

Antiguo Cuscatlán, La Libertad

May 23, 2013.

To: Prospective Quoters

Subject: Request for Quotation No. S-ES60013Q0024

The Embassy of the United States of America has a requirement for a contractor to provide a baseline crime statistics and a public opinion survey to establish resident trust and police effectiveness in Usulután, El Salvador, as per described in Attachment A. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications and technical qualifications. and evaluation method

The Embassy plans to award a Purchase Order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by Thursday May 31, 2013. No oral quotations will be accepted.

Sincerely,

Fritz Berggren
Contracting Officer

Enclosure:
As Stated

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>	THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 1	OF 1	PAGES 5
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1. REQUEST NO. S-ES60013Q0024	2. DATE ISSUED 05/23/2013	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY General Services Office, American Embassy San Salvador	6. DELIVER BY (Date) November , 2014
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY	
NAME Janina M. de Rengifo		<input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)	
TELEPHONE NUMBER		AREA CODE	
		NUMBER 2501-2462	

8. TO:	9. DESTINATION
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a. NAME	b. COMPANY	a. NAME OF CONSIGNEE INL/American Embassy San Salvador
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c. STREET ADDRESS	b. STREET ADDRESS Final Blvd. Santa Elena, Antiguo Cuscatlan
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d. CITY	e. STATE	f. ZIP CODE	c. CITY La Libertad
			d. STATE e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) May 31, 2013	IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Provide a baseline crime statistics and a public opinion survey to establish resident trust and police effectiveness in Usulután, El Salvador, as per described in Attachment A.	1	EA		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMBER	%

NOTE: Additional provisions and representations are are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			16. SIGNER			
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
					NUMBER	

ATTACHMENT A

Statement of Work for Assessment of Resident Trust and Police Effectiveness Usulután, El Salvador

Background:

As part of the Regional Gang Initiative (RGI) Letter of Agreement between the Salvadoran Government and the U.S. Government, INL San Salvador will support the GOES in Community Policing and Prevention of gang-related crime and violence, among other categories. The objective of the community policing initiative is to assimilate known “best practices” and apply them in a logistically and geographically manageable area or neighborhood which will rescue neighborhoods from the scourge of gang related crime. Among the prevention objectives are establishing programs that are successful in helping members to leave the gangs or prevent gang affiliation. The agreement states that to measure the effectiveness of the initiative one of the requirements is to establish a baseline crime statistics and public opinion survey.

Conducting a public opinion survey and establishing a baseline of crime statistics will allow measuring the impact that the initiative is achieving through all the different strategies, programs, activities and training that are being implemented in the targeted community. The contractor shall provide an Assessment of Resident Trust and Police Effectiveness in Usulután, El Salvador for a period of 18 months.

Assessing Resident Trust and Police Effectiveness in Usulután

Vendor should conduct a series of community surveys to assess the changes and impact in the INL targeted community at multiple points of time. This shall include collecting information on resident trust in the police, perceptions about police visibility and performance, crime victimization experiences, and fear of crime in both the target and the control community. It will also track major crime statistics at multiple points in time.

The Project is scheduled to begin in June 2013. The primary objective is to conduct a resident survey which supports the overall initiatives of the INL-led initiatives in the Municipality of Usulután, and collect baseline major crime statistics for the community. The survey will serve as a tool for measuring and determining the main changes and impacts that have occurred in the targeted communities within Usulután. This will include changes in community conditions that are related to the goals of the INL initiatives which incorporate building community trust in the police and lowering the prevalence of gang-related violence in targeted areas. Specific objectives of the project are to:

- 1) Conduct a representative household survey and collect crime data statistics in both the targeted community(s) and a control community. The survey will collect information on community resident trust in the police and perceptions of police response and effectiveness, as well as victimization and fear of crime.
- 2) Conduct a follow-up household survey and collect crime data statistics in both the targeted community(s) and a control community on the same measures. This information will be used to assess whether the conditions improved between the baseline and follow-up surveys in both the treatment and

control communities. We anticipate that improvements will be greater in the target than control community.

3) Analyze the results and produce a comprehensive final report which documents and describes the changes experienced in both the treatment and control areas.

Duties and Responsibilities

With this contract, it is expected that the vendor:

1) FINALIZE SCOPE OF PROJECT AND EXPECTATIONS

During this first phase, the research team will hold a meeting with INL's executive team to finalize the needs, requirements, research plan and institutional work expectations. Similarly, this meeting will serve to clarify any questions, refine the scope of the project and agree on the specific phases that will be carried out during the course of the project. This will include a discussion of the questions to be used in the community survey instrument. Any other aspects pertaining to the execution of the project will also be discussed at this time.

2) INTEGRATE OTHER DATA SOURCES

Administrative data on reports made to the police or prosecutor and the disposition of these cases will be requested from the National Police (PNC), Municipalities, Forensic Medicine, Courts, and the General Attorney's Office. This information will be used to assess objective changes in reported crimes and the handling of criminal cases over the study period.

3) SURVEY AND DATA COLLECTION

3.1 Survey Instrument. INL owns the survey instrument that was previously designed to capture information on community resident's trust in the police, perceptions of police response and activity, victimization experiences, and fear of crime. A review of the instrument may be performed in case it is necessary to adapt any questions to the geographic location of the targeted population.

3.2 Develop Analysis Plan. During this sub-phase, and after having completed the design of the instrument, we will proceed to prepare and draft an analysis plan detailing how we will use the information obtained from the surveys. This will include a dissemination plan indicating how the results will be presented so that they are clear, easily understood, and of most use to INL.

3.3 Training the Survey Team and Execution of the Pilot Test. The survey team will be trained on structure, logic, correct management and appropriate administration of the survey instrument according to a series of pre-established guidelines. Similarly, a pilot field test will

be carried out to determine whether question wording needs to be simplified and to facilitate understanding on the part of the persons being surveyed.

3.4 Selecting the Community Samples. INL will provide a description of the specific geographic area that will be targeted by the initiative. Once the boundaries of the treatment area have been defined, an additional community that will not be targeted by initiative will be selected to serve as the comparison area (control community). Selection of this comparison community will be based on similarity with the target area across a number of characteristics, including population demographics and crime rates. Households within each of these areas will be randomly selected for participation in the survey. By household, it is understood as the persons or groups of persons united by family or friendship bonds that share the same house and keep a common food budget administration. For practical reasons, it will be assumed that only one family lives in each of the households of the community, unless there is a case where the exact breakdown information is readily available. Therefore, the calculation base to determine the sample will come from data and maps managed by the cadastre department of the municipality. This information will be crossed with data managed by the health units from the Ministry of Public Health and Social Welfare. If there are significant inconsistencies regarding the information from both sources, a site visit will be scheduled to the community in question in order to corroborate the exactness and reliability of the data.

The calculation of the sample size will be based on the results of a power analysis, which indicates the minimum sample size required to detect the desired effect. The minimum value for each one of these will be established by mutual agreement between the research team and INL.

3.5 Data Collection. The trained field interviewers will conduct face-to-face interviews with one adult per household in both the target and comparison areas. The interviews will be administered with the paper and pencil instrument described above and are expected to last approximately 20 minutes. The necessary number of survey interviews will depend largely on the size of the area targeted by INL as well as the key outcomes of interest. This in turn will impact the number of surveys required in both the target and control communities to have significant representation in the survey samples.

Work Location

All the field work will be performed in Usulután. The survey elaboration, analysis, and training of the field team will take place primarily in the vendor's headquarters.

Deliverables and Completion Dates

A final report that systematically documents the survey findings both at baseline and the one year follow up period will be prepared. The report will include a comprehensive review of the methods, key findings, and implications from the project. This will include any changes observed in the targeted intervention

community in Usulután. At all stages a presentation shall be given to INL representatives and PNC personnel.

The Government will have up to fifteen (15) business days, unless specifically denoted below or extended by notification, to review each deliverable product and provide oral and written comments. The Contractor shall review and incorporate comments or implement directed changes, after discussion or clarification with the designated Project Manager, if necessary, and submit a final version of the product no later than fifteen (15) business days thereafter.

NOTE: All stated days for product delivery and Government review, unless denoted otherwise, are stated in business days.

Minimum Qualifications of Vendor

1. The vendor will have demonstrated experience in the development of baseline and public opinion surveys in El Salvador.
2. Proven technical expertise in government and business' research projects and findings analysis.

Evaluation Criteria

Factor 1: Technical Work Experience (50%)

Demonstrated experience in the development, implementation, and management of baseline and public opinion surveys in El Salvador and Central America.

Factor 2: Corporate Experience (30%)

Strength of corporate capabilities in meeting the requirements included in the Statement of Work.

Factor 3: Past Performance (20%)

Past performance references for work on similar projects. References shall include name, address, telephone/fax numbers and email addresses. (In conducting the evaluation, the Government reserves the right to utilize all evaluation information available at the time of evaluation, whether provided by the applicant or obtained from other sources.)

Others

The price shall be firm-fixed price and include all direct costs, indirect costs, overhead, general and administrative expenses (including all related travel costs), insurance, and profit. The price shall not be subject to adjustment after award. The pricing proposal shall be provided in a separate volume from the technical proposal.

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS
AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-25)**

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	SEPT 2007
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (FEB 2007) of 52.212-4 applies if the order is time-and-materials or labor-hour)	FEB 2007
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2008)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553);
- (2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate]

	Clause Number and Title
	(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). <i>[Check if order exceeds \$100,000]</i>
	(2) – (16) [Reserved].
x	(17) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (AUG 2007) (E.O. 13126). <i>[Check if order is for supplies and exceeds the micro-purchase threshold]</i>
	(18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(19) 52.222-26, Equal Opportunity (FEB 2008) (E.O. 11246). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if the following apply: for supplies, the order exceeds \$100,000 and is awarded to a U.S. firm. For services, the order exceeds \$100,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if you have included the clause 52.222-35]</i>
	(23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201) <i>[Check if the order is for services and the amount exceeds \$100,000]</i>
√	(24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) <i>[Check for all]</i>

	<i>orders]</i>
	<i>(24)(i) Alternate I of 52.222-50 [Check if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees]</i>
	<i>(25) – (29) [Reserved].</i>
	<i>(30) 52.225-5, Trade Agreements (NOV 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). [Check if the order is for supplies or services that involve the acquisition of supplies and the amount exceeds \$194,000]</i>
	<i>(31) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). [Check if the order is for either supplies or services and the amount exceeds the micro-purchase threshold, <u>unless</u> authorized by OFAC]</i>
	<i>(32) – (35) [Reserved].</i>
	<i>(36) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332). [Check if payment will be made by EFT and the contractor has registered in the CCR]</i>
	<i>(37) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). [Check if payment will be made by either EFT or other means, e.g., check, and the contractor has <u>not</u> registered in the CCR]</i>
	<i>(38) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332). [Check if payment will be made by a third party, e.g., purchase card]</i>
	<i>(39) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a). [Check if the order is for information technology which requires security of information technology, and/or is for the design, development, or operation of a system of records using commercial information technology services or support services]</i>
	<i>(40)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). [Check if the order is for supplies that may involve ocean transportation: at least 50% of the gross tonnage must be transported on privately owned U.S.-flag commercial vessels to the extent that such vessels are available at rates that are fair and reasonable for U.S.-flag commercial vessels]</i>
	<i>(ii) Alternate I (APR 2003) of 52.247-64. [Check if 100% of the supplies will be transported on privately owned U.S.-flag commercial vessels]</i>

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

[Contracting officer check as appropriate.]

	Clause Number and Title
	<i>(1) – (6) [Reserved].</i>

(5) 52.237-11, Accepting and Dispensing of \$1 Coin (AUG 2007) (31 U.S.C. 5112(p)(1)). [Check if order is for services that involve business operations conducted in U.S. coin and currency, including vending machines]
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(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) [This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.] Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause –

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) [Reserved].

(vii) Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) – (ix) [Reserved].

(x) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(End of clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds \$100,000)	AUG 1999
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): “(c) The current rate under the Department of State contract is [<i>contracting officer insert rate</i>] of compensation for services.”	JUNE 2006
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer’s Representative (if a COR will be named for the order) Fill-in for paragraph b: “The COR is _____”	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

Department of State Personal Identification Card Issuance Procedures

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor’s employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

(End of clause)