

This is a combined synopsis/solicitation for a commercial supply and/or service prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will NOT be issued. This is a Request for Quote (RFQ), solicitation number **FA481419TF013**. The 6th Contracting Squadron, MacDill AFB, Florida, requires the following:

DESCRIPTION OF REQUIREMENT

Project: Central Region Cybersecurity Conference (CRCC) 14 Apr 2019 to 19 Apr 2019 or 21 April to 26 Apr 2019 depending on the availability.

The Government is seeking hotels with a 3 to 5 Star rating within the downtown Washington DC and Dulles Airport Areas to hold the subject conferences and to befitting senior US and partner nation leaders. All required meeting rooms should be collocated and requested to have limited access by non-attendees. Requirements include a need for general session room that can accommodate 150 attendees. All rooms need to be free of obstructions and limited views. The General Session room must be able to accommodate a U Shape configuration for up to 40 seating, mix of classroom and theater seating around the perimeter and room for a translation booth as well as a rear projection A/V suite with ultra-short throw lens. The General Session room will require patching into house sound. Additionally, conference organizers require a conference foyer with limited access by non-attendees during pre-conference registration (will have working power outlets available for use by USCENTCOM) and conference sessions, a support room that is adjacent (within 25 to 75 feet walking distance) to the general session room, two break-out rooms, one of which is a room for meals preferably (holding approximately 125 people) on the same floor as the General Session room, and a prayer room (preferably with no windows) specifically set for those of Islamic faith also preferably on the same floor as the General Session Room. The conference wants to hold a social the night of 16 or 23 April 2019 and prefers a room with a view that is not a traditional meeting room on the hotel property for approximately 100 attendees. Proposals shall be submitted in the following format

BASIS OF AWARD: Award will be made to the lowest priced quotation that meets ALL requirements listed below. The Government also reserves the right to make no award at all. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-99 effective 16 July 2018, DFARS DPN 20180629, effective 29 June 2018 and AFFARS AFAC 2018-0525, effective 25 May 2018. The North American Industry Classification System code (NAICS) is **721110, Hotels (except casino hotels)**, with a Small Business Size Standard of \$32.5 million. The Product Service Code is **X1AB, Lease/Rental of Conference space and facilities**. A firm fixed price contract will be awarded.

CLIN 0001

- One (1) each Main General (GS) conference room 150 person capacity (3 days), in a U shape configuration with max 40 attendee seating 16 Apr 2019 to 18 Apr 2019 or 23 April 2019 to 25 April 2019 depending on week of conference. Room must also be able to fit rear projection video gallery; seating on three sides as well as room for a translation booth and twice per day break service, (Breaks to be provided outside GS Room). Note 16 Apr 2019 or 23 April 2019 is

set up day for rehearsal. Foyer in front of General Session Room should be large enough to have the morning and afternoon breaks. Breaks will not be inside the General Session Room and must be within 50 feet of the General Session Room.

CLIN 0002

- Breaks, snacks, fruit, tea, coffee, and water during the conference; 2 breaks per day for 17 Apr 2019 to 18 Apr 2019 or 24 April 2019 to 25 April 2019 for 150 attendees depending on week of conference.

CLIN 0003

- One (1) each Operations Room must be within 75 feet walking distance from General session room. QTY 6 Days; must be large enough to hold 20 people with workstations with power available throughout the room not just against the walls, roughly 1,000 sq. feet or more.

CLIN 0004

- One (1) each Breakout meeting rooms for 4 days; Breaks, snacks, fruits, tea, coffee, and water during the conference; 2 breaks per day for 15 Apr 2019 to 18 Apr 2019 or 22 April 2019 to 25 April 2019 for 20 staff personnel depending on week of conference.

CLIN 0005

- One (1) each Breakout meeting rooms for (2 days) 17 Apr 2019 to 18 Apr 2019 or 24 April 2019 to 25 April 2019 depending on availability and must be next to or directly across from General Session Room. Hold 10-15 attendees and to include water station during the conference. QTY 2 Days

CLIN 0006

- One (1) each Meal Room must hold 125 attendees. 17 Apr 2019 to 18 Apr 2019 or 24 April 2019 to 25 April 2019 depending on availability, prefer on same floor as General session room. To be only used for lunch. QTY 2 Days

CLIN 0007

- One (1) each Prayer Room 16 Apr 2019 to 18 Apr 2019 or 23 April 2019 to 25 April 2019 depending on availability, prefer on the same floor as General Session Room. QTY 3 Days

CLIN 0008

- One (1) each Room to host a Social on the evening of 16 Apr 2019 or 23 April 2019 depending on availability, for 100 people not traditional meeting room; QTY 1 Day

CLIN 0009 (ORF Funding specifically allowed for food and drinks)

- Two (2) Days Buffet Style Lunch for 150 guest, please provide menu.
- One (1) Day Social Event on the evening of 16 April 2019 or 23 April 2019, for 100 people that includes (Hors d'oeuvre and Open Bar), for 100 guests. Please provide menu.

CLIN 0010

Audio/Visual Requirements

- Projector – 3 days
- Rear Projection Screen – 3 days
- Ultra-Short Throw Lens – 3 days

- 2 x T1 Network Drop – 6 days
- Lectern with Microphone – 3 days
- Wireless Lavalier's – 3 days
- Mixer and any misc. audio visual equipment required

CLIN 0011

- One (1) each VIP Breakout meeting room 16 Apr 2019 to 18 Apr 2019 or 23 April 2019 to 25 April 2019. Hold 5-8 attendees and includes water, tea, and coffee station. QTY 3 Days

NOTE: CONTRACTEE WILL NOT GUARANTEE SLEEPING ROOMS. Hotel must have the capability to block rooms for up to 100 guests (Peak nights are 15 April 2019 to 17 April 2019 or 22 April 2019 to 24 April 2019 depending on conference dates). Also Room Block should be for approx. 15 support staff from 14 Apr 2019 to 18 Apr 2019 or 21 Apr 2019 to 25 Apr 2019 depending on conference dates.

Individuals will be using their personal credit cards for payment only the staff is guaranteed to stay at the hotel due to last minute confirmations. The room pattern for the staff will be provided once hotel is chosen

- Preferred complimentary transportation to shopping within the DC/Northern Virginia Area
- Preferred complimentary shuttle transportation to the nearest international airport

PROVISIONS/CLAUSES: The following Federal Acquisition Regulation (FAR), provisions and clauses apply to this solicitation and are incorporated by reference (provisions and clauses may be obtained via the internet: <http://farsite.hill.af.mil>, <http://www.arnet.gov/far/>, or <http://safaq.hq.af.mil/contracting>): The following Federal Acquisition Regulation (FAR) provisions and clauses apply to this solicitation and are incorporated by reference:

FAR 52.204-7, System for Award Management

FAR 52.204-13, System for Award Management Maintenance

FAR 52.212-3, Offeror Representations and Certifications

FAR 52.212-4, Contract Terms and Conditions

FAR 52.219-1, Small Business Program Representations

FAR 52.232-39, Unenforceability of Unauthorized Obligations

FAR 52.232-40, Providing Accelerated Payments to Small Business Subcontractors

FAR 52.246-16, Responsibility for Supplies

FAR 52.247-34, F.O.B. Destination

FAR 52.252-1, Solicitation Provisions Incorporated by Reference

The following FAR clause apply to this solicitation and is incorporated in full text:

FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items, **within** FAR 52.212-5, the following clauses apply:

FAR 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards

FAR 52.209-6, Protecting the Governments Interest When Subcontracting with Contractors
Debarred, Suspended, or Proposed for Debarment

FAR 52.219-28, Post Award Small Business Program Rerepresentation

FAR 52.222-3, Convict Labor

FAR 52.222-19, Child Labor—Cooperation with Authorities and Remedies

FAR 52.222-21, Prohibition of Segregated Facilities

FAR 52.222-26, Equal Opportunity
FAR 52.222-35, Equal Opportunity for Veterans
FAR 52.222-36, Equal Opportunity for Workers With Disabilities
FAR 52.222-37, Employment Reports on Veterans
FAR 52.222-50, Combating Trafficking in Persons
FAR 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving
FAR 52.225-13, Restrictions on Certain Foreign Purchases
FAR 52.232-33, Payment By Electronic Funds Transfer-System for Award Management
FAR 52.252-1, Solicitation Provisions Incorporated by Reference
FAR 52.252-2, Clauses Incorporated by Reference

The following Defense Federal Acquisition Regulation Supplement (DFARS) provisions and clauses apply to this solicitation and are incorporated by reference:

DFARS 252.203-7000, Requirements Relating to Compensation of Former DOD Officials
DFARS 252.203-7002, Requirement to Inform Employees of Whistleblower Rights
DFARS 252.203-7005, Representation Relating to Compensation of Former DOD Officials
DFARS 252.204-7003, Control of Government Personnel Work Product
DFARS 252.204-7008, Compliance with Safeguarding Covered Defense Information Controls
DFARS 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting
DFARS 252.225-7001, Buy American and Balance of Payments Program
DFARS 252.225-7002, Qualifying Country Sources as Subcontractors
DFARS 252.225-7048, Export Controlled Items
DFARS 252.232-7003, Electronic Submission of Payment Requests
DFARS 252.232-7010, Levies on Contract Payments
DFARS 252.243-7001, Pricing of Contract Modifications
DFARS 252.247-7023, Transportation of Supplies by Sea

The following DFARS clauses apply to this solicitation and are incorporated in full text:

DFARS 252.211-7003, Item Identification and Valuation
DFARS 252.232-7006, Wide Area Workflow Payment Instructions

The following Air Force Federal Acquisition Regulation Supplement (AFFARS) clause applies and is incorporated in full texts:

AFFARS 5352.201-9101, Ombudsman: (JUN 2016)

- (a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.
- (b) Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for

resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee- employer actions, contests of OMB Circular A-76 competition performance decisions).

(c) If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, Ms. Susan R. Madison, AFICA OL AMC, 510 POW/MIA Drive, Scott AFB, IL 62225 5022, 618-229-0267, fax 618- 256-6668, email: susan.madison@us.af.mil concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/DRU/SMC ombudsman level, may be brought by the interested party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2395, facsimile number (571) 256-2431.

(d) The ombudsman has no authority to render a decision that binds the agency.

(e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer.

(End of clause)

FAR 52.212-1, Instruction to Offerors-Commercial Items-ADDENDA OFFER PREPARATION INSTRUCTIONS:

(a) To assure timely and equitable evaluation of the offer, the offeror must follow the instructions contained herein. The offer must be complete, self-sufficient, and respond directly to the requirements of this solicitation. Offerors must submit with their offers: 1) Pricing Schedule - submit original and one copy, (2) Complete the necessary fill-ins and certifications in provisions.

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

(i) Technical capability of the service offered to meet the Government requirement

- Conference rooms size and capacity (Ample room space for personnel and equipment)
- All rooms must be collocated
- Rooms free of obstruction
- General session room comfortably accommodates 150 attendees with U shaped table and rear projection A/V suite.
- Conference foyer with limited access by non-attendees
- A support room adjacent to main room.
- Two each Breakout rooms

Audio visual requirements are met to include: (See CLIN 0007)

(ii) Price

- Proposals shall be evaluated to determine price fair and reasonableness

(End of Clause)

In addition, the proposal must list the Company name, address, DUNS number, CAGE code, Federal TIN, and point of contact to include phone number and email address. If you need to obtain or renew a DUNS number or CAGE code, please visit www.sam.gov. Also, in order to be eligible for the award the company must be registered in the System for Award Management (SAM) database at <http://www.sam.gov> prior to award, during performance, and through final payment of any contract resulting from this solicitation. Lack of registration in the SAM database will make an offeror ineligible for award. The Small Business Specialist Ms. Lilliam Maldonado-Gutierrez can be contacted at (813) 828-0264. All responsible sources may submit an offer, which shall be considered by the agency.

DEADLINE: Offers are due on **Wednesday, 28 November 2018 by 10:00 A.M. Eastern Standard Time.** Any questions regarding this notice should be directed to Raymond Bussey, Contract Specialist, Submit offers or questions to the attention of Raymond Bussey at raymond.bussey@us.af.mil or mailed to 6 CONS/PKB, 2610 Pink Flamingo Ave, MacDill AFB, FL 33621-5119.

APPROVE/DISAPPROVE

RUSSELL T. BEASLEY
Contracting Officer