REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

THIS RFQ ☐ IS ☒ IS NOT A SMALL BUSINESS SET-ASIDE

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
BBG50-EHH-09-02				

5a. ISSUED BY: IBB Office of Contracts (M/CON)

6. DELIVER BY *(Date)*: See SOW

5b. FOR INFORMATION CALL *(NO COLLECT CALLS)*

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Rachel Johnson	202	382-7847

7. DELIVERY: ☒ FOB DESTINATION ☐ OTHER *(See Schedule)*

9. DESTINATION

a. NAME OF CONSIGNEE

b. STREET ADDRESS

c. CITY

d. STATE

e. ZIP CODE

8. TO:

a. NAME

b. COMPANY

c. STREET ADDRESS

d. CITY

e. STATE

f. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS *(Date)*: 04/30/09

IMPORTANT: This is a request for information, and quotations furnished are not officers. 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)*

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Description				
1.	The Contractor shall provide Executive Recruiter services to identify and refer candidates for a Senior Executive Service (SES) "Director of Engineering" position in accordance with the attached terms, conditions, and Scope of Work.				
2.	The "cut-off" date for questions is 2pm 04/10/09.				
3.	Electronic or fax responses will not be considered. Hard copy Technical and Price Proposals are due by 2:00pm (not COB as stated in Block 10 above) on 04/30/09.				

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

NOTE: Additional provisions and representations ☒ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER

a. NAME OF QUOTER

b. STREET ADDRESS

c. COUNTY

d. CITY

e. STATE

f. ZIP CODE

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION

15. DATE OF QUOTATION

16. SIGNER

a. NAME *(Type or print)*

b. TELEPHONE

AREA CODE

NUMBER

c. TITLE *(Type or print)*

PART I 52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS). (FEB 2009)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

(ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(iv) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

(v) 52.225-13, Restrictions on Certain Foreign Purchases (Feb 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(vi) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(vii) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Oct 2008).

(v) 52.233-1, Disputes (July 2002).

(vi) 52.244-6, Subcontracts for Commercial Items (Feb 2009).

(vii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Feb 2008) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (Dec 1996) (41 U.S.C. 35-45) (Applies to supply contracts over $10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212) (Applies to contracts of $100,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793). (Applies to contracts over $10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States,

the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212) (Applies to contracts of $100,000 or more).

(vi) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.)

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (Aug 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b) (Unless exempt pursuant to 23.204, applies to contracts when energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP) will be—

(A) Delivered;

(B) Acquired by the Contractor for use in performing services at a Federally-controlled facility;

(C) Furnished by the Contractor for use by the Government; or

(D) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.)

(ix) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed $25,000).

(x) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(xi) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. App. 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Sept 2006) (Applies to contracts over $30,000).

(ii) 52.211-17, Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (Nov 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, Clauses Incorporated by Reference (Feb 1998). This contract 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/these address(es):

http://www.acquisition.gov/far/index.html

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights—

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor’s records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

PART II - SCOPE OF WORK

1.0 Introduction

The Broadcasting Board of Governors (”BBG”) (hereinafter “Agency”) has a requirement for an Executive Recruiter (hereinafter “Contractor”) to identify and refer candidates to fill a Senior Executive Service (“SES”) "Director of Engineering and Technical Services/Chief Information Officer (CIO)” vacancy (hereinafter “Vacancy Announcement”) within the Agency. Thus, the Contractor shall submit, within three (3) months of award of this Purchase Order, a "List of Qualified Candidates" developed in accordance with all applicable U.S. Government merit system requirements and equal opportunity laws.

2.0 Background Information

The words and phrases shown below shall have the following meanings related to this Purchase Order:

(a) VOA – Voice of America with its headquarters located at 330 Independence Ave., SW, Washington, DC 20237.

(b) IBB – The U.S. International Broadcasting Bureau with its headquarters located at 330 Independence Ave., SW, Washington, DC 20237.

(c) BBG – The Broadcasting Board of Governors with its headquarters located at 330 Independence Ave., SW, Washington, DC 20237.

3.0 Scope of Work

The scope of work includes four requirements:

(a) Meet with Agency officials to ascertain the basic qualification requirements of the Vacancy Announcement;

(b) Identify and screen candidates against the basic qualification requirements set forth in the Vacancy Announcement;

(c) Refer to the Agency all qualified candidates who meet the basic qualification requirements stated in the Vacancy Announcement; and

(d) Attend follow-up meetings with Agency officials.

4.0 Applicable Document (Government Furnished Information)

The following document (copy attached) is applicable to this Purchase Order:

(a) SES Vacancy Announcement Number ERB-09-63 "Director of Engineering and Technical Services/Chief Information Officer (CIO)” dated March 30, 2009.

5.0 Performance Requirements

(a) The Contractor shall perform all work prescribed herein within three (3) months of award of this Purchase Order;

(b) The Contractor shall refer to the Agency at least three (3) and no more than seven (7) qualified candidates for the Vacancy Announcement; and

(c) Failure of the Contractor to refer at least three (3) qualified candidates to the Agency for the Vacancy Announcement may result in a reduction of the Purchase Order's firm-fixed-price, unilaterally, at the Contracting Officer's sole discretion, up to one hundred percent of the firm-fixed-price.

6.0 Special Requirements

During the performance of this Purchase Order, the Contractor shall:

(a) Assure that each qualified candidate referred to the Agency complies with the Agency's application procedures, as defined in the Vacancy Announcement;

(b) Advise all candidates that the Contractor is not the sole or primary avenue for employment with the Agency;

(c) Refer to the Agency only those qualified candidates from whom the Contractor has not accepted fees other than standard registration fees paid by candidates when the registration fee is imposed regardless of whether or not the candidate is referred for employment or placed;

(d) Recruit and refer qualified candidates in accordance with all applicable U.S. Government merit system requirements and equal opportunity laws; and

(e) Make certain that the integrity of the inherently governmental functions defined in Federal Acquisition Regulation Subpart 7.503 (c) (9) are preserved by ensuring that the Contractor only identifies, screens, and refers qualified candidates for the Agency's consideration, AND DOES NOT SELECT OR INTERVIEW any candidates for Federal Government employment.

7.0 Deliverables

The Contractor shall provide a "List of Qualified Candidates" for the Vacancy Announcement accompanied by a completed application package, as defined in the attached Vacancy Announcement, for each qualified candidate the Contractor refers to the Agency.

END OF PART II -- SCOPE OF WORK

PART III - INSTRUCTIONS

3.1 Questions

Offerors are advised that any questions or clarifications desired by an Offeror shall be submitted to the Contracting Officer in writing (email is acceptable), by the date shown in Block 11, Item 2 of the cover page (SF-18)of this Solicitation. Offerors shall submit written questions to:

BBG/IBB Office of Contracts (M/CON)
Switzer Building – Suite 4300
330 "C" Street, SW
Washington, DC 20237

Attn: Rachel Johnson
E-Mail: rjohnson@bbg.gov
Fax 202.382.7847

3.2 Submission of Proposals

(a) Proposals shall be prepared and submitted in two parts, i.e., "Technical Proposal" (original and 3 copies) and "Price Proposal" (original only, no copies). In order to insure that the evaluation will be performed strictly on the merit of the material submitted, NO COST OR PRICING INFORMATION SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL.

(b) Proposals shall be submitted **via hard copy only** and shall be addressed to the office shown in above Paragraph 3.1.

(c) Telegraphic submissions, facsimile submissions, or proposals submitted via electronic means (e.g., e-mail) **are not authorized by this Solicitation and will not be considered.**

3.3 Preparation Of Technical Proposals

3.3.1 Mandatory Minimum Criteria

The Offeror shall address its capability to meet the mandatory minimum criteria (see below Part IV, Paragraph 4.1.1) by providing:

(1) A summary of experience in recruiting for similar positions.

(2) An example of having recruited personnel with the same or similar caliber/level of experience in a same or similar media related position as shown in the attached vacancy announcement with a media, nonprofit, international, or U.S. Government organization.

(3) A description of the process they will use to analyze canidates for the attached position.

3.3.2 Remaining Criteria

The Offeror shall also address its capability to meet the following non-mandatory criteria. Specifically, the Offeror shall explain:

(1) Its proposed approach to meeting the requirements of the Statement of Work.

(2) How it determined the proposed turnaround time to identify applicants to fill the identified position on a short suspense or normal basis.

(3) Its proposed process for screening potential applicants, identifying the most qualified (i.e., the Offerors recruitment process), and how the Offeror would tailor this process to accommodate the Government's unique needs.

(4) How many positions it has filled in target areas of media, nonprofit, international, or U.S. Government related organizations.

(5) Its day-to-day approach to achieve effective communication with its customers.

3.4 Preparation Of Price Proposals

(a) The Offeror shall provide a single firm-fixed-price to complete the work specified herein. The proposed firm-fixed-price shall be fully burdened (i.e., inclusive of all shipping, overhead, G&A, profit, etc.).

(b) To the extent Offerors believe it necessary to explain or clarify their Price Proposal, they shall provide a narrative description of entries, calculations, or other aspects of price.

(c) The Government will reimburse travel expenses as an “Other Direct Charge” and need not be included in the Offeror’s price proposal.

END OF PART III -- INSTRUCTIONS

PART IV - EVALUATION AND SOURCE SELECTION

4.1 Evaluation of Technical Proposals

The Offeror's written technical proposal will be evaluated based on the below-listed criteria.

4.1.1 Mandatory Minimum Criteria

(a) Prior to evaluation of the Offeror's complete written technical proposal, the Technical Evaluation Panel will first determine the responsiveness of the Offeror’s submittal based upon the three Minimum criteria stated in above Part III, Paragraph 3.3.1. Failure to meet any of the following mandatory minimum qualifications will render the Offeror’s proposal unacceptable and result in immediate rejection, without further consideration. In order for the Offeror's entire written proposal to be considered, the Offeror shall:

(1) Provide a summary of experience in recruiting for similar positions.

(2) Cite at least one example of a successful instance of having recruited personnel with the same or similar caliber/level of experience in a same or similar media related position as shown in the attached vacancy announcement with a media, nonprofit, international, or U.S. Government organization.

(3) Describe the process they will use to analyze candidates for the position shown in the attached vacancy announcement (i.e., HOW the offeror intends to accomplish the work prescribed herein).

4.1.2 Remaining Criteria

Once the Agency determines that the Offeror has met the mandatory minimum criteria stated in above Paragraph 4.1.1 against the requirements stated in Part III, Paragraph 3.3.1, it will evaluate the Offeror's entire written proposal against the requirements stated in Part III, Paragraph 3.3.2. Specifically, the Offeror's written proposal will be evaluated on the:

(1) Approach to be taken to meet the requirements of the Statement of Work.

(2) Turnaround time necessary to identify applicants to fill an identified position on a short suspense or normal basis.

(3) Process to be used to screen potential applicants and identifying the most qualified (i.e., the Offerors recruitment process) and how the Offeror would tailor this process to accommodate the Government's unique needs.

(4) Number of positions it has filled in target areas of media, nonprofit, international, or U.S. Government related.

(5) Day-to-day approach/communication with its customers.

4.2 Evaluation of Price Proposals

The Offeror's "Total Proposed Price" will be compared to the Independent Government cost estimate and each Offeror's price will be ranked by price.

4.3 Source Selection

(a) Following evaluation of the written proposals, it may be appropriate for Offerors in the competitive range to participate in an oral presentation phase. The oral presentation phase will be at the sole discretion of the government (following establishment of a competitive range, based on technical and price criteria). Thus any information the Offeror wishes the Government to consider (e.g., experience, approach, unique qualities) shall be submitted with the Offeror's written proposal, since an oral presentation phase is not guaranteed.

(b) Offerors are hereby notified that the basis for award will include:

(1) a technical evaluation as described in Paragraph 4.1 above.

(2) a price evaluation as described in Paragraph 4.2 above.

(3) A risk assessment based on the Offeror's past performance and proposed technical approach. In assessing the risk, an adjectival risk assessment shall be assigned using the following adjectives:

Very Low Risk - Based on the Offeror's performance record and proposed approach, essentially no doubt exists that the Offeror could successfully perform the required effort.

Low Risk - Based on the Offeror's performance record and proposed approach, little doubt exists that the Offeror could successfully perform the required effort.

Moderate Risk - Based on the Offeror's performance record and proposed approach, some doubt exists that the Offeror could successfully perform the required effort.

High Risk - Based on the Offeror's performance record and proposed approach, substantial doubt exists that the Offeror could successfully perform the required effort.

(c) **Technical Evaluation Factors and Risk Assessment, when combined, are more important than cost or price.** The Government reserves the right to make an award to other than the lowest priced offer or to make an award to other than the offer with the highest technical rating if the Contracting Officer determines that to do so would result in the best value to the Government.

END OF PART IV -- EVALUATION

END OF RFQ ATTACHMENT

END OF SF-18 SUPPLEMENTAL TERMS AND CONDITIONS