U.S. Department of Justice

Office of Justice Programs

Office of Administration

Washington, D.C. 20531

ATTACHMENT 1 – INSTRUCTIONS TO QUOTERS AND EVALUATION PROCEDURES

NATIONAL INSTITUTE OF JUSTICE (NIJ) FEDERAL BUREAU OF PRISONS (BOP) RESTRICTIVE HOUSING PRACTICES

1. CONFIDENTIAL INFORMATION

The Freedom of Information Act (FOIA) and its amendments have resulted in an increasing number of requests from outside the Government for copies of contract qualifications and proposals submitted to federal agencies. If a vendor's quote contains information the vendor believes should be withheld from such requestors under FOIA on the grounds that they contain "trade secrets and commercial or financial information" [5 U.S.C. § 552(b)(4)], the quoter should mark its submissions in the following manner:

- The following notice should be placed on the title page: "Some parts of this document, as identified on individual pages, are considered by the submitter to be privileged or confidential trade secrets or commercial or financial information not subject to mandatory disclosure per the Freedom of Information Act."

- Each individual item considered privileged or confidential under FOIA should be marked with the following notice: "The data or information is considered confidential or privileged and is not subject to mandatory disclosure per the Freedom of Information Act."

2. REQUEST FOR QUOTE (RFQ) RESPONSE REQUIREMENTS

2.1. GENERAL

Quoters shall submit documentation in accordance with the requirements of this solicitation. Quotes must be clear, coherent, and prepared in sufficient detail for effective evaluation of the quoter's submission against the evaluation criteria. Also, this documentation shall cover all aspects of this RFQ and include the quoter's approach for providing superior support to the National Institute of Justice (NIJ).

Quotes must clearly demonstrate how the quoter intends to accomplish the requirement and must include convincing rationale and substantiation of all claims. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to the RFQ are not desired.

Quoters shall describe their approach with a narrative, charts, and diagrams in sufficient detail for the Government to understand and evaluate the nature of their approach and understanding of the requirements.

Interested vendors shall e-mail written questions to the Government via the Contract Specialist, Yolanda S. Brown, at Yolanda.Brown2@usdoj.gov. Telephone calls will not be accepted. The Government will answer questions received up to **5:00pm Eastern Time, Friday, May 12, 2023.** Questions received after this date will not be answered.

Quotes shall be submitted via GSA eBuy by the due date. It is the quoter's responsibility to confirm receipt of their submission. The quote shall be valid for 120 days.

The following GSA Special Item Number (SIN) are applicable to this RFQ: 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services.

The Government will only accept quotes from vendors who offer services under SIN 541611.

2.2. QUOTE REQUIREMENTS

The quote may be accompanied by a cover letter. If the quoter chooses to submit a cover letter, the cover letter should identify all enclosures being transmitted and should be used only to transmit the quote and include no other information. The cover letter should include the following:

a) The solicitation number;
b) The name, address, and telephone number of the quoter (and email address if available);
c) A statement from the quoter specifying agreement with all terms, conditions, and provisions included in the RFQ and agreement to furnish any or all items for which prices are quoted;
d) Names, titles, telephone numbers, and e-mail addresses of persons authorized to communicate on the quoter's behalf with the Government in connection with this RFQ; and
e) Name, title, and signature of person authorized to sign the quote.

The following are further descriptions of the information that shall be provided with the quote:

Volume	Reference	Page Limit
Cover Letter	N/A	1
I. Technical Approach	2.3.1	15
II. Key Personnel Résumés	2.3.2	6
III. Past Performance	2.3.3	Up to 3 Questionnaires
IV. Price	2.3.4	No Limit

2.3. EVALUATION FACTORS

2.3.1. Factor 1: Technical Approach

The quoter shall submit its technical approach to performing the anticipated contract, focusing on the quoter's ability to provide superior support to NIJ to design and conduct a comprehensive review of restrictive housing practices within the Federal Bureau of Prisons (BOP). Most BOP facilities include a restrictive housing unit referred to as the Special Housing Unit (SHU). BOP also utilizes restrictive housing in other settings, including the Special Management Unit (SMU), the Special Confinement Unit (SCU),

Female Administrative Unit, and the United States Penitentiary Administrative Maximum (ADX). (See Program Statements 5217.02, *Special Management Units*, 5200.07CN-1, *Female Offender Manual*, and 5270.11, *Special Housing Units*.) At a minimum, the quoter shall demonstrate their understanding of the requirements and provide their approach to problem solve successfully and mitigate challenging circumstances that may arise. Additionally, the quoter shall describe their capabilities to recruit, train, and retain the qualified resources necessary to support the tasks specified in the Statement of Work (SOW).

2.3.2. Factor 2: Key Personnel Résumés

The quoter shall submit résumés for the key personnel identified in the SOW. Each résumé shall provide sufficient information about the individual's experience, education, and qualifications to convince the Government that the quoted individual meets the criteria specified in the SOW, Section 4.1 – KEY PERSONNEL. Résumés are limited to three (3) pages for each key personnel. [2 total key personnel – 1 Project Director and 1 Lead Research Analyst – 3 pages each for a total of 6 pages].

The Government requires the following information, at a minimum, be provided in the résumé(s):

- Full name;
- Current job title and employer;
- Education (including degrees achieved);
- Employment status – Specify whether the quoted individual is currently employed by the prime or subcontractor. A letter of commitment, signed by the quoted key personnel who are not employees of the contractor or subcontractor, must be submitted to show that the quoted key personnel and required staff have agreed to come to work pending award of the contract. Letters of commitment are not included in the Factor 2: Key Personnel Résumés page limit.
- Clear dates (i.e. mm/yyyy) and company name for experience performing the requirements listed in the SOW, including specific results and/or Return on Investment.

(Note: If OJP cannot reasonably determine whether the quoted individual meets the minimum education or years of work experience, the entire quote shall be considered unacceptable and therefore not awardable. OJP reserves the right to approve or disapprove quoted key personnel throughout the life of the contract.)

2.3.3. Factor 3: Past Performance

Quoters shall coordinate with their customers about past performance references required for evaluation. The quoter's customers may submit up to three past performance references on the enclosed past performance questionnaire (see Attachment 4 – Past Performance Questionnaire). Their customers must send the past performance questionnaire directly to the Contract Specialist, Mrs. Yolanda Brown at yolanda.brown2@usdoj.gov by the RFQ close date and time, Friday, June 2, 2023, at 5:00pm ET.

The narrative portion of the questionnaire must not exceed two pages and the attribute rating portion of the form must not exceed one page (excluding any customer-provided performance comments). Quoters who reference work completed as a subcontractor must

reveal the dollar value of the subcontract vice that of the overall requirements. Past performance references that cite multiple award contracts must reveal the dollar value of the work actually managed under the vehicle to date.

2.3.4. Factor 4: Price

The Government has provided a pricing worksheet that represents the anticipated labor mix and level of effort that will be utilized to complete the agency's requirements. (See Attachment 3 – Pricing Worksheet).

Quoters are instructed to complete the worksheet by only inputting entries in the cells highlighted in orange (i.e. GSA Schedule Labor Category and Burdened Rate); all other entries are automatically calculated in the worksheet. Quoters shall provide burdened rates covering the entire anticipated performance period of 40 months. Quoters shall describe the basis of their rates for the 40-month period. The narrative may either be submitted as a standalone document or as an additional tab in Attachment 3 – Pricing Worksheet. Quotes that do not contain a narrative describing the basis of their blended rates will be considered unacceptable, and therefore not eligible for award.

Quoters shall not add or delete any rows in the worksheet and shall not change any information or formulas in the worksheet, except that they may adjust the width and height of any cell and add a narrative tab (if desired). All percentages and rates are rounded to two decimal places.

3. RFQ RESPONSE – ADDITIONAL REQUIREMENTS

3.1. The title page, table of contents, table of figures, list of tables, and glossary of abbreviations and acronyms do not count against page count limitations. Quote contents that exceed the stated page limitations will be removed from the quote by the Contracting Officer prior to turning the quote over to the Government evaluation teams and will not be considered in the evaluation.

3.2. The table of contents, if included, shall list sections, subsections, and page numbers. Each volume shall contain a glossary of all abbreviations and acronyms used. Each acronym used shall be spelled out in the text the first time it appears in each quote volume.

3.3. Text and graphics portions of the electronic copies shall be in a format easily readable by Microsoft Office or Adobe applications. Quoters shall ensure that quotes are virus free and free of password protection. If any portions of the electronic files are unreadable, the Contracting Officer may notify the quoter and permit the quoter to resubmit the "unreadable portion" of the quote. The method and time for resubmission will be prescribed by the Contracting Officer.

The resubmission may be considered as if it were received at the date and time of the original unreadable submission provided the quoter complies with the time and format requirements for the resubmission.

3.4. Each volume, other than Volume IV: Price, shall be written, to the greatest extent possible, on a standalone basis so its content may be evaluated with a minimum of cross-references to other volumes of the quote. Cross-references within a volume is permitted where its use would conserve space without impairing clarity. Information required for quote evaluation, which is not found in its designated volume or cross-referenced, is assumed omitted from the quote.

4. BASIS OF AWARD

4.1. The Government intends to award a single Time-and-Materials (T&M) contract for the services specified in the SOW. The Government anticipates awarding a multi-year contract with an anticipated performance period of July 24, 2023 – November 23, 2026 (40 months). The contract will be awarded to the responsible quoter whose submission, in conforming to this RFQ, provides the overall best value to the Government through a trade-off analysis of the following factors:

Factor 1: Technical Approach
Factor 2: Key Personnel Résumés
Factor 3: Past Performance
Factor 4: Price

4.2. Quotes containing exceptions, qualifications, conditions, assumptions, or any other deviations from the RFQ will be considered non-responsive, rejected and not considered for award.

4.3. The Government reserves the right not to make an award as a result of this competition if it is the Government's opinion that none of the submissions will provide acceptable performance and at a price that is considered fair, reasonable, and economically feasible.

4.4. Quoters are cautioned to submit sufficient information. The Government may ask quoters to clarify certain aspects of their quote. The Contracting Officer reserves the right to make an award without the opportunity for quote revision.

5. EVALUATION METHODOLOGY

EVALUATION FACTORS

Factor 1: Technical Approach
Factor 2: Key Personnel Résumés
Factor 3: Past Performance
Factor 4: Price

Order of Precedence: Non-price factors 1-3 are listed in descending importance from most important to least important. Factor 4: Price is less important than each of the non-price factors, separately or when combined. As the non-price factors become more equal, price will become more important. While the Government anticipates award to

the responsible quoter whose submission provides the overall best value to the Government, no award will be made based on superior technical capability when the quoted price is considered unreasonably high, or when the selection of a higher-priced quote is not justified by its technical advantages.

5.1. Factor 1: Technical Approach

Technical approach will be evaluated consistent with Section 2.3.1 and based on the Quoter's understanding of the requirement, their ability to problem solve successfully and mitigate challenging circumstances that may arise, the ability to demonstrate an approach that provides superior support to the NIJ, and their ability to recruit, train, and retain the qualified resources necessary to support the tasks specified in the SOW.

5.2. Factor 2: Key Personnel Résumés

Key personnel résumés will be evaluated to determine whether the résumés meet the minimum requirements specified in Section 2.3.2. above and the extent to which they contain other attributes that increase the likelihood of successful contract performance.

5.3. Factor 3: Past Performance

Overall past performance will be evaluated based on the level of confidence the Government has in the quoter's ability to successfully perform the required effort. Confidence is based on "recent" and "relevant" contract efforts along with how well the quoter performed. "Recent" means contracts that are ongoing or have been completed within five years of the closing date of this RFQ. "Relevant" means performance of work similar in size (i.e. anticipated dollar amount) and scope (i.e. tasks similar to those detailed in the SOW).

The Government reserves the right to contact references to verify past performance experience and to use any other past performance information available to the Government.

A determination of "No Confidence" renders the entire quote unacceptable and therefore will not be considered for award. Quoters without a record of relevant past performance, or for whom information for past performance is not available, will not be evaluated favorably or unfavorably on past performance and will be rated "Neutral" on Factor 3: Past Performance.

5.4. Factor 4: Price

Quoters shall provide all information requested in Attachment 3 – Pricing Worksheet, to include their narrative, which describes the basis of their burdened rates for the 40-month period. Price will be evaluated for completeness and reasonableness. Completeness means that the quotation supplied all information requested in Section 2.3.4. and the pricing template. Reasonableness will be evaluated in accordance with FAR 8.405-2(d). For evaluation purposes only, the total evaluated price is calculated on the "Summary" tab of the Attachment 3 – Pricing Worksheet.

Note: Available funding for this entire effort is $7.9M (including labor and Other Direct Costs). Price quotes for this contract shall not exceed $7.9M. Quotes exceeding a total of $7.9M will be considered unacceptable, and therefore not eligible for award.

6. RATING METHODOLOGY

6.1. Factor 1: Technical Approach and Factor 2: Key Personnel Résumés

The following adjectival ratings will be used to rate Factor 1 and Factor 2:

- Outstanding
- Good
- Acceptable
- Marginal
- Unacceptable

Quotes must be rated "Acceptable" or higher in Factors 1 and 2 to be considered for award.

6.2. Factor 3: Past Performance

Confidence for Past Performance is an assessment of the quoter's demonstrated ability to successfully perform the requirements of the contract based on how they have performed on recent, relevant contracts. The following definitions will be used for the confidence ratings for the overall Past Performance:

- Substantial Confidence
- Satisfactory Confidence
- Limited Confidence
- No Confidence
- Unknown Confidence (Neutral)

6.3. Factor 4: Price

Price will not be scored or receive an adjectival rating.

RFQ ATTACHMENTS

- Attachment 1 - Instructions to Quoters and Evaluation Procedures (this document)
- Attachment 2 - Statement of Work
- Attachment 3 - Pricing Worksheet
- Attachment 4 - Past Performance Questionnaire