

# ABC'S OF GOVERNMENT CONTRACTING FOR NONPROFITS

JANUARY 25 , 2018

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January 25, 2018

Before you start your nonprofit government contracting

# STOP

2



Is the  
contract  
eligible for  
non-profits?

Contracts  
for non-profits  
are usually in  
the form of  
“small  
businesses”.

January 25, 2018

# CONTRACT FATIGUE

3

APPLYING:            Hard Work  
                         Intense Research  
                         Strings usually attached  
                         Federal Set-Asides will be given preference

WHERE DO I LOOK:  
                         Federal Biz Opportunities  
                         Grants.gov

# Electronic Submissions Be Prepared

4

SAM.gov

Grants.gov

Duns #

MPIN

EIN

CAGE  
CODE

January 25, 2018



## Acquisition Support Services

Solicitation Number: 16PBGC18R0002RFP  
Agency: Pension Benefit Guaranty Corporation  
Office: Chief Management Officer  
Location: Procurement Department

Notice Details Packages Interested Vendors List

Print Link

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*Combined Synopsis/Solicitation*  
Jan 03, 2018  
3:20 pm

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Jan 04, 2018  
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Jan 11, 2018  
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**Solicitation Number:**  
16PBGC18R0002RFP

**Notice Type:**  
Combined Synopsis/Solicitation

**Synopsis:**  
Added: Jan 03, 2018 3:20 pm

Please consult the list of [document viewers](#) if you cannot open a file.

RFP

Type: Other (Draft RFPs/RFIs, Responses to Questions, etc...)  
Posted Date: January 3, 2018

### ALL FILES

[RFP](#)

Jan 03, 2018

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[Responses to Questions](#)

Jan 11, 2018

[QUESTIONS AND ANSWER](#)

[Amendment 1](#)

Jan 11, 2018

[FormSF30.pdf](#)

[Solicitation 1](#)


Jan 12, 2018

[QUESTIONS AND ANSWER](#)

[Solicitation 2](#)

# Federal Contract SF - 1449

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|   |  |                 |  |  |
|---|--|-----------------|--|--|
| <b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS<br/>OFFER TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>             |  |                 | 1. REQUISITION NUMBER<br>RQ-45-18-000004   | PAGE 1 OF 74   |
| 2. CONTRACT NO.   | 3. AWARD/EFFECTIVE DATE                                    | 4. ORDER NUMBER | 5. SOLICITATION NUMBER<br>16PBGC18R0002  | 6. SOLICITATION ISSUE DATE                                   |
| 7. FOR SOLICITATION INFORMATION CALL:    | a. NAME<br>Patrick McFarlane<br>mcfarlane.patrick@pbgc.gov |                 | b. TELEPHONE NUMBER (No collect calls)<br>-  | 8. OFFER DUE DATE/ LOCAL TIME<br>JAN 22, 2018<br>09:00 AM ET |
| 9. ISSUED BY<br>PENSION BENEFIT GUARANTY CORP<br>PROCUREMENT DEPARTMENT<br>1225 I STREET NW<br>WASHINGTON DC 20005-4026   | CODE   | PD              | 10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR:<br><input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 541611<br><input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB<br><input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A) SIZE STANDARD: |  |
| 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED<br><input type="checkbox"/> SEE SCHEDULE                          | 12. DISCOUNT TERMS   |                 | <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)   | 13b. RATING  |
| 15. DELIVER TO<br>PENSION BENEFIT GUARANTY CORP<br>PROCUREMENT DEPARTMENT<br>1225 I STREET NW<br>WASHINGTON DC 20005-4026 | CODE   | PD              | 14. METHOD OF SOLICITATION<br><input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP  |  |
| 16. ADMINISTERED BY   |  |                 | CODE   |  |
| 17a CONTRACTOR/ OFFEROR.  | CODE   | FACILITY CODE   | 18a. PAYMENT WILL BE MADE BY   |  |
|   |  |                 | CODE   |  |

January 25, 2018

# Must be signed by President of the Board

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|  |  |  |  |  |   |
|--|--|--|--|--|---|
| TELEPHONE NO.  |  |  |  |  |   |
| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER   |  | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM |  |  |   |
| 19. ITEM NO.   | 20. SCHEDULE OF SUPPLIES/SERVICES            | 21. QUANTITY   | 22. UNIT   | 23. UNIT PRICE                                     | 24. AMOUNT                                |
| Please   | see continuation page for line item details. |  |  |  |   |
| <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>  |  |  |  |  |   |
| 25. ACCOUNTING AND APPROPRIATION DATA<br>See Schedule  |  |  |  | 26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i> |   |
| <input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA   |  |  |  | <input checked="" type="checkbox"/> ARE            | <input type="checkbox"/> ARE NOT ATTACHED |
| <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA  |  |  |  | <input type="checkbox"/> ARE                       | <input type="checkbox"/> ARE NOT ATTACHED |
| <input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED |  |  | <input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATE _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: |  |   |
| 30a. SIGNATURE OF OFFEROR/CONTRACTOR   |  |  | 31a. UNITED STATES OF AMERICA <i>(SIGNATURE OF CONTRACTING OFFICER)</i>  |  |   |
| 30b. NAME AND TITLE OF SIGNER <i>(Type or print)</i>   |  | 30c. DATE SIGNED   | 31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>  |  | 31c. DATE SIGNED                          |

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**STANDARD FORM 1449** (REV. 2/2012)  
Prescribed by GSA - FAR (48 CFR) 53.212

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# What is an IDIQ? How do I Price?

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| 19.<br>ITEM NO. | 20.<br>SCHEDULE OF SUPPLIES/SERVICES | 21.<br>QUANTITY | 22.<br>UNIT | 23.<br>UNIT PRICE | 24.<br>AMOUNT |
|-----------------|--------------------------------------|-----------------|-------------|-------------------|---------------|
|                 |                                      |                 |             |                   |               |

January 25, 2018



# Scope of Work

## B.1 SERVICES AND PRICES

### **B.1 DESCRIPTION OF SERVICES:**

The Contractor shall provide the personnel, equipment, and other materials and services necessary to perform the effort described in Section C, Performance Work Statement.

### **B.2 GENERAL DESCRIPTION:**

PBGC intends to establish a single-award Indefinite-Delivery Indefinite-Quantity (IDIQ) contract for acquisition management support, contract management support, policy support, strategic sourcing support and business management support. Task Orders will be issued using Firm Fixed Price (FFP) and Labor Hour (LH) contract types. FFP Task Orders will be the predominant contract type issued; however, PBGC anticipates there also being instances where LH or hybrid FFP/LH Task Orders may be in the best interest of the Government.

PBGC expects to award one (1) task order concurrent with the IDIQ award.

### **B.3 MINIMUM AND MAXIMUM AMOUNTS:**

The minimum quantity of services that the Government will acquire under this contract is \$900,000.00 over the entire period of performance (including any options exercised).

The maximum quantity of services that the Government will acquire under this contract shall not exceed \$19,000,000.00 over the entire period of performance and applies to the aggregate value of all Task Orders.

### **B.4 IDIQ PRICING SCHEDULE:**

The offeror shall specify the hourly rate for each labor category for the given period. The hourly rate for each category shall include direct labor, all indirect costs, and profit. The offeror shall

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# Questions are only allowed on a certain date and time.

## Answers are usually posted in Fed Biz Opps

| No. | RFP Reference            | Question   |
|-----|--------------------------|--|
| 8   | Section B.4              | <p>Does the RFP require resumes and LOIs for all position and quantities out lined in section B.4 or only for positions and quantities outlined in Section M.2.2?</p> <p><b>Answer:</b> Letters of commitment are required for proposed key personnel for Task Order One in Volume I and for proposed key personnel for the IDIQ in Volume II.</p>   |
| 9   | Section J – Attachment 2 | <p>The Offeror should provide the pricing based on the hours proposed in Section B.4?</p> <p><b>Answer:</b> For Task Order One pricing, use the hours in M.2.2. For the IDIQ pricing use the B.4 pricing schedule, which should be used for evaluation purpose only.</p>   |
| 10  | Section L.1.10           | <p>Please clarify that Volume I – Task Order Written Technical Proposal will only include the resumes only for the positions outlined in Section M.2.2?</p> <p><b>Answer:</b> Correct.</p>   |
| 11  | Section L.1.11           | <p>Please clarify that Volume II – Qualification of Personnel will include the resumes and LOI for the positions outlined in Section M.2.2 or those outlined in Section B.4?</p> <p><b>Answer:</b> Volume II – Qualification of Personnel will include the resumes and letters of commitment for the positions identified in H.3 PBGC 52.237-7000 Key Personnel (Mar 2012) using the mandatory categories listed in H.12. Mandatory Labor Categories</p> |

# Base Year: Period of Performance

Failure to provide pricing for every labor category will result in the Offeror's proposal being deemed incomplete and the Offeror's proposal will not be eligible for award.

Travel and per diem costs are not reimbursable under this IDIQ.

Offerors are required to submit a price proposal which shall include prices for a base year and four option years for all labor categories set forth below.

**Base Year: Period of performance – 1 April 2018 – 30 March 2019**

| <b>Labor Categories</b>       | <b>Estimated Quantity</b> | <b>Hourly Rate</b> | <b>Total</b> |
|-------------------------------|---------------------------|--------------------|--------------|
| Program Manager               | 2080                      |                    |              |
| Contract Specialist III       | 8320                      |                    |              |
| Contract Specialist II        | 4160                      |                    |              |
| Contract Specialist I         | 2080                      |                    |              |
| SME                           | 2080                      |                    |              |
| Sr SME                        | 2080                      |                    |              |
| IT Developer                  | 2080                      |                    |              |
| Administrative Assistant      | 2080                      |                    |              |
| <b>Total Estimated Amount</b> |                           |                    |              |

# Option Years – Note Hours

## Option Year 1: Period of performance – 1 April 2019 – 30 March 2020

| Labor Categories              | Estimated Quantity | Hourly Rate | Total |
|-------------------------------|--------------------|-------------|-------|
| Program Manager               | 2080               |             |       |
| Contract Specialist III       | 8320               |             |       |
| Contract Specialist II        | 6240               |             |       |
| Contract Specialist I         | 5940               |             |       |
| SME                           | 2080               |             |       |
| Sr SME                        | 2080               |             |       |
| IT Developer                  | 2080               |             |       |
| Administrative Assistant      | 2080               |             |       |
| <b>Total Estimated Amount</b> |                    |             |       |

## Option Year 2: Period of performance – 1 April 2020 – 30 March 2021

| Labor Categories        | Estimated Quantity | Hourly Rate | Total |
|-------------------------|--------------------|-------------|-------|
| Program Manager         | 2080               |             |       |
| Contract Specialist III | 8320               |             |       |
| Contract Specialist II  | 6240               |             |       |
| Contract Specialist I   | 5940               |             |       |

# Option Years run 2-4

## Option Year 3: Period of performance – 1 April 2021 – 30 March 2022

| Labor Categories              | Estimated Quantity | Hourly Rate | Total |
|-------------------------------|--------------------|-------------|-------|
| Program Manager               | 2080               |             |       |
| Contract Specialist III       | 8320               |             |       |
| Contract Specialist II        | 8320               |             |       |
| Contract Specialist I         | 5940               |             |       |
| SME                           | 980                |             |       |
| Sr SME                        | 980                |             |       |
| IT Developer                  | 2080               |             |       |
| Administrative Assistant      | 2080               |             |       |
| <b>Total Estimated Amount</b> |                    |             |       |

## Option Year 4: Period of performance – 1 April 2022– 30 March 2023

| Labor Categories              | Estimated Quantity | Hourly Rate | Total |
|-------------------------------|--------------------|-------------|-------|
| Program Manager               | 2080               |             |       |
| Contract Specialist III       | 8320               |             |       |
| Contract Specialist II        | 8320               |             |       |
| Contract Specialist I         | 5940               |             |       |
| SME                           | 980                |             |       |
| Sr SME                        | 980                |             |       |
| IT Developer                  | 2080               |             |       |
| Administrative Assistant      | 2080               |             |       |
| <b>Total Estimated Amount</b> |                    |             |       |

**Note:** The CLINs identified assigns the estimated number of hours for each labor category in the Base period and each subsequent option period for evaluation purposes only. The proposed hourly rates in the IDIQ Pricing Schedule above will become part of the contract award and will be binding for future task order proposals (i.e. proposed Task Order hourly rates may not exceed those specified in the IDIQ Pricing Schedule) for the base year and four option year periods.

# Changes to a solicitation found on the right side.

14

- 2:28 pm  
... [Changed](#)  
Jan 11, 2018  
5:44 pm
- ... [Changed](#)  
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- ... [Changed](#)  
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- ... [Changed](#)  
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*Solicitation*
- ... [Changed](#)  
Jan 17, 2018  
3:59 pm
- ... [Changed](#)  
Jan 17, 2018  
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- ... [Changed](#)  
Jan 19, 2018  
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- ... [Changed](#)  
Jan 19, 2018  
2:27 pm
- ... [Changed](#)  
Jan 19, 2018  
2:50 pm

Primary Point of Contact:  
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Secondary Point of Contact:  
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Contract Specialist  
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Phone: 202-326-4000 ext.7496

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January 25, 2018

# General Information found on the left side.

15

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Jan 19, 2018  
4:24 pm

**GENERAL INFORMATION**

**Notice Type:**  
Modification/Amendment

**Original Posted Date:**  
January 3, 2018

**Posted Date:**  
January 19, 2018

**Response Date:**  
Jan 29, 2018 9:00 am Eastern

**Original Response Date:**  
Jan 22, 2018 9:00 am Eastern

**Archiving Policy:**  
Manual Archive

**Original Archive Date:**  
-

**Archive Date:**  
-

**Original Set Aside:**  
N/A

**Set Aside:**  
Total Small Business

**Classification Code:**  
R -- Professional, administrative,  
and management support services

**NAICS Code:**  
541 -- Professional, Scientific, and  
Technical Services/541611 --  
Administrative Management and  
General Management Consulting  
Services

January 25, 2018

QUESTIONS AND ANSWERS WRAPUP

January 25, 2018