and a schedule for Progress Reviews. At a minimum, the Project Plan shall address the following:

- Identifying the locations for the outreach events in some combination of the 82 locations that are part of the Commission’s nationwide initiative to increase awareness of the DTV transition. This task will be done in coordination with FCC personnel;
- Identifying co – sponsors;
- Identifying and planning ancillary activities for Commissioners and other DTV outreach personnel to help promote the transition;
- Working with the FCC Travel Office to identify accommodations;
- Conducting advance work before and during the time the Commissioners and other DTV outreach personnel are on location;

- Traveling to designated areas in the 81-city plus Puerto Rico initiative to provide additional planning and set up for outreach events;
- Identifying the need for and coordinating delivery of technical and support materials for distribution at outreach events and to local media outlets;
- Working with the Contracts and Procurement Center (CPC).

The deliverable for this task shall be a Project Plan. The plan shall be presented in oral, electronic and hardcopy form. The contractor shall make the oral presentation of the final plan at a date/time/place approved by the COTR. Following receipt of government comments to the draft deliverable, the contractor will address these comments, and submit a final version of the plan within one week of receipt of the FCC's comments. The format of the plan will be proposed by the Contractor and approved by the COTR. The plan will serve as the basis for tracking project progress. The plan will be created and distributed in draft and final versions in the formats and quantities prescribed for the deliverables in paragraph C.7 below. The contractor will be responsible for coordinating any subsequent changes to the plan and providing a revised plan.

Task Output: A draft and/or final Project Plan for the execution of this Task Order.

Due Date:

- Draft Plan: Five (5) business days after the effective date of the Project Kick-Off Meeting.
- Final Plan: Three (3) business days after receipt of FCC comments on the draft plan.

C.5.2 Task 3: Review of existing FCC Data

The Contractor shall conduct a review of any and all existing data including:

- 1) Meeting/Interviewing FCC personnel about targeted cities, venues, implementation plan.
- 2) A Needs Analysis to determine what's required to effectuate the plan in the targeted cities.

Task Output: A draft and final document after meeting and greeting with FCC Personnel.

Due Date:

- Draft Plan: In accordance with the Project Plan developed in Task 2.
- Final Plan: Three (3) business days after receipt of FCC comments on the draft.

The Contractor shall work with FCC personnel to create procedures, and when possible, a draft document detailing information for outreach sessions in each of the targeted cities.

The deliverables for this task shall be:

1. The final document. The document shall be presented in oral, electronic and hardcopy form. The contractor shall make the oral presentation of the final document at a date/time approved by the COTR. Following receipt of government comments to the draft deliverable, the contractor will address these comments, and submit a final version of the document. The format of the document will be proposed by the Contractor and approved by the COTR. The document will be created and distributed in draft and final versions in the formats and quantities prescribed for the deliverables in paragraph C.7 below. The contractor will be responsible for coordinating any subsequent changes to the document and, following COTR approval, providing a revised document.
2. Appropriate electronic storage media containing all initial raw data sets used in the ECD system in their original unmodified format. This shall include all data provided by the FCC, Census Bureau, contractor, or data purchased and licensed by the contractor on behalf of the FCC.

Task Output: The draft and final document describing any changes to locations, events, and venues.

Due Date:

- Draft Plan: In accordance with the Project Plan developed in Task 2.
- Final Plan: Three (3) business days after receipt of FCC comments on the draft.

C.5.3 Task 5: Delivery of Project Plan

The Contractor shall develop and deliver the Project Plan. The Contractor shall include all supporting materials including system documentation and User manuals that will be used for implementing the operation. The Contractor shall maintain documentation detailing all results and make them readily available to the COTR or Technical Point of Contact (“TPOC”) for review or comment.

Due Date: In accordance with the Project Plan developed in Task 2.

C.5.4 Task 6: Acceptance Testing

After receiving input from the FCC, the Contractor shall develop and deliver the Project Plan for final review. The Contractor shall develop and deliver all final training materials, training aids, design development, and presentation(s) for training of users, operators, and other FCC staff in the operation, function, use, and trouble-shooting of the DTV Transition initiative. The Contractor shall develop and deliver a plan for acceptance of all components of the Project Plan, including documentation.

Task Output: Acceptance testing plan; All final training materials, training aids, design development, and presentation training for users, operators, and other FCC staff in the operation, function, use, trouble-shooting, or implementation of the Project Plan.

Due Date:

- Draft Plan: In accordance with the Project Plan developed in Task 2.
- Final Plan: Three (3) business days after receipt of FCC comments on the draft.

C.6 GENERAL

C.6.1 Facilities: The Contractor shall perform work primarily at the FCC's Headquarters in Washington, DC, and as needed, may travel to one or some combination of the eighty-two (82) locations, as required. For work performed at the Commission's D.C. facility, the Government will furnish, without cost to the Contractor, government-furnished facilities for use by the Contractor's employees in accomplishing this Task Order. Such facilities will include a workspace, and access to a telephone, a personal computer, necessary computer software, a printer, and/or other peripheral automation equipment required for the accomplishment of the Task Order. Restrictions on contractor use of such facilities will include the following:

- (1) The Contractor shall be responsible for reasonable maintenance of the Government-furnished space to the same standards as similar areas occupied by the Government.
- (2) The Contractor shall maintain the facilities in a neat and orderly condition and shall be financially responsible for the repair of contractor-caused damages.

C.6.2 Scheduled Meetings: The Contractor shall make the appropriate project representatives available upon two (2) business days notice from the Government to attend meetings with FCC staff and/or any outside experts or contractors retained by the Government in order to present, discuss, and/or analyze the Contractor's work products and the FCC's needs. If, due to exceptional circumstances, the Contractor cannot reasonably be available for a scheduled meeting upon two (2) business days notice, the Contractor shall notify COTR as soon as possible and make alternative arrangements to meet on a date acceptable to the government.

C.7 DELIVERABLES:

Any product delivered under this task order shall meet the conditions specified in the warranty section of the basic contract. The deliverables of this task will be created in an acceptable electronic format compatible with Microsoft Office (2002) XP SP-1 products and delivered in both electronic and hard copy versions. Hard copy products will be printed on 8.5" x 11" paper, single sided and bound. One electronic copy of each deliverable will be delivered to the COTR and the Point of Contact listed in paragraph C.9 via electronic mail. Hard copy versions, with a single electronic copy attached on either CD-ROM, Flash Drive media, will be provided to the COTR. Four hard copies of both the draft and final versions of each deliverable will be provided as follows: Two (2) copies to the COTR and two (2) copies to the Technical POC. All Points of Contact are listed in paragraph C.9 below. The Government will provide comments in electronic form, via electronic mail and/or hardcopy, to the Contractor on all draft versions of deliverables within five (5) business days of the receipt of the draft. All hard copy deliverables should be sent via surface mail or courier. The Government will have five (5) days to determine final acceptance of all final deliverables.

All written deliverable products must be written in a clear, concise, and professional manner and spell-checked using MS Word compatible spell-checker or equivalent.

A summary of the deliverables specified in this task order is listed below:

<u>Task Number</u>	<u>Deliverable Description</u>	<u># of Copies</u>
1	Project Kick-off meeting, agenda, and meeting minutes	N/A
2	Project Work Plan (draft) with oral presentation	4
3	Selection of venues, etc.,	4
4	Draft document re: changes by FCC	4
4	Electronic storage media	2
All	Weekly Status Report with oral summary and minutes	4

C.8 ACCESSIBILITY CONSIDERATIONS

The Federal Communications Commission (FCC) considers accessibility to information a priority for all employees and external customers, including individuals with disabilities. The FCC has established Requirements for Accessible Software Design. In order to support its obligations under Sections 504 and 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794 and 794d, as amended, to ensure the accessibility of its programs and activities to individuals with disabilities, specifically its obligations to acquire accessible electronic and information technology. Therefore, when selecting computer hardware and software applications for use within the FCC's computing environment, the Commission will require the Contractor to evaluate the hardware and software to determine its accessibility by users with disabilities. For detailed information regarding Section 508 requirements, the Contractor should go to www.Section508.gov.

C.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) and TECHNICAL POINT OF CONTACT (TPOC)

The COTR for this Task Order is Michelle Scott, (202) 418-1375. The COTR is responsible for the overall evaluation of contractor performance and deliverables for this Task Order. The FCC will designate a TPOC for this Task Order. The TPOC will provide guidance and expertise in business and operational functions of this requirement, and, serve as the subject matter expert for functional aspects of Task Order.

The COTR will serve as the primary Point of Contact within the FCC and the TPOC will serve as the alternate point of contact. The COTR is responsible for administering the performance of work under this contract. No understanding, agreement, modification, change order or other matter deviating from the terms and conditions of this contract is effective or binding upon the Government unless authorized by a modification signed by the Contracting Officer prior to the completion of the contract. The Contracting Officer shall be informed as soon as possible of any actions or inactions by the Contractor or the Government which may affect the price, required delivery or completion times stated in the contract, so that the contract may be modified if necessary. The COTR and/or TPOC are **not** authorized to direct any action that results in a change in scope, price, terms, or conditions of this contract.

Deliverables will be provided to both POCs specified in paragraph C.9 via the U.S. Mail or a courier service, using the appropriate POC name and room number specified below using the following address: Federal Communications Commission, 445 12th Street, SW, Washington, DC 20554.

POC Telephone Fax E-mail Room #

To Be Determined

C.10 SERVICE DELIVERY SUMMARY (SDS)

C11.1 Method of Performance Monitoring

Within ten (10) business days of contract award, the contractor shall develop and present to the COTR for approval an appropriate performance metrics and customer satisfaction survey (i.e., monitoring approach). Upon Government acceptance of the monitoring approach, performance scoring will commence immediately. The contractor shall schedule monthly reviews (either in person or tele-conference, upon mutual agreement and availability of the COTR and TPOC) of the performance data. In the event that performance data falls below the Acceptable Quality Level (AQL), the contractor will provide a proposed plan for raising their performance to an acceptable level. At each review, the selected measures and monitoring approaches will be analyzed to determine if they continue to meet the performance objectives of this task order. If the Government determines the performance objectives or monitoring approach need to be altered, the contractor shall propose modifications within ten (10) business days of the Government’s determination.

C.11.2 Performance Scoring

The following scoring methodology shall be incorporated in the monitoring approach:

- 5 = Exceptional Overall Performance – Exceptional Past Performance Review
- 4 = Very Good Overall Performance – Very Good Past Performance Review
- 3 = Satisfactory Overall Performance – Satisfactory Past Performance Review
- 2 = Marginal Overall Performance – Marginal Past Performance Review - 2% monthly invoice reduction
- 1 = Unsatisfactory Overall Performance – Unsatisfactory Past Performance Review – 6 % invoice reduction

Performance Objectives	Acceptable Quality Level (AQL)	Method of Monitoring	Performance Scoring
Quality Assurance* policies and processes are used in understanding user requirements, developing products/services that meet the specified requirements and deploying solutions in a timely, cost effective manner. Emphasis should be on catching defects before they get into the final product.	Satisfactory	Monthly Reporting Metrics	See C.11.2

<p>Effective Project Management practices are established including resource management, risk mitigation, accurate time accounting and balancing competing priorities. The goal is to ensure work requests and projects are accomplished with maximum efficiency and effectiveness.</p>	<p>Satisfactory</p>	<p>Monthly Reporting Metrics Bi-Weekly Time Accounting Report</p>	<p>See C.11.2</p>
<p>A high level of measurable Customer Satisfaction is achieved through implementation of periodic surveys, metrics on work progress, and activities that support rapid problem resolution and modernization of obsolete system components.</p>	<p>Satisfactory</p>	<p>Monthly Reporting Metrics and Customer Satisfaction Survey</p>	<p>See C.11.2</p>

* A systematic process of checking to see whether a product or service being developed is meeting specified requirements.

C.12 REPORTS

Monthly Project Status Reports—The Contractor shall prepare and deliver to the Government a monthly-project status report reflecting the current status of ongoing efforts and any other relevant information regarding problem areas and their resolutions, significant activities, work progress, contract expenditures and staffing information (current staff assigned and summary of any vacancies/recruiting activities). The report shall provide the projected hours and key deliverables/accomplishments for the month. In addition, the reports shall include metrics required to support performance monitoring and scoring. All reports shall be prepared in MS Word format and submitted via e-mail to the COTR no later than the 10th business day of each month.

Ad Hoc Meeting Minutes and Discussion Summaries – The Contractor shall prepare summaries of meetings and work sessions on an as needed basis.

C.13 SUITABILITY AND SECURITY PROCESSING

C13.1 General

(a) All contract personnel are subjected to background investigations for the purpose of suitability determinations. Based on their proposed duties, some contract personnel may also be required to have security clearance determinations. No contract personnel may be assigned to work on the contract without a favorable initial review of the OF 306, *Declaration for Federal Employment* (http://www.opm.gov/forms/pdf_fill/of0306.pdf) or a written waiver from the FCC Security Operations Center (SOC).

(b) Suitability, waiver, and security clearance determination investigations are currently conducted through the FCC Security Operations Center (202- 418-7884). The individual contract employee will be provided with a review process before a final adverse determination is made. The FCC requires that any contract personnel found not suitable, or who has a waiver cancelled, or is denied a security clearance, **be removed by the contractor during the same business day that the determination is made.**

(c) If the contract personnel is re-assigned and the new position is determined to require a higher level of risk suitability than the contract personnel currently holds, the individual may be assigned to such position while the determination is reached by the SOC. A new A-600 shall be necessary for the new position.

(d) Contract personnel working as temporary hires (for ninety (90) days or less) must complete and receive a favorable initial review of the OF 306 and complete the contract personnel section of the FCC Form A-600, "FCC Contractor Record Form." If during the term of their employment they will have access to any FCC network application, they must also complete and sign the FCC Form A-200, "FCC Computer System Application Access Form."

C.13.2 At Time of Contract Award

(a) The FCC Security Operations Center must receive the completed, signed OF 306 for all proposed contractor employees at the time of contract award. Resumes for all personnel proposed for assignment on the contract should be provided to the Security Office prior to the time of in-take processing (see below, 2.3.2). **The FCC Security Operations Center requires up to five (5) business days (from the date they are received) to process the OF 306 before any employee is allowed to begin work on the contract. A written waiver from the SOC may be obtained in special circumstances.**

All contract personnel, regardless of task description, must complete this form. Without an approved, completed OF 306 on file at the SOC, no contractor employee may begin work. An approved OF 306 is one that has passed initial review by the SOC. During the course of the SOC review of the OF 306, the contract personnel may be interviewed by SOC staff regarding information on their OF 306.

(b) In addition, the Contractor is responsible for submission of completed, signed computer security forms for each employee prior to that person beginning work on the contract (See Appendix No. 3, FCC Instruction 1479.1, FCC Computer Security Program Directive and sample forms.) These forms should be submitted to the FCC Computer Security Office.

(c) The COTR shall begin processing their section of the FCC Contract Personnel Record (FCC Form A-600) at this time. This form, with the COTR and CO portions completed, will be distributed at the time of contract award and must be submitted to the SOC within ten (10) business days.

(d) The Office of Personnel Management (OPM) will issue a Certificate of Investigation (CIN) following the appropriate background investigation. The SOC notifies the CO and COTR and contract personnel who have received a favorable adjudication so they may receive their permanent access credential.

C.14 IDENTITY PROOFING, REGISTRATION AND CHECKOUT REQUIREMENTS

C.14.1 Locator and Information Services Tracking (LIST) Registration

The Security Operations Center maintains a Locator and Information Services Tracking (LIST) database, containing contact information for all Commission and contract employee personnel, regardless of work location.

The contract employee's FCC Form A-600, "FCC Contractor Record Form" captures the information for data entry into the LIST system.

C.14.2 Intake Processing

(a) Following the processing of the OF 306 and an initial favorable suitability determination, (unless otherwise waived) the contract personnel shall report to the FCC for identity verification and access badge issuance on their first scheduled day of work.

(b) All new contract personnel must be escorted to the SOC by either the CO or COTR responsible for the contract. At this time the contractor personnel must present two forms of identification; one of which must be a picture ID issued by a state, or the Federal, government. The other piece of identification should be the original of one of the following:

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- School ID
- Voter's registration card
- U.S. Military card
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner card
- Native American Tribal document
- U.S. Social Security card
- Certification of Birth Abroad, (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate, bearing an official seal

(c) After identity verification, the individual shall complete the Fingerprint Card form, FD 258, the Fair Credit Report Act form, and be photographed and issued the appropriate access badge.

(d) At this time the contract employee will be given one of the following forms, based on the security risk designation for the proposed support classification/position, to complete and return to the SOC within seven (7) business days:

- (i) **Low Risk Positions** - SF 85, Questionnaire for Non-Sensitive Positions

- (ii) **Moderate Risk Positions** - SF 85-P, Questionnaire for Public Trust Positions
- (iii) **High Risk Positions/Secret or Top Secret Security Clearances** – Standard Form (SF) 86, Questionnaire for Sensitive Positions

(e) For any contract employee whose name is provided to the Commission for security investigation at (ii) or (iii) level, who subsequently leaves the subject contract, due to Contractor or contract employee decision, within the first year, the Contractor shall reimburse the Commission for the cost of the investigation. If the contract or task order is scheduled for completion in under one year and the contract employee for whom a security investigation has been done leaves prior to the work being done, the Contractor and SOC shall agree on a pro-rated amount for reimbursement. The cost may range from approximately \$400.00 (moderate risk) to \$3,000.00 (high risk). The Contractor will be provided a copy of the investigation invoice with the reimbursement request.

C.14.3 Monthly Contractor Personnel Reports

The monthly report verifying contract personnel working at the FCC is a crucial element in the agency's compliance with Homeland Security Presidential Directive (HSPD) 12. Accurate and timely reporting are required as part of the ongoing access control efforts as mandated by HSPD-12 and implementing directives.

(a) The Contractor's Program Manager shall submit a contract personnel list to the SOC on the first working day of each month. This report shall be identified by the contract name and FCC number, and shall list all the contract employees working at the FCC in the immediately previous month.

(b) The report shall highlight or list in some way those individuals who are no longer employed by the Contractor or who are no longer working on the subject contract. As well, any additional contract personnel who have been successfully processed for work on the contract since the previous report shall also be noted.

(c) The report may be delivered electronically in MS Excel format. The accompanying e-mail should contain a statement of certification of accuracy and should originate with the Contract Program Manager or other Contractor executive personnel. The author of the e-mail shall be considered the signatory.

(d) No later than the 15th of each month, the SOC will notify the Contract Program Manager, the author of the e-mail covering the Monthly report (if different), the COTR and the Contracting Officer if the report is a) received after the first working day of the month, or b) contains errors in the listing. The notification will identify the reason for deficit in the report.

(e) The first instance of either a) or b) above shall result in a Five Hundred Dollar (\$500.00) penalty against the Contractor. The assessed penalty shall increase in Five Hundred

Dollar (\$500.00) increments for each subsequent Monthly report received either late or containing errors.

C.14.4 Checkout Processing

(a) All contract employees no longer employed on the subject contract, or at the termination of the contract, are required to report to the SOC and complete the sign-out portion of the FCC A-600, Contract Personnel Record.

(b) This process verifies the access badge has been returned to the SOC by the contract personnel.

(c) If the checkout processing is not completed by the contract employee, the Contractor shall take action to ensure its accomplishment no later than thirty (30) calendar days after the employee's departure from the FCC.

(d) The Contractor shall be liable to the FCC for an administrative processing charge of \$150.00 (One Hundred Fifty Dollars), for each of their employees who leave their duty assignment at the Commission and fail to complete the checkout processing within thirty (30) calendar days of departure. Mellon Bank, N.A., handles collection and processing of all Commission administrative charges and should payment become necessary, the Contractor will be provided the appropriate directions for an EFT.

(e) The Contractor shall be liable for any actual damages arising from a failure to ensure that the checkout processing occurs within the thirty (30) calendar days of the contract employee's departure from the FCC.

C.14.5 Federal Holidays

The Contractor must establish for this Contract a standard holiday schedule that exactly coincides with the Government's schedule for employees working on Government sites. Holidays and other non-work days are not billable unless work is specifically requested by the Government and performed on these days. The following is a list of Government holidays:

- (1) New Year's Day;
- (2) Martin Luther King's Birthday;
- (3) Washington's Birthday;
- (4) Memorial Day;
- (5) Independence Day;
- (6) Labor Day;
- (7) Columbus Day;

- (8) Veterans' Day;
- (9) Thanksgiving Day;
- (10) Christmas Day.
- (11) Inauguration Day (every fourth year)

No work will be performed by Contractor personnel on Government facilities on observed federal holidays or other non-work days without prior written approval of the COTR. Should approved work be performed on holidays, weekends or other non-work days, it shall be billable at the regular rate.

There are certain types of irregularly occurring circumstances that may prompt the Government to close its offices where Contractor personnel are working, either on a national or local basis (i.e. bomb threats, inclement weather, power outages, death of a national figure, or budget stoppages). Contractor staff shall not work if the Federal Communications Commission is closed, unless otherwise authorized by the Contracting Officer.

C.15 CONFIDENTIALITY AND CONFLICT OF INTEREST

C.15.1 Confidentiality

1. The Contractor and any of its personnel assigned to this contract, including any consultants, subcontractors or other representatives (collectively "the Contractor"), are restricted as to their use of non-public information concerning any matter relating to the contract work. Any such information that is made known to the Contractor by virtue of its work under this contract is deemed confidential/proprietary, and is subject to the attorney-client privilege, the attorney work product doctrine, the deliberative process privilege, and any other relevant claims of privilege from disclosure under the Freedom of Information Act. (Confidential information and/or proprietary data include non-public information to which the Contractor is given access by virtue of its work under the contract and which embody the types of information that are not or have not been generally known or available from other sources, or third parties, without obligation concerning their confidentiality.) It is the responsibility of the Contractor to preserve all such information in confidence. Any confidential/proprietary information relating to any aspect of this contract may not be discussed or shared, or otherwise exchanged within or outside of the Contractor's organization, except as to those individuals: (a) assigned to or performing the contract work; or (b) as otherwise agreed to by the Contracting Officer. Immediately upon contract award (if not already provided as part of the proposal process), the Contractor shall submit a list of assigned Contractor employees, subcontractors, consultants, representatives and, if any, other individuals it has identified as having a "need to know," and obtain the Contracting Officer's written consent to exchange confidential/proprietary information with them. The Non-Disclosure Agreement attached hereto as Attachment 4 must be executed by all affected individuals before the dissemination of any such information. It is understood that the FCC is procuring its requirements from the Contractor under the explicit condition that it ensure that its employees, subcontractors,

consultants, representatives or any other individuals who have been approved in writing by the Contracting Officer to receive confidential/proprietary information, not engage in any discussions or otherwise exchange any information with anyone who has not executed a Non-Disclosure Agreement. The approval process described above applies to any individuals who may become associated with the contract effort following award.

2. All reports, information, discussions, procedures, and any other data that is collected, generated or results from the performance of this contract is considered confidential/proprietary information, and may not be disclosed or used by the Contractor at any time in any manner outside the performance of this contract without the prior written approval of the FCC. Requests to make such disclosure must be addressed in writing to Contracting Officer. In the event the Contractor is issued a subpoena, court order, or similar request seeking information related to this contract, the Contractor will notify the Contracting Officer in writing within one calendar day of knowledge or receipt of such request, whichever is sooner.
3. The Contractor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the FCC. In addition, the Contractor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the FCC. Requests to make such disclosure should be addressed in writing to the Contracting Officer.
4. All documents, photocopies, computer data and any other information of any kind collected or received by the Contractor in connection with the contract work shall be provided to the FCC upon request at the termination of the contract; i.e., the date on which final payment by the United States is made on the contract, or at such other time as may be requested by the Contracting Officer or as otherwise agreed by the Contracting Officer and the Contractor.
5. The prohibition on disclosure of the information described above is an ongoing obligation and does not terminate with completion of the contract work.

C.15.2 Conflict of Interest

1. The Contractor and any of its personnel assigned to this contract, including any consultants, subcontractors or other representatives (collectively “the Contractor”), is committed to providing high quality service to the Commission that is free from bias, personal and organizational conflicts of interest, including the appearance of impropriety, and unprofessional conduct. During the period of contract performance, the Contractor shall refrain from providing services to any person or entity with respect to any matter directly involving the subject matter of the contract with the FCC. The Contractor shall also refrain from providing services to any person or entity with respect to any matter indirectly relating to the subject matter of the contract with the FCC without first providing a detailed written explanation of the proposed services to be rendered and obtaining the express written consent of the Contracting Officer in connection therewith.

The Contractor further agrees that for a period of twelve (12) months following the termination date of the contract, it will not perform services for any individual or entity that may raise an actual or potential conflict of interest (including circumstances that may raise the appearance of impropriety) with respect to work performed for the FCC under this contract without first obtaining the written consent of the Contracting Officer. (The termination date is defined as the date on which final payment by the United States is made on the contract.) These provisions apply to all Contractor personnel, subcontractors, consultants, representatives and any other individuals who have been engaged to perform any aspect of the contract work or who have been given access to any confidential/proprietary data as provided in Paragraph A above.

2. During and after the period of contract performance, the Contractor agrees that it will not dispute the validity of, nor take positions inconsistent with, the work product generated for the FCC in connection with this contract. This provision applies to all Contractor personnel, subcontractors, consultants, representatives and any other individuals who have been engaged to perform any aspect of the contract work or who have been given access to any confidential/proprietary information as provided in Paragraph A.
3. The Contractor must submit with its proposal a certificate containing the following information:
 - a. Name, address, and telephone number of any client of the Contractor, and a description of the services rendered, if, in the 2 years preceding the date this solicitation was issued, services were rendered to such client, public or private, relating directly or indirectly to the subject matter of the services to be provided to the FCC under the instant contract.
 - b. As further provided in Paragraph 4. below, the Contractor shall promptly report to the Contracting Officer, in writing, any changes to this list that may arise during the course of contract performance.
4. The Contractor certifies that it has made inquiry and that, to the best of its knowledge and belief, no actual or potential conflict, or situation that could raise the appearance of impropriety, exists with respect to the services to be provided in connection with the instant contract, or that any actual or potential conflict or appearance issue that does or may exist with respect to the contract in question has been communicated in writing to the Contracting Officer.
5. The Contractor recognizes that the failure to mitigate or otherwise resolve to the satisfaction of the Government, any situation required to be reported pursuant to the above provisions, may render it ineligible for award or, if necessary, subject to contract termination.
6. The Contractor agrees that if after award of the contract or Task Order, it discovers an actual or potential conflict of interest, including an issue that may present the appearance of impropriety, or that any new circumstances have resulted in such issues, it shall make

an immediate and full disclosure in writing to the Contracting Officer of the nature of the conflict (in sufficient detail for the FCC to determine whether or not a conflict exists) and the action which the Contractor has taken or proposes to take to eliminate, neutralize, or mitigate the conflict. The Contracting Officer shall consider the Contractor's submission and take whatever action he or she deems to be in the best interest of the Government. If the contractor was aware of a potential or actual conflict of interest or appearance issue prior to award of this contract, or discovered such a situation after award and did not disclose it or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default.

DTV Event Planner Support Services

Quotation Cover Page

Company Name:

Name, Title, Email Address and Phone Number of Company Representative for Orders:

Payment Terms:

GSA Schedule Number and expiration date (if applicable):

Please check business size: () Large () Small () Minority () Women-owned

TIN:

DUNS:

NAICS:

Product Service Code (PSC):

Complete Mailing Address:

Other Pertinent Information:

Offer Acceptance Period (no less than 60 days from due date of quotation):

Name, Title, Email Address and Phone Number of Person Authorized to Sign Offer:

Signature:

Date:

DTV Event Planner Support Services

PAST PERFORMANCE CONTACT INFORMATION SHEET

Offeror Information:

Name of Offeror Providing Services: _____

Address: _____

Past Performance Reference Information:

Name of Company/Organization Receiving Services: _____

Address: _____

Telephone: _____ FAX: _____

Contract Information:

Contract Number: _____ Dollar Value (Annual): _____

Performance Period: _____ Performance Location: _____

Type of Contract (Check all that apply):

Fixed Price _____ Cost Reimbursement _____ Other (specify) _____

Negotiated _____ Sealed Bid _____ Competitive _____ Non-Competitive _____

Basis of Payment:

Labor/Equipment Hours _____ Other (specify) _____

Type & Extent of Subcontracting: _____

Description of Services Provided: _____

RFQ SUBMISSION REQUIREMENTS

The technical quote **shall not exceed twenty (20) pages**, excluding table of contents, cover sheet, resumes, price information and past performance attachment. A page is defined as one side of an 8½" x 11" sheet of white, un-textured paper, single-spaced, with at least one inch margins on all sides, using not smaller than 12 characters per linear inch or be smaller than twelve (12) point, font and shall not exceed six (6) lines per vertical inch. However, any charts, graphics and/or past performance information sheets may be in 10 point font. Information may be submitted on single or double-sided sheets, but shall not exceed this page limitation.

The quote shall be provided electronically, (via electronic mail attachment) and formatted for personal computers using Microsoft software and or Acrobat. **Offerors shall complete and submit the Quotation Cover Page and the Past Performance Contact Information Sheet.**

Evaluation Methodology: Source Selection will be based on best value. All non-price factors are significantly more important than price.

Evaluation Criteria:

Factor 1 – Technical Capability

Sub-factor 1A - Understanding the Requirement(s): (Not-to-Exceed 10-pages)

Describe your firm's ability to successfully represent the FCC in a supportive role for the Digital Television Transition (DTV). Explain your proposed approach for confirming that your staff has an accurate understanding of, but not limited to; press and promotional materials and on-site Media Relations, Pre-Conference Meeting with Hotels/ Convention Center and Vendors, Program and Speaker Coordination, Materials design and publications, Social Event Planning, Audio – Visual requirement and Room Set-Up, Note taking and preparation of proceedings using flash-drives, and or CD-ROM, Transcript support, Housing Coordination, Registration, and Public Relations. This includes support and your plan to meet the requirements of which is indicated in the PWS.

Sub-factor 1B – AGENCY LEAD (Not-to-Exceed 5-pages; excluding key personnel resumes)

Describe your firm's experience in providing expertise, advice and guidance to other smaller organizations and/or companies in media relations and event planning. Also, describe how your firm met the challenges in coordinating large events as described in the PWS.

FEDERAL COMMUNICATIONS COMMISSION (FCC) REQUEST FOR SOLICITATION RFQ08000047
Digital Television Transition (DTV) – Support Services; Event Planners

Offerors shall provide personnel resumes for key employees expected to perform work proposed. The resumes shall describe the professional qualifications and experience with respect to:

- Position and years in the profession;
- Experience relevant to the Performance-based Work Statement (PWS);
- education; and,
- Professional accomplishments.

Sub-factor 1C - Project Management Plan (PMP)
(Not-to-Exceed 5-pages)

Provide a proposed management plan that describes how you will staff and manage the work. Provide a staffing plan that demonstrates your ability to provide qualified personnel, the depth of your staff, and your approach to reassignment of personnel and, if needed, plans for recruitment.

Your proposal should address how you intend to meet the performance monitoring requirements and the performance objectives. Describe the Quality Assurance and/or Independent verification and validation processes to be used for the selection of subcontractors (if applicable). Describe how your project management plan will address the prioritization of work, maintenance of key technical documentation, adjustments of resources to meet new requirements and/or operational needs, and mitigation of identified risks. Describe your approach to ensuring a high level of customer satisfaction including the Contracting Officer's Technical Representative (COTRs), Technical Point of Contacts (TPOCs) and end users of the supported systems.

Factor 2 – Past Performance

Using the Past Performance Contact Information Sheet, list up to three (3) comparable efforts performed during the last three years. The Government may also consider information obtained through other sources. Past performance information will be utilized to determine the quality of the contractor's past performance.

Factor 3 – Price

The price quotes will be evaluated separately. The award type is Labor -Hour. Proposed quotes shall include the fully loaded hourly rates of all applicable labor categories. The labor categories shall accompany a (brief narrative) description of the skills and experience per category. If you are a GSA schedule holder, your price quote shall be based on your current GSA Schedule contract. **Offerors are highly encouraged to discount their labor rates.**

All questions shall be submitted in writing via electronic mail (e-mail) to the Contracting Officer at Arnett.rogiers@fcc.gov with a copy to the Contract Specialist at Todd.griffin@fcc.gov not later than October 9, 2008 at 3:00 PM (EST).
Telephonic inquiries will not be accepted.