

I. INTRODUCTION

- A. This is a Combined Synopsis/Solicitation for commercial items prepared in accordance with the format in FAR Parts 12.6 as supplemented with additional information in this notice. This announcement constitutes the only solicitation; quotations are being requested and a written solicitation will not be issued.
- B. The combined synopsis and Request for Quotation (RFQ) number is: W56HZV-13-T-A107.
- C. Posting Date: 13 FEB 2013
- D. Response Date: 20 FEB 2013
- E. Contracting Office: Army Contracting Command - Warren (ACC-WRN) 6501 E. Eleven Mile, Warren, MI 48397.
- F. This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-65.
- G. The NAICS code applicable to this acquisition is 611210. Offeror must be certified under this NAICS code prior to receiving an award.
- H. This Combined Synopsis Solicitation contains clauses and provisions requiring a fill-in or representation. Offeror shall submit a copy of this Combined Synopsis Solicitation with their bid and respond to these clauses and provisions accordingly. A failure to complete these fill-ins may cause your offer to be determined ineligible for award.

Basis for award- The proposed contract action is for supplies or services for which the Government intends to solicit and negotiate with only one source under the authority of FAR 6.302. Interested persons may identify their interest and capability to respond to the requirement or submit proposals before the closing date of this solicitation. A determination by the Government not to compete this proposed contract based upon responses to this notice is solely within the discretion of the Government. Information received will normally be considered solely for the purpose of determining whether to conduct a competitive procurement. The Government intends to negotiate and award contract to Macomb Community College (Cage# 43855).

- J. Small Business Set-Aside: N/A

II. GENERAL

- A. The United States Army Tank and Automotive Command G1 in Warren, Michigan has a requirement for the following:

CLIN 0001 Influential Leadership for Aspiring Leaders (1)

CLIN 0002 Influential Leadership for Aspiring Leaders (2)

CLIN 0003 Influential Leadership for Leaders

Statement of Work

Influential Leadership for Aspiring Leaders and Influential Leadership for LEADERS

C.1.0 SCOPE

The contractor shall develop leadership training courses based on SES leadership competencies. The contractor shall conduct training (2) IL for AL classes to TACOM LCMC GS11 & GS12, non-supervisory associates and (1) IL for LDR class to TACOM LCMC GS13 and above, leaders and team leaders. At a minimum the contractor will cover:

- Adapting to Team Members Needs
- Situational Leadership
- Professional Image
- Working with Multi-generational workforce
- Behavioral Styles (DiSC)
- Resolving Conflict
- Working with difficult teams
- Influencing actions of teams
- Influential leadership process
- Strategic leadership

The contractor will also furnish all training materials to include the 360 SHL tool for evaluative, feedback, and ongoing competency tailoring purposes.

C.3.0 BASE PERIOD

The contractor shall provide support and training for a period of twelve months

C.3.1 **Task 1**: Pre-training needs perception survey and One-on-one interviews with pre 360 tool evaluation.

C.3.2 **Task 2**: Orientation with participants and their leaders

C.3.4 **Task 3**: Issue 360 SHL and provide feedback

C.3.5 **Task 4**: Understand Expectations and Preferences

C.3.6 **Task 5**: Situational Leadership Process and Delegating for Acceptance

C.3.7 **Task 6**: Influencing behaviors and Actions with coaching & motivation Techniques

C.3.8 **Task 7**: Influencing behaviors and Actions with difficult employees & Team members

C.3.9 **Task 8**: Influencing behaviors and actions of teams

C.3.10 **Task 9**: Influential Leadership Process in Times of Change

C.3.11 **Task 10**: Post 4 hour feedback session utilizing 360 SHL evaluative tool specifically tailored and customized for the TACOM workforce

C.4.0 CONTROL PROCEDURE

C.4.1 Periodic course monitoring

C.4.2 End of course critiques

C.4.3 Supervisors survey upon completion of course

Offeror shall perform by the following date:

01 OCT 2013

Place of Performance:

TACOM – G1 Education and Training Facility
Cambell Drive
Warren, MI
48397

- B. This acquisition is unrated under the Defense Priorities and Allocations System (DPAS).
- C. Bids must be received by ACC-WRN no later than **12:00 hrs EST, 20 FEB 2013**. Email bid to **matthew.s.shults.mil@mail.mil**. Offeror must be registered in System for Award Management (SAM) prior to receiving an award. Refer to website <https://www.sam.gov/portal/public/SAM/>.

III. SOLICITATION PROVISIONS AND CONTRACT CLAUSES

The following provisions and clauses apply to this Combined Synopsis/Solicitation:

CLAUSES INCORPORATED BY REFERENCE

Federal Acquisition Regulation (FAR):

52.212-4	Contract Terms and Conditions – Commercial Items
52.204-4016	Warren Electronic Contracting
52.209-4011	Contractor Eligibility and Responsibility for Award
52.212-4003	All or None
52.201-4000	ACC-Warren Ombudsperson:
52.204-4005	Required Use of Electronic Commerce
52.204-4009	Mandatory Use of Contractor to Government Electronic Communication
52.232-4000	Contracting Officer's Authority
52.232-4004	Prompt Payment:
52.232-4007	WAWF:
52.246-4009	Inspection and Acceptance –Destination

Department of Defense FAR Supplement (DFARS):

252.212-7000	Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law
252.204-7006	Billing Instructions
252.232-7003	Electronic Submission of Payment Requests
252.232-7010	Levies on Contracts
252.243-7001	Pricing of Contract Mods

CLAUSES INCORPORATED BY FULL TEXT

FAR:

52.212-1 Instruction to offerors – Commercial Items:

Instructions to Offerors -- Commercial Items (Feb 2012)

(a) *North American Industry Classification System (NAICS) code and small business size standard.* The NAICS code and small business size standard for this acquisition is 611210. However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is \$25.5 million dollars.

(b) *Submission of offers.* Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on letterhead stationery or as otherwise specified in the solicitation. As a minimum, offers must show --

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) *Period for acceptance of offers.* The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(f) *Late submissions, modifications, revisions, and withdrawals of offers.*

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 12:00 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)

(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) *Contract award (not applicable to Invitation for Bids)*. The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) *Multiple awards*. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(j) *Data Universal Numbering System (DUNS) Number*. (Applies to offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) *Central Contractor Registration*. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the CCR database accessed through <https://www.acquisition.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) *Debriefing*. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

- (4) A summary of rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

52.212-2 Evaluation – Commercial Items:

Evaluation -- Commercial Items (Jan 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Sole Source Award

(b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of Provision)