

Request for Quotation

RFQ number: USCA09Q0059

Request date: April 21, 2009

Special Notes:

1. This is a request for **Open Market Pricing**.
2. All items should be quoted **F.o.b. Destination**.

All quotes are due no later than **Wednesday, May 6, 2009 at 4:00 PM, Eastern Time**.
Quotes may be submitted via fax or email.

Quote shall consist of a technical proposal demonstrating that the Offeror's approach meets the requirements as stated in the Statement of Work and a price proposal quoting an all-inclusive price for the services described.

Award, if any, from this RFQ will be made based on the lowest priced technically acceptable quote.

Quotes, and any questions regarding this RFQ, may be addressed to the following:

Helen D. Scriber
Administrative office of the U S Courts
One Columbus Circle N.E., Suite 3-250
Washington, DC 20544
Phone: 202-502-1335
Email: Helen_Scriber@ao.uscourts.gov

Sincerely,



Helen D. Scriber

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)				
1. REQUEST NO. USCA09Q0059	2. DATE ISSUED 04/21/2009	3. REQUISITION/PURCHASE REQUEST NO. REQ FEPO090005	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY Procurement Management Division Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 3-250 Washington, DC 20544-0001 Helen Scriber, 202-502-1335			6. DELIVER BY (date) 12/31/2009	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Helen Scriber		TELEPHONE NUMBER AREA CODE 202		9. DESTINATION
		NUMBER 502-1335 Ext.:		a. NAME OF CONSIGNEE Fair Employment Practices Office
8. TO:				
a. NAME		b. COMPANY		
c. STREET ADDRESS				
b. STREET ADDRESS Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 5-450				
c. CITY Washington				
d. CITY		e. STATE	f. ZIP CODE	d. STATE DC
				e. ZIP CODE 20544-0001
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 05/06/2009		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

CLIN NUMBER (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Revise and Update materials and maps for use in the five heritage celebrations for the Federal Judiciary as outlined in the attached SOW to be completed by 12/31/2009.	1.000000	SV		

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

NOTE: Additional provisions and representations [] are [X] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE AREA CODE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		
d. CITY			e. STATE		f. ZIP CODE
			c. TITLE (Type or print)		NUMBER

Supplies or Services and Prices/Costs

Descriptions/Specifications/Statement of Work

Clauses Incorporated By Reference

Clause	Title	Date
1-15	Disclosure of Contractor Information to the Public	07/31/2004
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	09/30/2006

B-5 Clauses Incorporated by Reference 10/01/2006

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

(END)

3-300 Central Contractor Registration 07/01/2007

(a) Definitions.

"Central Contractor Registration (CCR) database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

"Registered in the CCR database" means that-

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN validation to the Government as a part of the CCR registration process.

(b) (1) 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, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) 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 exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR

tabase.

(c) If the offeror does not have a DUNS number, it may obtain one by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>. Vendors located outside the United States should contact the local Dun and Bradstreet office to request a DUNS number.

(d) If the Offeror does not become registered in the CCR database within the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g) Change of Name and Novation Agreements:

(1) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (i) change the name in the CCR database; (ii) comply with the requirements of Paragraph 7.8.10 of the JP3; and (iii) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(2) If the Contractor fails to comply with the requirements of paragraph (g)(1) of this clause, or fails to perform the agreement at paragraph (g)(1)(iii) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(h) Assignment of Claims. The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims. Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than the Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(i) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

(END)

3-305

Payment by Electronic Funds Transfer-Central Contractor Registration

07/01/2007

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either-

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government will make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice shall be deemed not to be a proper invoice.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for-

(i) Making a correct payment; and

(ii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and-

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause.

Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to JP3 Subpart 7.7.7, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(g) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(h) Payment Information. The Administrative Office of the U.S. Courts will not provide EFT payment information. Payment information may be obtained by registering as a payee vendor with the United States Department of the Treasury. Registered vendors may retrieve and/or review check stub advice each time an EFT payment is received. The Treasury registration web site is:

<http://www.fms.treas.gov/paid/PAIDfaq.asp>

If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the check and any other payment information to the remittance address contained in the CCR database.

(END)

7-45 Travel

01/01/2003

The contractor may propose travel costs based on Judiciary Travel Regulations if travel is allowable and required by the contract. Proposed per diem and automobile expense will be based on Judiciary Travel Regulations (JTR).

(END)

7-125 Invoices

01/01/2003

(a) Invoices shall be submitted in an original and two (2) copies to the address specified on the SF 26 or SF 33 as applicable, or as otherwise specified with this contract. Invoices shall be submitted in accordance with the schedule for payments as set forth elsewhere under this contract.

(b) The office that will make payments due under this contract will be designated as specified in the contract at the time of contract award.

(c) To constitute a proper invoice, the billing document shall include the following information and/or attached documentation:

(1) name of business concern and such business's Taxpayer Identification Number;

- (2) period(s) covered by invoice and invoice date;
- (3) purchase/delivery/task order or contract number or other authorization for delivery of property or services;
- (4) for each line item - general description of product delivered or services rendered, measured unit, and associated price;
- (5) payment terms;
- (6) total amount billed;
- (7) a subtotal of any and all fees or credits applied to the invoice;
- (8) an amount due (if any) or credit balance;
- (9) name (where practicable), title, phone number, fax number, and complete mailing address of the responsible official to whom payment is to be sent. The "remit to" address shall correspond to the remittance address in the contract;
- (10) other substantiating documentation or information as required by the purchase/delivery/task order or contract;
- (11) all follow-up invoices shall be marked "Duplicate of Original." Contractor questions regarding payment information or check identification shall be directed to the relevant paying authority specified in the contract.

(END)

List of Attachments

Identifier	Title	Date	Number of Pages
1	SOW - Court Heritage Celebration Series Source Book Updates	03/09/2009	6

Instructions to Offerors or Respondents

3-315 Submission of Electronic Funds Transfer Information with Offer 09/08/2007

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (i) of Clause 3-310, Payment by Electronic Funds Transfer-Other than Central Contractor Registration.

- (1) The solicitation number (or other procurement identification number).
- (2) The offeror's name and remittance address, as stated in the offer.
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.
- (4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.
- (5) The offeror's account number and the type of account (checking, savings, or lockbox).

(END)

4-1 Type of Contract 01/01/2003

The judiciary plans to award a [Firm Fixed Price] type of contract under this solicitation, and all offers shall be submitted

on this basis. Alternate offers based on other contract types will not be considered.

(END)

B-1 Solicitation Provisions Incorporated by Reference

08/01/2004

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

(END)

**STATEMENT OF WORK
COURT HERITAGE CELEBRATION SERIES
SOURCE BOOK UPDATES**

April 21, 2009

I. Scope of Work

The Fair Employment Practices Office (FEPO) of the Administrative Office of the U.S. Courts (AO) requires the services of a Consultant to prepare, revise, and update materials that can be used for heritage celebrations in the Federal Judiciary. Work shall be performed on a firm-fixed price basis, and is to be completed no later than December 31, 2009.

II. Background

The Federal Judiciary consists of the U.S. Supreme Court, 13 courts of appeals, 94 district courts, 90 bankruptcy courts, and four other specialized courts. Each state and territory has at least one district court, and the larger states have up to four districts within the state. The Judicial Conference of the United States is the policy-making body for the Federal Judiciary.

The Federal Judiciary is linked through an intranet, called the J-Net, and some training materials may be posted on the J-Net. The Judiciary also has a broadcast television network – the Federal Judiciary Television Network (FJTN), which is used for live broadcasts and re-broadcasts to court unit employees throughout the country.

The AO provides administrative support to the federal courts and the Judicial Conference of the United States. Beginning in 2002, the AO provided resource materials to the courts for five heritage celebrations: African American in February, Women's History in March, Asian American and Pacific Islander in May, Hispanic in September/October, and Native American in November; as well as DVDs for Martin Luther King's Birthday celebration in January.

III. Tasks to Be Performed

The contractor shall revise and/or update each section of the source books for the five heritage celebrations listed above. The contractor shall also design covers and spines for each of the source books. In addition, the contractor shall

review and recommend videos/DVD's for each of the five groups for whom there is a heritage celebration, including Martin Luther King's Birthday to be broadcast on the FJTN.

The contractor shall research and update appointment lists and charts of women and minority federal judges for each of the heritage celebrations listed above. In addition, the contractor shall create charts depicting percentages of women and minority federal judges appointed by the party of the nominating president. The contractor shall also prepare judge location maps. The contractor shall also make recommendations for the use of any available commercially-prepared videotaped biographies of these judges. In addition, the contractor shall identify videos/DVDs and training materials on Martin Luther King, Jr.

The judges' location maps shall be based on a database of demographic information on currently serving judges available from the Fair Employment Practices Office. Five maps shall be prepared; one for each celebration. These maps shall show, on a map of the United States, the location of identified judges by state, district, or zip code. Each "individual" map shall use the graphical equivalent of colored pins to show each judge's location. Different shades of the color chosen to represent each ethnicity or gender will be used to represent type of judge (Article III, Bankruptcy, or Magistrate).

All resource materials prepared by the contractor shall bear the name of the Fair Employment Practices Office, Administrative Office of the U.S. Courts and the seal of the Administrative Office of the U.S. Courts.

IV. Deliverables

The deliverables include one meeting, five to seven teleconferences, two drafts for each of the heritage celebrations listed above, including three to five videos/DVDs on Martin Luther King's Birthday/life, and a final version of the materials. Specifically, the deliverables are:

- A. Orientation Meeting to be held within 10 business days after contract award.
- B. Initial Draft of Asian American and Pacific Islander Heritage source book, cover and spine, including lists and charts of judges to be delivered within 20 days after contract award.
- C. Initial Draft of geographical presentations to be delivered within 25

days after contract award.

- D. Second Draft of Asian American and Pacific Islander Heritage source book, including the video/DVD recommendations to be delivered within 30 days after contract award.
- E. Final version of Asian American and Pacific Islander Heritage source book to be delivered within 40 days after contract award.
- F. Initial Draft of Hispanic/Latino Heritage source book, cover and spine, including lists and charts of judges to be delivered within 50 days after contract award.
- G. Initial Draft of geographical presentations to be delivered within 55 days after contract award.
- H. Second Draft of Hispanic/Latino Heritage source book, including the video/DVD recommendations to be delivered within 60 days after contract award.
- I. Final version of Hispanic/Latino Heritage source book to be delivered within 70 days after contract award.
- J. Initial Draft of Native American Heritage source book, cover and spine, including lists and charts of judges to be delivered within 80 days after contract award.
- K. Initial Draft of geographical presentations to be delivered within 85 days after contract award.
- L. Second Draft of Native American Heritage source book, including the video/DVD recommendations to be delivered within 90 days after contract award.
- M. Final version of Asian American and Pacific Islander Heritage source book to be delivered within 100 days after contract award.
- N. Identify three to five videos/DVDs for Martin Luther King's Birthday in January within 115 days after contract award.
- O. Initial Draft of African American Heritage source book, cover and

spine, including lists and charts of judges to be delivered within 125 days after contract award.

- P. Initial Draft of geographical presentations to be delivered within 130 days after contract award.
- Q. Second Draft of African American Heritage source book, including the video/DVD recommendations to be delivered within 145 days after contract award.
- R. Final version of African American Heritage source book to be delivered within 160 days after contract award.
- S. Initial Draft of Women's History source book, cover and spine, including lists and charts of judges to be delivered within 170 days after contract award.
- T. Initial Draft of geographical presentations to be delivered within 175 days after contract award.
- U. Second Draft of Women's History source book, including the video/DVD recommendations to be delivered within 185 days after contract award.
- V. Final version of Women's History source book to be delivered within 190 days after contract award.
- W. Final electronic version of all documents relative to the five heritage celebrations and Martin Luther King's Birthday to be delivered no later than 200 days after contract award.

All documents shall be provided to FEPO in both print and electronic format. Source book contents are to be provided in both WordPerfect 12.0 and PDF formats. The designs for the source book covers are to be provided in .jpg and/or PDF format as well. The geographical presentations are to be provided in .jpg and Microsoft Access or Microsoft Excel formats.

V. **Period of Performance** – The period of performance is from the date of award through December 31, 2009. All final products are the property of the government and will be completed no later than December 31, 2009.

VI. Place of Performance – The Contractor shall work at the Contractor's site.

VII. Travel – Contractor Travel is required for the initial orientation meeting. Local travel (within the Washington D.C. metropolitan area) is not reimbursable. Travel outside the Washington D.C. metropolitan area is reimbursable in accordance with JP3 clause 7-45.

VIII. Payment:

The contractor shall be paid after delivery and acceptance of the final version of each sourcebook in accordance with the prices stated in attachment A.

IX. Proposal

Offeror's proposal shall consist of an offer to perform the work described in this Statement of Work for a firm fixed price, including all labor and expenses. The proposal shall provide:

- The proposed approach to accomplishing the SOW
- A description of relevant experience with the Federal courts and with:
1) research and writing related to the preparation of biographical or other historical materials; and 2) database information conversion to graphical form, particularly onto a map.
- The organization's tax identification number and DUNS number.

X. Proposal Evaluation:

Proposals shall be evaluated based on a pass/fail basis for technical acceptability:

A) Technical:

- 1) The offeror's proposed approach and schedule for accomplishing this SOW.
- 2) Offeror's corporate experience providing services that are similar in size, scope, and complexity to that described in this statement of work, including experience with providing service to the federal courts, experience in research and writing related to the preparation of biographical or other historical materials, and experience in converting database information to graphical form, particularly onto a map.

- 3) Quality of an offeror's past performance providing a product similar in size, scope, and complexity to that described in the work statement. To rate the quality of an offeror's past performance, references will be contacted by the Judiciary and asked the following questions: the nature of work provided; the quality of work (excellent, good, marginal, poor) and whether deliverables were submitted on time and without major errors; quality and experience of contractor personnel working under the project; whether final price coincided with the proposed amount; if contractor complied with the terms and conditions of the contract; and, if the reference would use the contractor again.

B) Price:

Offeror shall provide pricing using the Attachment A quote sheet attached.

XI. Award:

The government anticipates making an award to the Offeror whose quote is determined to be technically acceptable lowest price to the government.

Attachment A
Quote Sheet for RFO Number: USCA09Q0059

<u>Item No.</u>	<u>List of Tasks</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
CLIN 1	Final version of Asian American and Pacific Islander Heritage source book to be delivered within 40 days after contract award.	1	EA		
CLIN 2	Final version of Hispanic/Latino Heritage source book to be delivered within 70 days after contract award.	1	EA		
CLIN 3	Final version of Asian American and Pacific Islander Heritage source book to be delivered within 100 days after contract award.	1	EA		
CLIN 4	Final version of African American Heritage source book to be delivered within 160 days after contract award.	1	EA		
CLIN 5	Final version of Women's History source book to be delivered within 190 days after contract award.	1	EA		
CLIN 6	Final electronic version of all documents relative to the five heritage celebrations and Martin Luther King's Birthday to be delivered no later than 200 days after contract award.	1	EA		
				TOTAL	

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Quantity Discount

Printed or Typed Name of Signator

Discount Terms or Net 30

Performance Start Date

GSA Contract Number and Expiration Date

Tax Identification Number

Data Universal Numbering System (DUNS) Number