

This is a Combined Synopsis/ Solicitation for commercial items with the intent to award in accordance with the information in FAR Subpart 12.6, using Simplified Acquisitions Procedures for commercial items found at FAR 13.5, as supplemented with the additional information included in the notice. This announcement constitutes the only solicitation; a written solicitation will not be issued. Paper copies of this solicitation will not be available. The Request for Quotation (RFQ) number is 0010111536. This solicitation documents and incorporates provisions and clauses in effect through FAC 2005-51 dated **April 1, 2011**. This procurement is unrestricted. The North American Industry Classification System code is 541930 Small Business Size Standard \$7.0M. It is the contractor's responsibility to be familiar with the applicable clauses and provisions. The Standard Industrial Classification (SIC) is 7389. A firm fixed price purchase order will be awarded. Both clauses and provisions may be accessed in full text at <http://farsite.hill.af.mil>.

Description of Requirement: The US MILGRP Bogota, Colombia requires Spanish classes for American personnel, according with the PWS attached.

## **PERFORMANCE WORK STATEMENT**

### **Spanish Classes**

**1.0 DESCRIPTION OF SERVICES:** The contractor shall provide all resources necessary to include but not limited to management, supervision, training-aides, training, equipment, materials, supplies, and any other equipment and personnel to provide Spanish Classes in support of U.S. personnel in Colombia.

**2.0 PERIOD AND PLACE OF PERFORMANCE (POP):** 05 December 2011 – 04 Dec 2012, Bogota, Colombia (location will vary but always be within Bogota)

**3.0 SPANISH CLASSES SPECIFICATIONS:** The Contractor shall provide adequate training-aids, materials, supplies, hands on training, and equipment if necessary to obtain a full comprehension of the Spanish language instruction.

**3.1** Classes to accommodate up to 10 personnel, 6 sessions per month for a period of 2 hours per session. Sessions may be broken out by skill level as necessary.

**4.0 SERVICE HOURS:** Instruction will be between the hours 0600-1800 (Monday-Friday). All training will be conducted in Bogota.

### **5.0 INSTRUCTOR QUALIFICATIONS & IDENTIFICATION BADGES::**

**5.1** Instructors shall meet the following qualifications:

- Experience – two (2) years minimum professional experience as a Spanish Instructor
- Instructors must be native Spanish speakers with a Level 3-4 in English.
- Must have a degree in Linguist (Spanish) or equivalent experience and received Small Group Instructors Training

**5.2 IDENTIFICATION BADGES:** Shall be required to submit a photo copy of their Colombian National Identification and may be subject to a background investigation.

**6.0 SUBCONTRACTING:** Subcontracting is NOT authorized under this agreement.

**7.0 CONTRACTOR MANPOWER REPORTING:** The Contractor is required to report all Contractor manpower required for the performance of this contract. The Contractor is required to completely fill in all the required fields in the reporting system using the following web address: <https://cmra.army.mil/>. The requiring activity will assist the Contractor with the reporting requirement as necessary. The Contractor may enter reports at any time during the reporting period, which is defined as the period of performance not to exceed 12 months ending 30 September of each Government fiscal year. Reporting shall be completed no later than 31 December every year or part of a year for which the contract is in place. Failure to comply with this reporting requirement may result in contract termination.

### **52.212-1, Instructions to Offerors – COMMERCIAL ITEMS (Addendum)**

1. Paragraph (b) Submission of offers is changed to add the following:

**QUOTATION PREPARATION AND INSTRUCTIONS.** The Government intends to award a Firm-Fixed Price (FFP) contract for services identified within this combined/synopsis solicitation. These instructions prescribe the format for the quotation and describe the approach for the development and presentation of offerors information. These instructions are designed to ensure the submission of necessary information for the understanding and evaluation of the quotation. Offerors are encouraged to present their best technical approach price quotes in their initial quote submission. The Government intends to make an award without discussions, but maintains the right to hold discussions if it so determines.

**FORMAT AND CONTENTS.** The offer shall be submitted in the formats set forth below and all information shall be confined to the appropriate part to facilitate independent evaluation. Offers which do not include the requested minimum information may be eliminated from further consideration at the Government's discretion. The response shall consist of three (3) separate sections: Section I – Price, Section II – Technical Capability, and Section III – Past Performance Information. The offeror shall divide its offer into the noted sections to facilitate review by the Government. General statements that the offeror understands the specific tasks and can or will comply with the requirements of the Performance Work Statement will be considered inadequate. Clarity and completeness are essential. Data not submitted with the offer, but submitted previously, or presumed to be known (i.e., previous projects performed for the Government) cannot be considered as part of the quotation.

**Section I – Price Information and Required Documents.** Offerors shall submit all price information necessary to provide a meaningful basis for the Government's price analysis and for the items set forth in this solicitation. The Offeror shall provide its response with a cover sheet that contains the company's name, address and telephone number.

**Section II – Technical Capability.** Limited to no more than 10 pages. The Technical Capability shall describe how the offeror plans to provide the requirements as described in the Performance

Work Statement. No pricing shall be included in the offerors Technical Capability. At a minimum the Technical Capability shall address the following:

Describe the qualifications of key personnel to the degree of success in managing projects of similar complexity to the PWS. Include a narrative of no more than three (3) projects of an identical or similar tasking as required by the PWS. Limit each narrative to no more than two (2) pages.

**ELECTRONIC OFFERS REQUIRED.** Offers must be submitted electronically to [parodoaj@tcsc.southcom.mil](mailto:parodoaj@tcsc.southcom.mil)

Offers submitted electronically, must be submitted via electronic media using any of the following electronic formats:

- (1) Files readable using Microsoft Office Products: Word, Excel, Power Point, or Access.
- (2) Files in Adobe PDF (Portable Document Format).
- (3) No files may be submitted in compressed form using WinZip, or other self-extracting files.
- (4) The offer should be accompanied by an electronic cover letter (letter of transmittal) which will be the body of the e-mail response to this solicitation, to identify all enclosures being transmitted in the message.

2. Paragraph (c) Period for acceptance of offers is changed to read as follows:

The offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers.

#### **52.212-2, Evaluation -- Commercial Items (Addendum)**

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer, conforming to the solicitation, represents the Lowest Price Technically Acceptable (LPTA). The following factors shall be used to evaluate offers on an acceptable/unacceptable basis:

Technical Capability  
Price

**Technical Capability:** Offer must clearly reflect the offeror's understanding of the scope of work and fully respond to the minimum requirements specified in FAR 52.212-1, Instructions to Offerors, and its addendum. Offerors who simply restate the PWS requirements, or fail to submit the minimum information specified in the Instructions, may result in the offer being rejected as non-compliant with the requirement for submission or required information.

Price: The Price factor will be assessed upon total evaluated price, to include an assessment of price reasonableness to the U.S. Government. Price offers will be reviewed for reasonableness to determine whether they reflect an understanding of the requirements or contain apparent mistakes. Award will be made to the offeror who submits a technically acceptable offer at the lowest price.

**Point of Contact:**

The Contracting Office point of contact is:

Astrid Pardo, [pardoaj@tcsc.southcom.mil](mailto:pardoaj@tcsc.southcom.mil); phone 011-571-275-2386

Domestic Contractors must be registered in the Central Contractor Registration (CCR) data base before an award can be made to them. If the Contractor is not registered in the CCR, it may do so through the CCR website at <http://www.ccr.gov>.

**\*All quotes must be received by 09 Dec 2011 10:00 am CST on official company letterhead.**

The selected Offeror must comply with the following commercial item terms and condition, which are incorporated here by reference: FAR 52.212-1. [-- Instructions to Offerors -- Commercial Items.](#); FAR 52.212-3. [-- Offeror Representations and Certifications -- Commercial Items.](#); FAR 52.212-4. [Contract Terms and Conditions -- Commercial Items.](#) FAR 52.212-5. [CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS \(OCT 2010\) \(DEVIATION\)](#); FAR 52.222-50. [-- Combating Trafficking in Persons.](#); FAR 52.223-18. [-- Contractor Policy to Ban Text Messaging While Driving.](#); FAR 52.225-14. [-- Inconsistency Between English Version and Translation of Contract.](#); FAR 52.229-6. [-- Taxes -- Foreign Fixed-Price Contracts.](#); FAR 52.232-18. [-- Availability of Funds.](#); FAR 52.233-3. [-- Protest After Award.](#); FAR 52.233-4. [-- Applicable Law for Breach of Contract Claim.](#); FAR 52.252-1. [Solicitation Provisions Incorporated by Reference.](#); FAR 52.252-2. [-- Clauses Incorporated by Reference.](#); FAR 52.252-6. [-- Authorized Deviations in Clauses.](#) DFARS 252.201-7000. [Contracting Officer's Representative.](#); DFARS 252.203-7000. [Requirements Relating to Compensation of Former DoD Officials.](#); DFARS 252.203-7002. [Requirement to Inform Employees of Whistleblower Rights.](#) DFARS 212-7000. [Offeror Representations and Certifications--Commercial Items.](#); DFARS 252.212-7001. [Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items.](#); DFARS 252.225-7041. [Correspondence in English.](#); DFARS 252.225-7042. [Authorization to Perform.](#); DFARS 252.229-7000. [Invoices Exclusive of Taxes or Duties.](#); DFARS 252.232-7003. [Electronic Submission of Payment Requests and Receiving Reports.](#); DFARS 252.232.7008. [Assignment of Claims \(Overseas\).](#); DFARS 252.232.7010. [Levies on Contract Payments.](#); DFARS 252.233-7001. [Choice of Law \(Overseas\).](#); DFARS 252.243-7001. [Pricing of Contract Modifications.](#)