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SECTION 1 - THE SCHEDULE

CONTINUATION TO SF-1449, RFQ NUMBER S- SBL40014M0108 PRICES, BLOCK 23

I. SCOPE OF SERVICES

The Contractor shall complete all work, including furnishing all labor, material, transportation, equipment and services, required under this contract for the editing and production of the Mission community newsletter during the period of performance specified in the next paragraph. The price listed below shall include all labor, materials, overhead, and profit. In consideration of satisfactory performance of all scheduled services required under this contract, the Government will pay the Contractor a firm-fixed-price per issue.

II. NOTICE TO PROCEED AND PERIOD OF PERFORMANCE

This contract includes a Notice to Proceed requirement. This Notice to proceed will be issued within ten calendar days of award or ten calendar days of receipt of evidence of Defense Base Act (DBA) insurance, if DBA insurance is required.

The performance period under this contract will commence on the date listed in the Notice to Proceed and continue for twelve months.

This contract also contains FAR 52.217-9. "Option to Extend the Term of the Contract". This option allows an additional two 12-month periods of performance.

III. Pricing

A. VALUE ADDED TAX

VALUE ADDED TAX. Value Added Tax (VAT) is included in the CLIN rates. Local law dictates the portion of the contract price that is subject to VAT;

IV. BASE YEAR

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	One issue of Embassy Newsletter	Issue	52	_____	_____

V. OPTIONAL YEAR ONE

Continuing twelve months from the expiration of Base Year identified above:

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	One issue of Embassy Newsletter	Issue	52	_____	_____

VI. OPTIONAL YEAR TWO

Continuing twelve months from the expiration of Base Year identified above:

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	One issue of Embassy Newsletter	Issue	52	_____	_____

Base Year _____
Optional Year 1 _____
Optional Year 2 _____

Grand Total _____

CONTINUATION TO SF-1449, RFQ NUMBER SBL40014M0108 SCHEDULE OF
SUPPLIES/SERVICES, BLOCK 20 DESCRIPTION/SPECIFICATIONS/WORK
STATEMENT

Statement of Work

The Contractor/Editor shall write, prepare, edit and submit in final form for publication, an issue of the “Kipus Newsletter” every Thursday of the week, each month.

This newsletter is a monthly publication aimed at the official American community and their families. The paper’s length varies depending upon material available. The minimum length is four pages and the maximum length is twelve pages. The software used to publish the newsletter must be in a format that allows the CLO office to edit and for distribution in Adobe .pdf format.

The Contractor shall provide the worksite and equipment necessary to produce this newsletter.

Not earlier than Wednesday and not later than Thursday at 8:00am, the Contractor shall e-mail the finished work product to CLOLaPaz@state.gov.

Not later than Thursday mornings, the CLO shall notify the Contractor that the newsletter as submitted is acceptable or will require revisions. If revisions are required, they must be completed and the final newsletter must be re-submitted to the CLO no later than Thursday afternoon of each week.

The newsletter shall be published electronically via e-mail, issued by the CLO.

All articles in the newsletter must relate to Bolivia. For instance, cooking articles must include information on how to use and where to buy local products mentioned in the article. The newsletter should contain information on local events. The newsletter must always include a classified section and calendar of upcoming community events.

Articles may be solicited from the Embassy community, not limited to interviews with Embassy staff, reviews of restaurants, trips within Bolivia, etc. The editor will be responsible for communicating with the newsletter contributors to ensure timely submissions. It is the editor’s sole responsibility to review content for relevancy and accuracy. It is the editor’s sole responsibility to format the information received by all newsletter contributors.

Regular contributing offices include the Health Unit and FLO. The editor must gauge how useful the information is and determine with what frequency it will be published. All articles must be appropriately credited. Information from the internet must contain appropriate credit, noting the web page where the information was found.

Invoices

Invoices shall be submitted monthly to the following address and shall bill for the number of newsletters published during that period: LaPazFMOVouchering@state.gov.