

Issuance Date: May 4, 2004

Closing Date: May 14, 2004, (11:00 a.m. EST.)

SUBJECT: Request For Quotations (RFQ) No. M/OP/REG/EGAS-00004742,  
Technical services to provide, conduct and evaluate a Federal and USAID Acquisition  
Regulations (FAAR) Training Course

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking quotations from a vendor who can provide, conduct and evaluate a FAAR Training Course for USAID Washington, DC. This requirement will be a firm-fixed price purchase order.

If you choose to submit a quotation, it must be submitted via e-mail **only** to Franklin F. Gunn at: [fgunn@usaid.gov](mailto:fgunn@usaid.gov) with the attached request for quotation and received no later than May 14, 2004, 11:00 a.m. EST.

Quotations in the heading of the email must be addressed as follows:

U.S. Agency for International Development  
Office of Procurement  
M/OP/REG/EGAS  
Room 7.09-105, Ronald Reagan Building  
1300 Pennsylvania Avenue, NW  
Washington, D.C. 20523  
ATTN: Franklin F. Gunn  
Phone: 202-712-0501

**It should be noted that packages may not be left at the USAID Visitor's Desk. You are solely responsible for ensuring timely delivery.**

This procurement is issued pursuant to the simplified acquisition procedures Chapter 13 of FAR, Subpart 13.003(b) (1) which requires that acquisition of supplies or services that have an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 be reserved exclusively for **small business concerns** and **publicized under FAR 5.101(2) for contract actions between \$10,000 and \$25,000.**

Contractors are requested to submit both technical and cost portions of the quotation separately. Award will be made to the contractor whose quotation satisfies the government requirement at the best value.

Issuance of this quotation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a quotation. Any questions concerning this solicitation should be directed to Franklin F. Gunn in written format at [fgunn@usaid.gov](mailto:fgunn@usaid.gov).

## REQUEST FOR QUOTATION

RFQ NUMBER: 00004742  
DATE ISSUED: 05/04/04  
CLOSING DATE AND TIME: **05/14/2004 – 11:00 am**

RFQ NUMBER: M/OP/REG/EGAS-00004742

ISSUED BY: United States Agency for International Development  
M/OP/REG/EGAS, Room 7.09-105  
1300 Pennsylvania Avenue, N.W.  
Washington, DC 20523-2120

POC/TEL NO: Franklin Gunn: mail: [fgunn@usaid.gov](mailto:fgunn@usaid.gov) (202) 712-0501

THE OFFEROR AGREES THAT THE PRICES SUBMITTED ARE GOOD FOR 60 DAYS FROM DATE OF RECEIPT OF YOUR QUOTE.

OFFERORS ARE REQUIRED TO SUBMIT QUOTES VIA E-MAIL TO FRANKLIN GUNN AT: [fgunn@usaid.gov](mailto:fgunn@usaid.gov).

PLEASE PROVIDE NAME, ADDRESS, POINT OF CONTACT OF AUTHORIZED INDIVIDUAL RESPONSIBLE FOR THE QUOTATION.

COMPLETE THE ENCLOSED VENDOR INFORMATION SHEETS.

ALL RESPONSIBLE SOURCES MAY SUBMIT A QUOTATION WHICH, IF TIMELY RECEIVED, SHALL BE CONSIDERED BY THE AGENCY.

SHIPPING ADDRESS: USAID  
OF DELIVERABLE M/OP/REG/EGAS  
FRANKLIN GUNN, RM 7.09-105,  
RONALD REAGAN BUILDING  
WASHINGTON, D.C. 20523

DELIVERY DATE OF DELIVERABLES: NLT 14 DAYS AFTER AWARD

Submitted by Name/Company:

**Please provide company name on quote as well.**

**SUPPLIES/SERVICES AND PRICES/COSTS**

The contractor shall conduct the FAAR course to train approximately 25 USAID participants on understanding the structure of the Federal Acquisition Regulation (FAR) and USAID Acquisitions (AIDAR).

| <u>Item</u> | <u>Description</u>  | <u>Qty.</u> | <u>Unit Price</u> |  |
|-------------|---|-------------|-------------------|--|
| 001         | Provide, conduct and evaluate a course entitled "Federal and USAID Acquisition Regulations (FAAR) for USAID Washington. | 1           |                   |  |

## STATEMENT OF WORK

### **FAAR Course Preparation/Methodology and Course Content /Topic**

#### COURSE PREPARATION/METHODOLOGY

The course shall be taught focusing on each trainee as being relatively new, often inexperienced contract specialist (CO), procurement staff or executive officer (EXOs) with awareness that most of these individuals will eventually become USAID COS, EXOs or Senior Staff in an overseas Contract or Executive office. (Some contract specialists will be assigned to USAID/Washington's Contract Office.) The contractor shall be flexible in its approach and style to ensure that individuals are, taken from whatever level of knowledge and awareness they possess when the course begins to a workable, adequate level of understanding of contracting skills and competencies needed to function independently at the entry and beginning intermediate levels of the CO (GS-1102 or 85-93) job series. The acquisition skills needed by EXOs in the area of procurement are the same as those needed by COs, but EXOs have more limited contracting officer warrant authority.

USAID has its own separate Personal Services Contracts (PSC) Course and Grants Course. Therefore, to avoid redundancy; subject matter in these areas should only be presented in a broad overview; specific processes and details are to be avoided.

The contractor shall establish the tone, focus and intensity of the course (with the approval of the Contracting Officer's Technical Representative) and utilize sound educational principles to develop subject matter and methodology. Note: M/HR is responsible for the educational aspects of the course and M/OP is responsible for the content/substance of the course. Transition from one subject to another - should flow naturally, building on what was taught previously and reinforce concepts already taught. The course should guide the students along a logical, clear, structured approach towards mastery of training objectives which are proposed in detail by each offeror in its proposal. Throughout the course, the contractor should create building blocks and stepping stones to enhance the students' knowledge base, application of significant concepts, and enhance critical thinking/ analytical skills necessary to successfully perform contracting functions.

A structured environment with clear direction is important, while at the same time taking into consideration differing learning styles. Class work should focus on a combination of teaching techniques and approaches including, but not limited to, structured lecture and discussion, exercises, reading assignments, examples, learning by doing (hands-on activities), problem solving, individual reports/presentations, simulations as appropriate, group participation, question and answer sessions, and examinations. Lectures should be kept to a minimum, and the course should be learner-centered to the extent practicable.

It is critical to involve participants in the learning process and ensure that the course meets their needs. Passive learning is to be avoided or at least reduced to a minimum. Other viable educationally sound learning techniques are strongly encouraged. Homework assignment may be given. Creative approaches are strongly encouraged and offerors shall be given additional technical points for identifying and incorporating innovative, significant new ideas to make the learning process more meaningful. Creative ideas must be practical and contribute to achieving course objectives.

Individual practice with and familiarity with the regulations and other procurement related documents is strongly encouraged. Feedback that is timely and meaningful is important to reinforce learning that has occurred and to correct partially inaccurate or erroneous responses from being considered acceptable.

The roles and responsibilities of team members in the procurement process are to be addressed as they relate to strategic objectives and teams, major approaches being implemented throughout USAID.

The course design, materials, and presentation must emphasize USAID procedures, operations, approaches, and the examples and exercises should be relevant to what USAID procures (high level, involved technical assistance services in the contracting office and administrative supplies and services in the EXO office) and how USAID conducts business.

Offerors can consider self-study and distance learning methods to reinforce concepts taught in class. Any such tasks should be designed to be accomplished independently by the students after the class has been completed and the participants have returned to their jobs. The amount of time for such reinforcement should be reasonable. This will not eliminate the contractor's obligation to instruct at the contractually required skill levels.

## COURSE CONTENT AND TOPICS

The course shall not exceed three weeks (fifteen instructional days (3 continuous weeks - 5 days/week) in length. The contractor shall furnish each student with a course book, a current copy of the acquisition regulations, including both the FAR and AIDAR, and other relevant procurement related documents.

The Office of Federal Procurement Policy, specifically the Federal Acquisition Institute, has identified 106 skill areas necessary for contracting personnel to do their jobs effectively and required to maintain the professionalism of procurement personnel. Although the level of exposure needed to these skill areas varies depending on one's job title, pay grade, position in the organization, responsibilities and goals/objectives of the specific Agency, and nature of the procurement program, the majority of these skills are required to function, even at a minimal level, <sup>these</sup> the contracting career field. USAID's Procurement Management Certification Program is required to be completed by contracting and executive officer personnel. It states the duties to be accomplished, the skill level needed, and establishes the training courses required. This attachment provides background information and specific tasks under each skill area.

Of these 106 duties, USAID considers that most need to be included in the FAAR course. The level of coverage needed and the exposure to the various concepts differ. This is indicated at one of three different levels. A lists of the duties to be included in this course and the level of expertise required for each duty is listed below. The contractor is required to instruct at the skill level specified. Note that in many, cases, the course skill level in FAI differs from the USAID Skill Level required in USAID's Procurement Management Certification Program. The reason they differ from the Federal Acquisition's stated skill levels is that mastery of most competencies at the USAID Skill Level required necessitates on-the-job experience in addition to formal training.

In addition, the course should cover all facets of the contracting profession, including procurement planning, file documentation, pre-award activities, award, post award responsibilities and should focus on the range of contracting instruments.

The subject matter, in general, must address the following general concepts as well as the specific skill areas stated below:

1. Procurement planning and procurement lead times.
2. Understanding contract types and selecting appropriate one(s).
3. Vendor selection - competitively and non competitively. If the latter, justifications for other than full and open competition, 8(a)s, set-asides, sealed bids or negotiated.
4. Legal bases for federal contracts.
5. General awareness of the federal procurement process and applicability of contract law principles.
6. Standards of Conduct, Procurement Ethics, and Conflicts of Interest.

7. Development and reviews of scopes of work.
8. Technical and cost evaluations and how they impact award.
9. Contract negotiations.
10. Analysis of prices proposed or review of costs submitted.
11. Contract administration functions.
12. Protests, disputes, mistakes in bids, and, claims.
13. Responsibility determinations.
14. Offerors' past performance.
15. Contractors' performance after award.
16. Amendments to solicitations and modifications to contracts (unilateral and bilateral).
17. Contract changes.
18. Termination of contracts.
19. Personal services contracting.
20. File documentation.

#### Mandatory Skill Areas to be Included in Course

| Unit<br>No | Brief Description        |
|------------|--------------------------|
| 1.         | Forecasting Requirements |
| 2.         | Acquisition Planning     |
| 3.         | Purchase Requests '      |
| 4.         | Funding                  |
| 5.         | Market Research          |
| 6.         | Specifications           |

7. Statement of Work
8. Service
9. Sources
10. Set-Asides
11. 8(a) Procurements
12. Competition Requirements
13. Unsolicited Proposals
- 14A. Lease vs. Purchase
15. Price Related Factors
16. Technical Evaluation Factor
17. Method of Procurement
- 18A. Procurement Plans
- 18B. Formal Source Selection Plans
- 19.1 Selecting the Type of Contract to solicit
- 19.2 Soliciting Time and Material/Labor Hour Contracts
- 19.3 Establishing Agreements
- 19.4 Soliciting Indefinite Quantity Contracts
- 19.5 Soliciting Fixed Price Contracts
- 19.6 Soliciting ~ Cost Type Contracts
20. Letter Contracts
- 21A. Contract Financing
22. Use of Government Property and Supply Sources
23. Need for Bonds
- 24A. Solicitation Preparation (IFBs)
- 24B. Solicitation Preparation (RFPs)
25. Publicizing Proposed Procurements
26. Preaward Inquiries
27. Prebid/preproposal Conferences,
28. Amending Solicitations

- 29A. Cancelling Solicitations (IFBs)
- 29B. Cancelling IFBs (after opening)
- 29C. Cancelling Solicitations (RFPs)
- 30. Processing Bids
- 31. Bid Acceptance Periods
- 32. Late Bids
- 33. Bid Prices
- 34. Responsiveness
- 35. Processing Proposals
- 36. Technical Evaluation
- 37. Price Objectives
- 38. Cost & Pricing Data
- 39. Audits
- 40. Cost Analysis
- 41. Evaluating Other Terms & Conditions  
And 14B. (lease vs. purchase)
- 41B. Evaluating Other Terms & Conditions  
And 21B. (financing)
  
- 42. Competitive Range
- 43. Fact-finding
- 44. Negotiation Strategy
- 45. Conducting Negotiations
  
- 46A. Preaward Mistakes in Bids
- 46B. Mistakes in Proposals (Preaward)
- 46C. Mistakes in Offers (Post award)
- 47. Responsibility
- 48. Subcontracting Requirements
- 49A. Preparing Awards (Sealed Bidding)
- 49B. Preparing Awards (Negotiation)

- 50. Award
- 51. Debriefing
- 52. Protests
- 53. Fraud and Exclusion
- 54. Contract Administration
- 55. Post-Award Orientation
- 56. Ordering Against Contracts and Agreements
- 57. Consent to Subcontracts
- 58A. Monitoring, Inspection and Acceptance
- 58C. Subcontracting Requirements
- 59A. Delays
- 60. Stop Work
- 61. Remedies
- 62. Property
- 63. Reporting Performance Problems
- 64. Limitation of Costs
- 65. Invoices
- 65B. Indirect Costs
- 66. Unallowable Costs
- 67. Assignment of Claims
- 68. Collecting Contractor Debts
- 69A. Progress Payments
- 69B. Advance Payments
- 70. Price and Fee Adjustments
- 71. Accounting and Estimating Systems
- 72. Cost Accounting Standards.
- 73. Defective Pricing
- 74. Closeout
- 75A. Contract Modification
- 758: Options

75C. Extraordinary Contract Actions

76A. Termination for Default  
And 76C.

78. Claims

SP. Small Purchases

Con. Construction

AE. Architect  
& Engineer Services

79. Political Environment, Legal

Goals,

Environment, Internal Environment,  
Standards of Conduct

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**VENDOR INFORMATION**

(Please complete if you have not provided this information in the past)

**NAME:**

**ADDRESS (to include Country if not USA):**

**POC:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**E-MAIL ADDRESS:**

**INTERENT ADDRESS:**

**EIN/SSN NUMBER:**

**DUNS NUMBER:**

**ELECTRONIC FUNDS TRANSFER:**

**ABA Number (9 digit routing number):**

**Bank Name:**

**Account Number:**

**Type of Account (checking or savings):**

**OWNERSHIP TYPE:**

- Asian-Indian American
- Asian-Pacific American
- Black American
- Hispanic American
- Native American
- Non-Minority
- Other Minority
- Unknown

**PROFILE TYPE:**

- Corporation

- Education Org Other than University
- College
- Individual
- HBCU
- University/College
- International Center
- Research Org.
- Voluntary Organization
- Foundation
- Hospital
- Partnership
- Proprietorship
- Sheltered Workshop
- Hispanic Serving Institution

**ECONOMIC TYPE:**

- Private
- International Public Sector
- Federal Government
- State/Local Government
- Foreign Contractor

**TYPE OF BUSINESS:**

- 8(a) Form
- Small Business
- Women-Owned
- Disadvantaged
- For Profit
- Electronic Commerce