National Institute for Literacy

April 21, 2009

Dear Colleague:

The National Institute for Literacy is conducting an acquisition contract procedure to procure technical services as described in the enclosed
Statement of Work: **Solicitation #ED-NIL-09-R-0001**: Technical Assistance for Graphic Design Services.

Questions for clarification pertaining to **#ED-NIL-09-R-0001** including the Statement of Work, Evaluation Criteria, and the technical and cost proposal writing and submission process, must be sent by e-mail to procurement@nifl.gov by **Friday, May 8, 2009 by 12:00 noon EDT**. Responses to all questions will be provided on or about **Friday, May 15, 2009**. Please note that Institute staff can only respond to questions pertaining to **#ED-NIL-09-R-0001** via the process stated above.

Interested parties should prepare separate technical and cost proposals. The technical proposal and cost proposals **must be sent via e-mail** no later than 12:00 noon EDT on **Friday, June 12, 2009** to the following address: procurement@nifl.gov.

The Technical Proposal, must include the following ***(not to exceed 12 pages double spaced)*:**

1) A statement of qualifications to perform this work, with particular reference to the **skills and areas of expertise identified in the Statement of Work (Attachment A)** and within each section of **the Proposal Evaluation Criteria (Attachment B)**
2) A detailed description of how the tasks enumerated in the statement of work would be carried out.
3) Detailed descriptions based upon the criteria set forth within the Proposal Evaluation Criteria (**Attachment B**)
4) Description of the staff hours needed for each task, based upon the criteria set forth within the Proposal Evaluation Criteria (**Attachment B**). This must be included within the technical proposal (***Not to be counted toward the 12-double-spaced page limit and Not to exceed 2 pages double spaced***).
5) Include a section that describes the management plan for the tasks described in this Statement of work (***Not to be counted toward the 12-page*** *limit and* ***Not To Exceed 2 pages double spaced***).
6) Up to three references and resume(s) of key personnel, ***(not to be counted toward the 12-double-spaced page limit).***

The cost proposal must be separate from the technical proposal and itemized by task. Include all costs associated with each of the tasks listed in the statement of work, as well as other costs associated with completing the work.

All requests and submissions regarding this solicitation should reference: **RFP #ED-NIL-09-R-0001.** All proposals received will be evaluated according to the Evaluation Criteria and Statement of Work. Awards will be based on the Evaluation Criteria and Cost Proposal. Please note that the Classification Code for this solicitation is "R"-Professional, Administrative and Management Support. Based on the availability of funds, the Institute anticipates this award will be a fixed priced contract. The contractor will be paid upon receipt of all deliverables and a satisfactory invoice, in accordance to the Prompt Pay Act.

Important note: If you submit a proposal for this solicitation, and are awarded this contract, you or your organization must be registered in the Central Contractor Registration (CCR) http://www.ccr.gov/ by the time of contract award. All entries (individuals and organizations are required to register in the CCR in order to be awarded contracts by the federal government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status. Please be advised that registration within the CCR system is mandatory and must be verified no later than **June 17, 2009.** It typically takes a few days to complete the registration. Instructions on how to complete an organization and/or individual registration can be found at http://www.ccr.gov/vendor.asp.

If you have any questions about the content of this solicitation, please contact Mr. Keith Smiley, Contracting Officer, by e-mail at procurement@nifl.gov; by fax at (202) 233-2050;or by telephone at (202) 233-2042.

Sincerely,

Daniel J. Miller
Acting Director

Enclosures
Statement of Work
Evaluation Criteria
Proposal Instructions
Quality Assurance Surveillance Plan