



**DEPARTMENT OF THE AIR FORCE  
175TH BASE CONTRACTING OFFICE  
2701 EASTERN BOULEVARD  
BALTIMORE MARYLAND 21220-2899**

**REQUEST FOR PROPOSAL – Massage Therapy Services**  
**W50S82-21-Q-0006**

**TABLE OF CONTENTS**

1. Statement of Need/ Required Agreement Line Items
2. Type of Contract
3. Important Dates
4. Inspection and Acceptance
5. Limitation of Authority
6. Basis of Award
7. Special Instructions
8. Agreement Clauses
9. Maryland ANG Points of Contact

**1. STATEMENT OF NEED/ REQUIRED AGREEMENTLINE ITEMS**

Using FAR Part 13, Simplified Acquisition Procedures, the Maryland Air National Guard is issuing a Request for Proposal (RFP) for Massage Therapy Services.

The contractor shall provide all personnel, equipment, tools, materials, quality control and supervision necessary to perform Massage Therapy Service. The Government intends to enter into a **Firm Fixed Price purchase order**.

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in 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. Interested parties must quote on all request outlined in the Statement of Work. Award will be made based on overall best value to the government.

The Government intends to award without discussions.

**This requirement is set aside for Total Small Business**

NAICS: 621399

Small Business Size Standard: **\$8M**

The Contractor shall provide all products in according with the specification and Agreement Line Item Numbers (CLINs) listed below on page 2.

The Maryland Air National Guard will evaluate sunshade inspection services on the basis of information furnished by the vendor. The Maryland Air National Guard is not responsible for locating or obtaining any information not identified in the proposal. Each CLIN must specify both a unit price and total price.

The Contractors shall agree to the Surveillance Plan, which will set forth the procedures for self-inspecting the quality, timeliness, responsiveness and customer satisfaction of all deliverables and tasks.

### **CLIN STRUCTURE**

| <b>CLIN</b> | <b>DESCRIPTION</b>       | <b>QTY</b> | <b>UNIT OF ISSUE</b> | <b>UNIT PRICE</b> |
|-------------|--------------------------|------------|----------------------|-------------------|
| CLIN0001    | Message Therapy Services | 1          | Job                  |                   |
|             | <b>TOTAL</b>             | -----      | -----                | -----             |

### **2. TYPE OF CONTRACT**

This will be a firm fixed price (FFP) purchase order using NAICS code 621399 – “Massage Therapist” This requirement is set aside for small business.

### **3. IMPORTANT DATES**

**RFP Closing Date:** **27 April 2021 at 12:00 P.M EST** is the proposal submission cut-off. ANY PRICE QUOTES/PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Questions are due NLT 21 April 2021 at 4:00 PM EST.

**Anticipated Award Date:** **No later than 4 May 2021**

### **4. INSPECTION AND ACCEPTANCE:**

Inspection and acceptance of the products and services to be furnished shall be performed by a designated Government official. The Contracting Officer or designated Government official may inspect all received items to ensure the deliverables meet the MDANG specification requirement and any aspect of performance under this agreement at any time. Government inspection and acceptance for all contractual items listed herein will be at destination.

### **5. LIMITATION OF AUTHORITY**

No person in the Government, other than a Contracting Officer, has the authority to provide direction to the Contractor, which alters the Contractor's obligations or changes this agreement in any way. If any person representing the Government, other than the Contracting Officer, attempts

to alter agreement obligations, change the agreement specifications/statement of work or tells the Contractor to perform some effort which the Contractor believes to be outside the scope of this contract, the Contractor shall immediately notify the Contracting Officer and receive direction from the Contracting Officer.

**BASIS OF AWARD:**

The Government intends to award one Firm-Fixed Price (FFP) contract resulting from this solicitation to the responsible vendors whose proposals conforming to the solicitation while meeting all the technical requirements of the solicitation and the performance work statement. All items listed above will be awarded as “all or nothing”. Proposals will be evaluated pursuant to FAR PART 13 procedures.

**Technical Acceptability:** For a proposal to be determined technically acceptable, the proposed services must meet or exceed the minimum specifications and requirements set forth in the attached statement of work.

**Vendor shall be within 15 miles of Maryland Air National Guard, 2701 Eastern Blvd, Baltimore, MD 21220.**

The Firm Fixed Price contract will be made to the responsible offeror whose proposal represents the best value to the Government on the basis of the lowest evaluated price while meeting the technical objectives of the performance work statement. The lowest price will be evaluated by the rate per session for message therapy services.

**Instructions to Vendor:** All vendors must submit electronic proposals in with following:

(a) Administrative Cover Letter that includes the following:

- Complete Business Mailing Address
- Tax identification number (TIN)
- Dun & Bradstreet Number (DUNS)
- Cage Code/NAICS Code
- Contact Name, Phone, Fax, and email address

**VENDOR CERTIFICATIONS:**

Prior to award, the vendor must be currently registered in the System for Award Management (SAM) at <https://www.sam.gov>. The Government reserves the right to award on a multiple award or an all or none basis. If you need to obtain or renew a DUNS number or CAGE code, please visit <https://www.sam.gov>. Lack of current registration in the SAM database will make an offeror ineligible for award.

**SUBMIT PROPOSAL TO THE FOLLOWING POC:**

**CONTRACTING OFFICER:**

1<sup>ST</sup> Lt Kerry Guy  
175 WG/MSC  
2701 Eastern Blvd  
Baltimore, MD 21220  
Telephone: 410-918-6284

[kerry.guy@us.af.mil](mailto:kerry.guy@us.af.mil)

**CONTRACTING SPECIALIST**

TSgt Cory Silfies  
175 WG/MSC  
2701 Eastern Blvd  
Baltimore, MD 21220  
Telephone: 410-918-6284  
Cory.silfies@us.af.mil

**6. SPECIAL INSTRUCTIONS/ADDITIONAL INFORMATION**

- (a) The MDANG POC is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery or any other terms and conditions of the contract.
- (b) Tax Exemption Status: MDANG is an activity of the Federal Government. As such, state agencies are precluded from taxing them by reason of the Supreme Court decision in *McCullough v. Maryland*, 17 US 313 (1817). In addition, the various states have codified this immunity by appropriate statutes.
- (c) Invoice Submission: Invoices shall be submitted electronically through Wide Area Work Flow (WAWF) in accordance with instructions found in DFARS Clause 252.232-7006 (see section d below).
- (d) Agreement Clauses: The following additional Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS) clauses apply to this acquisition.

**CLAUSES INCORPORATED BY REFERENCE**

52.203-19 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements  
52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards;  
52.204-18 Commercial and Government Entity Code Maintenance;  
52.204-21 Basic Safeguarding of Covered Contractor Information Systems  
52.209-10 Prohibition on Contracting with Inverted Domestic Corporations;  
52.212-4 Agreement Terms and Conditions Commercial Items;  
52.212-5 Agreement Terms and Conditions Required to Implement Statutes or Executive Orders Commercial Items (Dev.);  
52.219-6 Notice of Total Small Business Set- Aside  
52.219-28 Post Award Small Business Program Representation  
52.222-3 Convict Labor;  
52.222-19 Child Labor-Cooperation with Authorities and Remedies;  
52.222-21 Prohibition of Segregated Facilities;  
52.222-26 Equal Opportunity;  
52.222-36 Equal Opportunities for Workers with Disabilities;  
52.222-50 Combating Trafficking in Persons;  
52.223-18 Encouraging Contractor Policy to Ban Text Messaging While Driving;  
52.225-13 Restrictions on Certain Foreign Purchases;

52.232-33 Payment by Electronic Funds Transfer-Central Contractor Registration;  
 52.232-40 Providing Accelerated Payments to Small Business Subcontractors  
 52.233-3 Protest After Award;  
 52.233-4 Applicable Law for Breach of Agreement Claim;  
 52.252-2 Clauses Incorporated by Reference, <http://www.acquisition.gov>  
 52.252-6 Authorized Deviations in Clauses;

|              |  |          |
|--------------|--|----------|
| 252.201-7000 | Contracting Officer's Representative   | DEC 1991 |
| 252.203-7000 | Requirements Relating to Compensation of Former DoD Officials  | SEP 2011 |
| 252.203-7001 | Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies                                       | DEC 2008 |
| 252.203-7002 | Requirement to Inform Employees of Whistleblower Rights  | SEP 2013 |
| 252.203-7003 | Agency Office of the Inspector General   | DEC 2012 |
| 252.203-7004 | Display of Hotline Posters   | OCT 2013 |
| 252.204-7000 | Disclosure Of Information  | OCT 2013 |
| 252.204-7002 | Payment For Subline Items Not Separately Priced  | DEC 1991 |
| 252.204-7003 | Control Of Government Personnel Work Product   | APR 1992 |
| 252.204-7005 | Oral Attestation of Security Responsibilities  | NOV 2001 |
| 252.204-7009 | Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information                         | OCT 2013 |
| 252.204-7012 | Safeguarding Covered Defense Information and Cyber Incident Reporting  | OCT 2013 |
| 252.204-7015 | Notice of Authorized Disclosure of Information for Litigation Support  | MAY 2013 |
| 252.205-7000 | Provision Of Information To Cooperative Agreement Holders  | DEC 1991 |
| 252.209-7004 | Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism | OCT 2015 |
| 252.223-7004 | Drug Free Work Force   | SEP 1988 |
| 252.223-7006 | Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials  | SEP 2014 |
| 252.225-7048 | Export-Controlled Items  | JUN 2013 |
| 252.226-7001 | Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns     | SEP 2004 |
| 252.227-7013 | Rights in Technical Data--Noncommercial Items  | FEB 2014 |
| 252.227-7014 | Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation                                | FEB 2014 |
| 252.227-7013 | Rights in Bid or Proposal Information  | JAN 2011 |
| 252.227-7025 | Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends                   | MAY 2013 |
| 252.227-7030 | Technical Data--Withholding Of Payment   | MAR 2000 |
| 252.227-7037 | Validation of Restrictive Markings on Technical Data   | SEP 2013 |
| 252.227-7039 | Patents--Reporting Of Subject Inventions   | APR 1990 |
| 252.232-7000 | Advanced Payment Pool  | DEC 1991 |
| 252.232-7003 | Electronic Submission of Payment Requests and Receiving Reports  | JUN 2012 |
| 252.232-7010 | Levies on Contract Payments  | DEC 2006 |
| 252.237-7010 | Prohibition on Interrogation of Detainees by Contractor Personnel  | JUN 2013 |
| 252.239-7000 | Protection Against Compromising Emanations   | JUN 2004 |
| 252.239-7001 | Information Assurance Contractor Training and Certification  | JAN 2008 |
| 252.239-7018 | Supply Chain Risk  | OCT 2015 |
| 252.242-7006 | Accounting System Administration   | FEB 2012 |
| 252.243-7002 | Requests for Equitable Adjustment  | DEC 2012 |
| 252.244-7000 | Subcontracts for Commercial Items  | JUN 2013 |

## CLAUSES INCORPORATED BY FULL TEXT

### 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JULY 2013)

#### (a) Definitions. As used in this clause--

Long-term agreement means a agreement of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall represent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the agreement to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the agreement to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the agreement for exercising any option thereafter.

(c) The Contractor shall represent its size status in accordance with the size standard in effect at the time of this representation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a agreement other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following representation and submit it to the contracting office, along with the agreement number and the date on which the representation was completed:

The Contractor represents that it ( ) is, ( ) is not a small business concern under NAICS Code 541519-assigned to agreement number HB0001-20-R-0007.

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

## **252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)**

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

COMBO

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor's business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”.)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

| Field Name in WAWF  | Data to be entered in WAWF |
|---------------------|----------------------------|
| Pay Official DoDAAC | F87700                     |
| Issue By DoDAAC     | W50S82                     |
| Admin DoDAAC        | W50S82                     |
| Inspect By DoDAAC   | W50S82                     |
| Ship To Code        | W50S82                     |

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate agreement line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

N/A

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

N/A

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.  
(End of clause)

**Attachment:**

1) Performance Work Statement

