



- [Home](#)
- [Prepare an RFQ](#)
- [My RFQs](#)
- [Profile](#)
- [e-Buy Guidance](#)
- [e-Buy Training](#)
- [Log Off](#)

RFQ Summary

- [▶ Forward RFQ](#)
- [▶ Modify RFQ](#)
- [▶ Cancel RFQ](#)

Selected vendor(s) were notified

RFQ ID RFQ342804		Reference # FCC RFQ09000028	
RFQ Title FCC Security Operations Center Technical Writer			
RFQ Status Open		Delivery Days Deliver 0 Days After Receipt Of Order	
RFQ Issue Date 02/03/2009 12:28:58 PM EST		RFQ Close Date 02/06/2009 12:00:00 PM EST	
Line Items			
Mfr. part No/NSN/Item	Manufacturer	Product/Service Name	Qty Unit Ship Address
<p>Description The Contractor shall provide non-personal services to the Federal Communications Commission (FCC), Washington DC to support the Security Operation Center (SOC). The Contractor shall provide a highly qualified and experienced Technical Writer familiar with general operations of a federal security office to include but not limited to personnel, physical, and information security.</p> <p>Attached Documents: FCC RFQ09000028.pdf</p>			
Shipping Address			
<p>(1) MaShonda Smith: Federal Communications Commission 445 12TH STREET, SW Washington, DC 20554</p>		<p><i>Individual Receiving Shipment</i> MASHONDA SMITH 202-418-0933 MASHONDA.SMITH@FCC.GOV</p>	



**Federal Communications Commission
Washington, DC 20554**

Reply to Attn of: **Contract & Procurement Center**

February 3, 2009

TO: Interested GSA Schedule Firms

SUBJECT: Request for Proposal (RFQ) Number **RFQ08000028** for the Federal Communications Commission's (FCC) "Security Operations Center Technical Writer"

The Federal Communication Commission (FCC) is issuing this competitive RFQ to solicit GSA Schedule contract holders for the purpose of entering into a Task Order under their GSA schedule contract. The FCC will conduct this acquisition using Subpart 8.4 under the Federal Acquisition Regulation (FAR). If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions. All quote submissions shall be posted on the applicable GSA e-buy page. This solicitation will also be posted on the FCC website at: www.fcc.gov/omd/contracts/preaward/.

Note: It is the responsibility of each interested vendor to monitor the GSA e-buy website and the FCC contracts website for any updates and amendments to this solicitation.

Offerors are to provide a total solution utilizing and demonstrating their applicable GSA Schedule and NAICs Code. Offerors are to propose appropriate labor categories from their own Schedule contract(s) or Offerors may team with another Schedule holder(s) to offer a blended solution.

Please Note: Due to the nature of this requirement and in an effort to effectively meet the subject requirement's needs and to promote the highest level of quality for this contract, the FCC has not designated a specific GSA Schedule to solicit. This solicitation is open to GSA Schedule holders that can meet the requirements stated in the PWS and Evaluation Form. **All offerors shall certify in writing that their proposed quote falls within the scope of their referenced GSA Schedule contract(s) and NAICs Code(s).** To further clarify, vendors must include a brief statement within their quote of how their GSA Schedule number and NAICS Code is the best fit to meet this requirement's needs.

All potential offerors are cautioned to strictly adhere to the provisions of their GSA schedules contract and this RFQ regarding conflicts of interest. Any such matters must be brought to the attention of the contracting officer at or before the time offers are due. Please be advised that if an actual or potential personal or organizational conflict exists between your firm and the FCC that cannot be resolved, avoided, or mitigated to the satisfaction of the FCC, then your firm shall not be considered eligible for an award.

“FCC Security Operations Center Technical Writing”
Coverletter
FCC #: RFQ09000028

All offerors shall follow the following quote instructions and submit their proposal with the completed quote cover sheet (copy enclosed). Your **quote** shall indicate an **acceptance period of no-less-than 60 days** from the due date for submission.

The **quote shall not exceed 5 pages**, excluding resumes, past performance information, price information, and applicable attachments. 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, and shall not exceed six (6) lines per vertical inch. The type for all documents submitted (including charts and graphs) shall be black. The quote shall be provided electronically via email as stated above. The technical and price proposal must be submitted separately for evaluation purposes.

SUBMISSION REQUIREMENTS

Your quote **MUST** cite the appropriate Schedule Contract Number in your quote submission along with your tax identification number (**TIN**) and Dun & Bradstreet Number (**DUNS**), North American Industrial Classification System (**NAICS**), Standard Product Code (**SPC**) and other pertinent information found in Attachment 1, Quotation Cover Page. Please ensure that your firm is CCR Certified (<http://www.ccr.gov>).

ASSUMPTIONS, CONDITIONS, OR EXCEPTIONS

Offerors must acknowledge all (if any) assumptions, conditions, or exceptions with **any** of the terms and conditions of this solicitation including the PWS. If not noted in this section of your quote, it will be assumed that the offeror proposes no assumptions for award, and agrees to comply with all of the terms and conditions as set forth herein.

EVALUATION & BASIS FOR AWARD

All non-price factors, when combined, are significantly more important than price. The Government intends to award without discussions based upon the following evaluation criteria:

Evaluation Criteria

PART 1 – TECHNICAL CAPABILITY

Evaluation Factor 1 – Understanding the Requirement

Total points = 50

A narrative demonstrating the following work experiences over the past two (2) years within similar scope, magnitude, and complexity:

- Experience of the proposed staff in writing and compiling text documents regarding personnel, physical, and information security policies and procedures
- Experience of the proposed staff in working with/on Governmental (OMB) Circulars and Directives regarding personnel, physical, and information security policies and regulations are inclusive in the draft copy of the manual.

No more than five (5) pages.

Evaluation Factor 2 – Knowledge and Expertise

Total points = 50

Submit resumes of proposed individuals to perform on this contract. Resume information must include but is not limited to: position, years in position, experience relevant to the PWS, education and certifications, professional accomplishments, etc. All resumes must include a minimum of three (3) references and maximum of five (5) references per resume. Resumes are excluded from the 5 page limit.

Evaluation Factor 3 – Price

Not point Scored

Your price proposal shall be separate from your technical proposal.

Offerors shall complete and submit attachment 2 covering this solicitation’s period of performance.

Please note that this request does not commit the Government to pay any costs incurred in the submission of your offer, nor to contract for said services. Note also, that full, accurate, and complete information is required by this request in accordance with 18 U.S.C. § 1001 which also prescribes the penalties for making false statements.

The RFQ due date (closing date) is NOON EST, February 6, 2009.

Inquiries regarding this procurement may be addressed to the undersigned via email at eProposals@fcc.gov.

MaShonda Smith
Senior Contracting Officer

“FCC Security Operations Center Technical Writing”
Coverletter
FCC #: RFQ09000028

Attachments:

- Statement of Work Attachment 1
- Price Sheet Attachment 2
- FCC Quote Coversheets Attachment 3

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

6. PRICING ARRANGEMENT

- 6.1 The Federal Communications Commission (FCC) contemplates awarding a Firm-Fixed-Price Labor-Hour contract pursuant to FAR Part 8.404. The FCC intends to issue Tasks resulting from this solicitation: All tasks will be issued on a Firm-Fixed-Price Labor-Hour basis as indicated in section 7 of this SOW at the time of contract award; the FCC anticipates issuing Task 2 on a Firm-Fixed-Price Labor-Hour basis either during the period of performance of Task 1 or within 75 days after the completion of Task 1.
- 6.2 All pricing shall be on an annual basis and incrementally funded pursuant to FAR 52.232-18, “Subject to Availability of Funds” with the contract award/notice to proceed. The resulting contract will be tailored to the successful solution and pricing structure.
- 6.3 Offerors shall utilize the appropriate Contract Line Item Number (CLIN) for each Task as listed in the attached price sheet. See Attachment 2.
- 6.4 The offeror shall propose pricing using the Pricing Schedule format in Attachment # 2.
- 6.5 Pricing under any resultant order will be that of the contractor’s most current GSA schedule prices. All prices shall incorporate any applicable GSA fees. The Government seeks further discounts.

7. TASKS

The services specified by this contract shall be performed under the following tasks /CLINs:

TASK 1 (CLIN 0001):

- 7.1 The Contractor shall be tasked with compiling a security manual that will encompass all policies and procedures currently provided by the Security Operation Center.
- 7.2 Contractor shall incorporate existing documentation as well as create new documentation detailing each specific service that the Security Operations Center is responsible for.

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

TASK 2 – optional (CLIN 0002):

- 7.3 To be executed if needed by the Government based on the approved fixed-price labor-hour rate(s) under CLIN 0002 in the offeror’s proposed pricing. The FCC anticipates that Task 2 will have one (1) 12-month base period.

8. REQUIREMENTS

- 8.1 The Contractor shall possess the ability to write and edit technical and non-technical documentation.
- 8.2 The Contractor shall possess the ability to demonstrate a complete understanding of federal physical security processes and procedures as it relates to Technical Writing.
- 8.3 The Contractor shall possess extensive experience in the document(s) review process, which includes draft reviews, reviewing comments, comment resolution, draft updating, and final document development.
- 8.4 The Contractor shall possess the ability to check and cross-check references for accuracy of content and context through various materials, resources, etc.
- 8.5 The Contractor shall possess the ability to conduct research to obtain information needed to write and/or edit specific reports.
- 8.6 The Contractor shall possess the ability to provide appropriate advice and guidance.
- 8.7 The Contractor shall possess Expert-level experience in writing and editing, with specific experience in conservation.
- 8.8 The Contractor shall possess the ability to produce professional-grade, articulate, accurate, and compelling documents for consumption of a range of audiences.

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

9. DELIVERABLES SCHEDULE

DELIVERABLES SCHEDULE				
DELIVERABLE ITEM	DELIVERABLE DUE DATE	DELIVERABLE FORMAT	GOVERNMENT REVIEW PERIOD	RECIPIENT
Attend Post Award Conference	Within 5 calendar days of contract award	N/A	N/A	N/A
Contractor Security Clearance Commence	Within 7 calendar days of contract award	Document submitted via E-mail	N/A	COTR
Bi-Weekly Progress Reports	TBD	Report submitted via E-mail in Word or Excel	7 calendar DAYS AFTER CONFIRMED RECEIPT	COTR
Draft Copy of manual <u>personnel</u> security section	30 th day of the first month after contract award	Report submitted via E-mail in Word or Excel	7 calendar DAYS AFTER CONFIRMED RECEIPT	COTR
Draft Copy of manual <u>physical</u> security section	30 th day of the second month after contract award	Report submitted via E-mail in Word or Excel	7 calendar DAYS AFTER CONFIRMED RECEIPT	COTR
Draft Copy of manual <u>information</u> security section	30 th day of the third month after contract award	Report submitted via E-mail in Word or Excel	7 calendar DAYS AFTER CONFIRMED RECEIPT	COTR
Draft copy of entire manual with revisions	30 th day of the fourth month after contract award	Report submitted via E-mail in Word or Excel	7 calendar DAYS AFTER CONFIRMED RECEIPT	COTR
Final copy of manual	30 th day of the fifth month after contract award	Report submitted via E-mail in Word or Excel	7 calendar DAYS AFTER CONFIRMED RECEIPT	COTR
All Tasks: Invoice	30 th day of every month	Document submitted via E-mail	In accordance with Federal Fast Pay Procedures; FAR	COTR and alternate COTR

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

10. CONTRACT ADMINISTRATION

The COTR will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COTR will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by letter of approval and acceptance by COTR. The Contractor shall not construe any letter of acknowledgment of receipt of material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation shall not guarantee the final acceptance of the completed documentation.

Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the Contracting Officer’s Technical Representative (COTR) with a copy sent to the Contracting Officer (CO).

SUBMISSION OF INVOICES

- (a) Invoices* shall be submitted in an original and two copies to : **FCC Travel/ Operations Group, Room #1A761, 445 12th Street, S.W., Washington, DC 20554**

The items covered in FAR 52.216.26, are incorporated herein.

The invoice will contain a statement signed by a responsible official of the concern substantially similar if not identical to the following:

I certify that the items above have been delivered in accordance with the contract, and that all charges are true, correct, and have not been previously billed.

Contractor’s Signature

The commission will return all improper invoices without action.

- (b) Interest on Overdue Payment

Determination of interest due will be made in accordance with the provisions

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

of the Prompt Payment Act and Office of Management and Budget Circular A-125.

(c) Payment due date:

(1) Unless otherwise specified in the contract, payments under this contract will be made on the 30th calendar day after the later of

- (i) The date of actual receipt of a proper invoice in the office designated to receive the invoice, or
- (ii) The date tasks are formally accepted by the Government.

(2) If the services covered by a submitted invoice are rejected for failure to conform to the technical requirements of this contract, the provisions stated above will (i and ii) apply to the properly resubmitted document.

NOTE: *Invoices may be submitted via email to: FO-Einvoices@fcc.gov . In addition, copies of the emailed invoices shall also be sent to the CO and COTR.

Invoices shall be submitted in an original and two copies to the Government office designated in this contract. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

- (1) Name of the business concern, invoice number and invoice date;
- (2) Contract number, or authorization for delivery of property or performance of services;
- (3) Description, price, and quantity of property and services actually delivered or rendered;
- (4) Shipping and payment terms;
- (5) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent;
- (6) Other substantiating documentation or information as required by the contract; and,
- (7) Receipts to support all out-of-pocket expenses incurred by the Contractor.

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

FCC CONTRACT CLAUSES

A. SUITABILITY AND SECURITY PROCESSING

1.1 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.”

1.2 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**

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

FCC Security Operations Center requires up to five (5) working 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) working 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.

1.3 Identity Proofing, Registration and Checkout Requirements

1.3.1 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.

1.3.2 Intake Processing

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

- (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 workday.
- (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

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

- (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.

1.3.3 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 covering email 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 email 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 email 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.

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

(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.

1.3.4 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 leaves their duty assignment at the Commission and fails 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.

(End of clause)

B. KEY PERSONNEL

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

The personnel specified below are considered to be essential to the work being performed under this contract. Prior to diverting any of the specified individuals to other projects, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer. The schedule may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

Name	Position/Title	Phone	E-mail
TBD			
TBD			
TBD			
TBD			

C. CONFLICT OF INTEREST

- a. The Contractor is required to provide high quality service to the Commission that is free from bias, and personal and organizational conflicts of interest, including the appearance of impropriety. *See generally* FAR 3.101-1 and FAR Subpart 9.5. At all times, the Contractor must exercise organizational independence to ensure its ability to objectively support the FCC’s programs and activities. For purposes of this clause, “Contractor” includes any employees, subcontractors, subcontractor employees, consultants, agents, or other representatives of the Contractor. The term “organizational conflict of interest” means that a relationship exists whereby a contractor (including its executives, directors, proposed subcontractors and consultants) has interests which may: (1) diminish its capacity to give impartial or objective assistance and/or advice to the Government or impair the contractor’s ability to perform the contract work objectively; or (2) result in an unfair competitive advantage. *See* FAR 9.505. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work.

- b. The Contractor is required to take all reasonable measures to monitor the existence of actual or potential conflicts of interest, or the appearance of such conflicts, throughout the contract term, which includes all exercised option periods and any other extensions of the contract. If the Contractor discovers an actual or potential conflict of interest, or facts that give rise to the appearance of a conflict, at any time during the contract term, it shall (1) make an immediate and full disclosure in writing to the Contracting Officer of the nature of the conflict in sufficient detail so that the FCC can determine the existence and extent of the conflict; and (2) describe the actions that the Contractor has taken or proposes to take to avoid, neutralize, or mitigate the conflict.

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

- c. The Contracting Officer shall determine whether the actions taken or proposed by the Contractor are sufficient to avoid, neutralize, or mitigate the conflict, and whether any additional actions are necessary. The Contracting Officer shall provide the contractor with written instructions concerning the actions that must be taken by the Contractor to avoid, neutralize, or mitigate the conflict. The FCC may, however, terminate the contract for convenience if it deems such termination to be in the best interest of the Government.
- d. In the event that the Contractor was aware of facts required to be disclosed or the existence of an actual or potential conflict of interest and did not disclose such facts or such conflict of interest to the Contracting Officer, the FCC may terminate this contract for default.
- e. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any facts required to be disclosed concerning this contract, including the existence of an actual or potential conflicts of interest at the time of or after award, the FCC may terminate the contract for default, disqualify the contractor from subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or this contract.
- f. The Contractor agrees to insert in each subcontract related to this contract a clause that conforms substantially to the language of this clause, including this paragraph, unless otherwise authorized by the Contracting Officer.

D. ORGANIZATIONAL CONFLICT OF INTEREST REPRESENTATION

- a. The Offeror represents, to the best of its knowledge and belief, that it is [] is not [] aware of any information bearing on the existence of an actual or potential organizational conflict of interest relating to its selection for award under this FCC procurement. The term “Offeror” includes any subcontractors or consultants included in the Offeror’s proposal. The term “organizational conflict of interest” has the meaning prescribed in the Conflict of Interest clause.
- b. If the Offeror is aware of any information bearing on the existence of an actual or potential organizational conflict of interest, it shall provide a disclosure statement describing all relevant information concerning any past, present, or planned interests bearing on whether it (including any proposed consultant or subcontractors) may have an actual or potential organizational conflict of interest. The disclosure must be in sufficient detail so that the Contracting Officer can determine the existence and extent of the conflict. In addition to identifying actual or potential organizational conflicts of interest, the disclosure statement shall describe how any such conflict may be avoided, neutralized, or mitigated.

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

- c. The Contracting Officer will determine an Offeror’s eligibility for award based on the information provided in the disclosure statement. Failure to avoid, neutralize, or mitigate a conflict of interest or the appearance of one to the satisfaction of the Government may render an Offeror ineligible for award of the contract.
- d. Nondisclosure or misrepresentation of an actual or potential organizational conflict of interest at the time of the offer may result in the termination of the contract at no expense to the Government.

E. SUBJECT TO AVAILABILITY OF FUNDS

All pricing shall be on an annual basis and incrementally funded pursuant to FAR 52.232-18, “Subject to Availability of Funds” with the contract award/notice to proceed. The resulting contract will be tailored to the successful solution and pricing structure.

F. GOVERNMENT FURNISHED PROPERTY AND ASSISTANCE

The Government will house all Contractor personnel working on-site under this contract in the Government's current facilities or other potential future locations in Gettysburg, PA and/or Washington, D.C.

The Government will provide the Contractor with all necessary computer resource time to accomplish the work specified in fully executed Tasks.

For all work performed on/in Government facilities, the Government will provide the Contractor with the following items for its use in the accomplishment of assigned tasks:

- (1) Office space and associated office equipment to include desks, chairs, telephones and miscellaneous office supplies;
- (2) Required Information Technology (IT) equipment similar to that which the Government provides its own employees; and

The Government will furnish each individual assigned to this contract with proper identification to facilitate their entry and departure to and from Government and or non-government buildings, as deemed necessary by the COTR.

Federal Communications Commission
Statement of Work
“FCC Security Operations Center Technical Writer”
FCC #RFQ09000028

G. LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES

The Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by the FCC in close proximity to the installation, if so designated by the Contracting Officer.

- (a) Office space and work area space, including desks, chairs, and telephones. (Government telephones are available for official purposes only.
- (b) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.
- (c) Building maintenance and utilities for facilities occupied by Contractor personnel.

Federal Communications Commission
 Price Sheet
 "FCC Security Operations Center Technical Writer"
 FCC #RFQ09000028

Price Sheet

In accordance with section 5 of the SOW for FCC RFQ#09000028, the Government contemplates awarding a Firm-Fixed-Price Labor-Hour contract pursuant to FAR Part 8.404. The FCC intends to issue Tasks resulting from this solicitation: Task 1 will be issued on a Firm-Fixed-Price Labor-Hour basis as indicated in section 7 of the SOW. The FCC anticipates issuing an optional Task 2 on a Firm-Fixed-Price Labor-Hour basis either during the period of performance of Task 1 or within 75 days after the completion of Task 1.

Option Period 1 – From Date of Award through 6 months					
	Direct Labor Category (Specify applicable GSA labor categories)	Rate/Hour (Specify applicable GSA labor category rate)	Discounted Rate/Hour	Proposed No. of Hours	Price
CLIN 0001				1000	
Total Price					\$

Option Period 2 – Optional					
	Direct Labor Category (Specify applicable GSA labor categories)	Rate/Hour (Specify applicable GSA labor category rate)	Discounted Rate/Hour	Proposed No. of Hours	Price
CLIN 0002				TBD	TBD
Total Price					\$ TBD

Federal Communications Commission
"FCC Security Operations Center Technical Writer"
RFQ09000028

TECHNICAL QUOTE COVERSHEET

Company Name:

Contact Person:

E-mail:

Phone:

Company Representative for GSA Orders:

Payment Terms:

GSA Schedule Number and Expiration date:

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

TIN or SNN:

DUNs Number:

Complete Mailing Address:

Other Pertinent Information:

Name and Title of Person Authorized to Sign Offer:

Signature

Date

**Federal Communications Commission
“FCC Security Operations Center Technical Writer”
RFQ09000028**

PRICE QUOTE COVERSHEET

Company Name:

Contact Person:

E-mail:

Phone:

Company Representative for GSA Orders:

Payment Terms:

GSA Schedule Number and Expiration date:

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

TIN or SNN:

DUNs Number:

Complete Mailing Address:

Other Pertinent Information:

Name and Title of Person Authorized to Sign Offer:

Signature

Date