

July 21, 2004

RFQ Number: OJP-2004-Q-011  
Amendment One - Previously submitted  
questions will not be answered

Dear Sir/Madam:

The Office of Justice Programs (OJP), Bureau of Justice Assistance anticipates awarding a delivery order for twelve (12) months, including three option years, to provide BJA with technical assistance and logistical support for the peer review of FY 2005 BJA competitive grant programs. The period of performance of this order will be October 1, 2004 to September 30, 2005.

The mission of BJA is to provide leadership and assistance in support of local criminal justice strategies to achieve safe communities. BJA's overall goals are to (1) reduce and prevent crime, violence, and drug abuse and (2) improve the functioning of the criminal justice system. A fair and balanced peer review process is critical to BJA's ability to meet its goals and accomplish its mission. BJA anticipates using subject matter experts to conduct a peer review of applications received under six competitive grant programs annually. In FY 2005, BJA anticipates the receipt of over 600 applications under these competitive grant programs.

BJA representatives will work in consultation with a contractor to develop a plan for administering the peer review program. The Contractor will manage the technical assistance and logistics required for successful peer reviews and other activities that support the mission of BJA. The Contractor must be attentive to detail, excel at making logistical arrangements and decisions, and must be responsive to BJA's needs. All BJA peer reviews supported under this order will be conducted using OJP's online Grants Management System (GMS). Therefore, the Contractor must be fully prepared to utilize this application tool to support this process.

The estimated dollar value associated with this effort is **not to exceed \$787,500 for 12 months**. Proposals are due on **August 11, 2004**. Pending review and approval, the minimum award amount of \$500,000 is/are anticipated to begin on or about **October 1, 2004**. **The total estimated dollar value for the base and 3-option years is \$4M.**

To ensure that your proposal is in compliance with OJP/BJA requirements, please read the entire proposed Request for Quotation (RFQ). Please pay attention to:

- \$ Basis for Award. Evaluation criteria are listed here as well as Attachment A
- \$ Statement of Objectives (Attachment B)
- \$ Demonstrated experience

Proposals are due **August 11, 2004** at 5:00 p.m. EDT. Please direct all questions regarding the RFQ to the undersigned via e-mail to Eldred.Jackson @ usdoj.gov no later than **July 28, 2004**.

Please send proposals to:

Eldred L. Jackson  
Chief, Acquisition Team I  
Acquisitions Management Division  
Office of Justice Programs  
810 Seventh Street, NW, Room 3616  
Washington, DC 20531  
Phone: 202/514-0696

Thank you for your interest.

Sincerely,

Eldred Jackson, Chief  
Acquisition Management Division Team I

Enclosures

## **Attachment A**

### **SOLICITATION PROVISIONS**

#### **Basis for Award**

The Office of Justice Programs (OJP) anticipates awarding a Not-to-Exceed Single Delivery Order resulting from this solicitation to the responsible offeror whose offer conforms to the solicitation and is evaluated as being the most advantageous to OJP. For this solicitation, technical merit is more important than cost or price. The award will not be automatically determined by numerical calculation or formula relationship between cost or price and technical merit. As technical merit of the offeror proposals becomes more equal, the evaluated cost or price may become the determining factor. The Contracting Officer shall determine what trade-off between technical merit and cost or price promises the greatest value to OJP. For evaluation purposes, in terms of importance, the following eight technical criteria shall be considered approximately equal: past performance, experience, key personnel and professional staff, sample products, technical understanding, quality control, management approach and an oral presentation.

The Government will evaluate all technical factors as exceptional, acceptable, marginal, or unacceptable.

#### **TECHNICAL PROPOSAL RATINGS**

- |               |   |
|---------------|---|
| Exceptional:  | The proposal meets or exceeds the most important factors in a way that is beneficial to the agency. Risk is low, and the proposal indicates a very high probability of successful performance. There are no weaknesses in major subject areas or items. |
| Acceptable:   | The proposal meets all significant standards. Risk is low, and there is a good probability of success. There are no deficiencies or significant weaknesses.   |
| Marginal:     | Some important standards have not been met. Risk is evident, and there is a low probability of success. There are serious deficiencies in the proposals, but they are correctable.  |
| Unacceptable: | Several important standards have not been met. Risk is high, and there is little likelihood of success. The proposal would have to be completely rewritten to make it acceptable.   |

## TECHNICAL FACTORS

1. **Past Performance.** Past Performance report should reflect that Contractor has past experience performing work of similar nature and scope. Three completed copies of Attachment C should be submitted with the technical proposal in a separate envelope labeled Attachment C: Past Performance. Please note that we are experiencing mail delays via the U.S. Postal System; thus, preferred and expedited methods of submission include either hand delivery or the use of an express mail service (e.g., UPS, FedEx, etc.).

2. **Experience.** The narrative must demonstrate a minimum of three years of government or commercial experience as an organization. If corporate experience is not available, an offeror may substitute relevant experience information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement. If this substitution is made, the offeror must clearly indicate how this experience relates or compares to that necessary to complete the services. The narrative must demonstrate relevant technical ability, and current and past experience with supporting the peer review of Federal grants. While a general knowledge of criminal justice-related federal government grant proposals is desirable, it is not crucial. The narrative must demonstrate the ability to handle various projects at one time. It must also describe two of the largest dollar projects that were completed on time at or under cost by offerors firm in the last three years. The narrative may include any awards received for projects, and must include the names and titles only of key personnel who worked on the projects. (Do not submit resumes in response to technical factor #2). The offeror should include **a general statement of no more than one (1) page** detailing the organization's history, which may include the organization's structure, the number of years it has been in business, and an organizational chart indicating key personnel.

3. **Key Personnel and Professional Staff.** The offeror shall submit resumes of key staff members to be assigned work resulting from this solicitation. Resumes must be sufficiently detailed to permit an assessment of the capability of professional staff to perform the work described in the Statement of Work. The offeror must demonstrate the staffing ability to handle multiple tasks/events at one time. If subcontractors or consultants perform a major or critical aspect of the work, the offeror must submit a Letter of Commitment from such individual(s). **The offeror shall submit no more than five (5) resumes.** Resumes shall not exceed one (1) typed page each.

4. **Sample Products.** The Sample Products should include examples of correspondence with subject matter experts, deliverable schedules, reports and scoring matrixes, consensus comments, and reimbursement forms. Please submit Sample Products with technical proposal **in a separate envelope labeled Sample Products.**

5. **Technical Understanding.** The offeror shall submit a narrative demonstrating its technical understanding and approach to the Federal Government, specifically for handling logistics and providing technical assistance in support of large-scale projects. The narrative shall include the quality, comprehensiveness, and feasibility of the methods and plans proposed to accomplish the tasks specified in the Statement of Work and the application of the offeror's understanding in accomplishing these tasks. **The narrative must not exceed five (5) pages.**

6. **Quality Control.** The offerors shall provide a narrative that identifies the internal review procedures to ensure that high quality standards are sustained. The narrative shall contain a company profile showing all highly qualified individuals who will directly supervise or review projects to ensure quality control, which includes any quality control measures for subcontractors resulting in acceptable measures for subcontractors. The narrative shall also address the approach for application of innovative quality leadership; productivity enhancement; cost reduction methods and techniques; handling of potential problem areas and solutions; and customer relations and procedures for meeting urgent requirements. **The narrative shall also contain a statement on how the offerors firm will execute multiple peer reviews simultaneously, if applicable. The narrative must not exceed three (3) pages.**

7. **Management Approach.** The offerors shall include in the narrative a description that includes the various management approaches utilized in identifying potential peer reviewers, coordinating with Federal officials, logistics coordination, consensus meeting facilitation, database maintenance, and utilization of on-line information systems.

8. **Oral Presentation.** Offerors shall also be required to make oral presentations. Oral presentations shall address completely the technical factors described herein. The criteria shall focus on factors that help determine the offeror's ability to perform all aspects of the work, such as understanding of the requirements; problems and risks; qualifications of key personnel; innovativeness; extent of related past experience; soundness of approach; and perspective of what the offerors believes will constitute satisfactory performance. Offerors will be provided 30 minutes to make their oral presentations. This will be followed by a 15 minute break to allow the Government to caucus. Then a final period not to exceed one-half (2) hour will commence to allow for Government questions and Offerors responses. The Government questions and Offerors responses serve as clarification of the Oral presentation and/or Technical Proposal. **These will take place during the week of August 23-26, 2004 at 810 Seventh Street, N.W., Washington, D.C. and must be given by key personnel. A specific time will be provided at a later date.**

## **Proposals**

Offerors shall be required to provide a written proposal. Written proposals shall be comprised of **two volumes**, with an original and five (5) copies each, which shall be submitted to the Contracting Officer by 5:00 p.m. on **August 11, 2004**, the address set forth on page 2 of this

RFQ document. Volume I shall provide technical criteria 2, 3, 5, 6 and 7, to be limited to a maximum of 30 pages (12 pt. font minimum) exclusive of the resumes of the personnel that will perform the work and contact information (contact name, organization, address and telephone numbers), which must be included in this volume. Volume II shall provide the price for completing all work and the pricing you are proposing on the sliding scale to OJP on all labor categories you currently have and it should include pricing for the 12-month period set forth in the Statement of Work.

### **Discussions with Offerors**

Negotiations may be conducted with those offerors whose responsive and technically acceptable proposals, combined with their price proposals, place them in the competitive range.

**HOWEVER, OFFERORS ARE CAUTIONED TO SUBMIT THEIR PRICING PROPOSALS ON THE MOST FAVORABLE BASIS SINCE THE GOVERNMENT RESERVES THE RIGHT TO MAKE AN AWARD WITHOUT FURTHER NEGOTIATION OR DISCUSSION. Discussions with the contractor are not required in the context of a Multiple Award Schedule purchase but the Government reserves the right to seek additional information on quotes without triggering the discussion rules.**

### **Award of Delivery Orders**

The award of a Not-to-Exceed Single Delivery Order based on best value and in accordance with the technical criteria spelled out in the task order is anticipated based on the results of this request for quotation.

### **Inspection of Services**

The Government reserves the right to conduct an on-site inspection of services listed in the Technical Proposal that contractor has stated will be accomplished on-site at the contractor's facility.

**PROGRESS PAYMENTS NOT INCLUDED (APR 1984) FAR 52.232-15**

A progress payment clause is not included in this solicitation and will not be added to the resulting contract at the time of award. Bids conditioned upon inclusion of a progress payment clause in the resulting contract will be rejected as non-responsive.

**TYPE OF CONTRACT**

A Not-to-Exceed Single Delivery Order will be issued which includes other direct costs associated with this task.

**PRICE FOR PERFORMANCE**

Price: **\$787,500 based on FY 2005 funding and a guaranteed minimum of \$500,000 over the 12-month period. The total estimated dollar value for the base and 3-option years is \$4M.**

**CONTRACTING ADMINISTRATION DATA**

Contracting Officer:	ELDRED JACKSON
Contracting Administrator:	ELDRED JACKSON
First Class Mailing:	Acquisition Management Division Office of Justice Programs 810 7 <sup>th</sup> Street, N.W., Room 3616 Washington, D.C. 20531
Courier or Hand Delivery:	Acquisition Management Division Office of Justice Programs 810 7 <sup>th</sup> Street, N.W., Room 3616 Washington, D.C. 20531
Contracting Officer=s Technical Representative (COTR):	Stephen M. Antkowiak Special Projects Manager Bureau of Justice Assistance Office of Justice Programs 810 7 <sup>th</sup> Street, N.W., Room 4433 Washington, D.C. 20531 (202) 514-7663

### **Contracting Officer=s Technical Representative (COTR)**

- a) Stephen M. Antkowiak, Special Projects Manager, Bureau of Justice Assistance, Office of Justice Programs, 810 7<sup>th</sup> Street, N.W., Room 4433, Washington, D.C. 20531, (202) 514-7663, E-mail: [Stephen.Antkowiak@usdoj.gov](mailto:Stephen.Antkowiak@usdoj.gov), is hereby designated to act as Contracting Officer=s Technical Representative (COTR) under this contract.
- b) The COTR is responsible, as applicable, for the following: receiving all deliverables; inspecting and accepting the supplies and services provided hereunder in accordance with the terms and conditions of this contract; providing directions to the contractor which clarifies the contract effort; filling in the details or otherwise serves to accomplish the contractual Statement of Work; evaluating performance; and certifying all invoices and vouchers for acceptance of the services furnished for payment.
- c) The COTR does not have the authority to alter the contract=s obligations under the contract, and/or modify any of the expressed terms, conditions, specifications, or cost of the agreement. If, as a result of the technical discussions, it is desirable to alter or change the contractual obligations of the Statement of Work, the Contracting Officer shall issue such changes.

### **PLACE OF DELIVERY**

Deliverables under this contract shall be made to the following address:

Stephen M. Antkowiak  
Special Projects Manager  
Bureau of Justice Assistance  
Office of Justice Programs  
810 7<sup>th</sup> Street, N.W., Room 4433  
Washington, D.C. 20531  
(202) 514-7663  
(202) 305-1367 FAX  
[Stephen.Antkowiak@usdoj.gov](mailto:Stephen.Antkowiak@usdoj.gov)

### **KEY PERSONNEL AND LEVEL OF SUPPORT**

The personnel specified in the technical proposal as key personnel are considered to be essential to the work being performed. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written

consent of the Contracting Officer required by this clause. The designations of this contract to either add or delete personnel, as appropriate.

## ATTACHMENT B

### **Bureau of Justice Assistance Performance Work Statement FY 2005 Peer Review Support**

#### **1.0 Objective**

This statement of work defines the tasks to be performed for the Office of Justice Programs, Bureau of Justice Assistance (BJA). The objective of this purchase order is to provide BJA with technical assistance and logistical support for the peer review of FY 2005 BJA competitive grant programs. The period of performance of this order will be October 1, 2004 to September 30, 2005. This contract order will have three option years.

#### **2.0 Scope of Work**

The Contractor shall provide all necessary personnel, facilities, equipment, materials, and service required to accomplish the tasks listed below. All work will be performed pursuant to the issuance of this statement of work.

Through the use of consultants with subject matter expertise, the Contractor shall provide peer review of competitive proposals submitted to BJA. Peer review is the standard procedure where individuals with expertise in certain areas of the criminal justice system review grant proposals for technical merit and potential contribution to BJA's legislative mandate and mission.

The Contractor will manage the technical assistance and logistics required for successful peer reviews and other activities that support the mission of BJA. The Contractor must be attentive to detail, excel at making logistical arrangements and decisions, and must be responsive to BJA's needs. Additionally, the Contractor will be required to coordinate with other BJA contractors and partners to accomplish the tasks required under this order. All BJA peer reviews supported under this order will be conducted using OJP's online Grants Management Systems (GMS). Therefore, the Contractor must coordinate with BJA to obtain training on the use of this system.

The Contractor will provide general technical assistance to the BJA Director, and/or identified designee(s), that supports the furtherance of the BJA mission. The Contractor will coordinate with BJA to identify and contract with consultants whose expertise supports the goals and objectives of the agency. Identified consultants will provide one-time or episodic technical assistance to BJA.

The estimated number of work hours required to fulfill the contract task per the period of performance is 7,500 to 8,000 hours. A work day is defined as 8 hours of work performed in one day, or performed in several days. Peer review consultants are to be paid a flat rate of up to \$250 per day, plus approved expenses for peer review activities. Rates beyond \$250 per day must be

approved by the COTR in advance. Each peer review panel will consist of at least three (3) consultants. The number of days they are to be paid will vary with the number of applications they are asked to review. The estimated number of panels (total of 60) is based on the estimated number of applications to be reviewed, peer panels consisting of at least 3 reviewers. On average, 10 applications will be reviewed by each panel.

The Contractor will coordinate with BJA and its partners to identify appropriate consultants for each peer review. Panel assignments will be completed in coordination with BJA.

**BJA FY 2005 Application Kits**

BJA anticipates the receipt of approximately 630 applications in the following subject areas:

<b>BJA Grant Program</b>	<b>Estimated Number of Applications</b>	<b>Estimated Number of Panels</b>
Indian Alcohol	30	2
Tribal Courts	60	6
Sex Offender Management	50	5
Drug Courts	390	35
Reentry	70	5
Prison Rape	30	3

**3.0 Specific Work Tasks**

- A. The Contractor will be responsible for updating and maintaining the BJA consultant database. They will receive files (hard copy and electronic) from the previous BJA peer review contractor. The master list of consultants will be maintained in GMS. The Contractor will be responsible for ensuring this list is accurate, contains up-to-date information, and is up to the data quality standards of OJP.
- B. Once BJA notifies the Contractor about an initiative requiring peer review, the Contractor must query the GMS consultant list to identify consultants with expertise in the identified subject area. This list of potential consultants should then be submitted to the COTR for review. The COTR will work with program staff to prioritize the rank order and seek BJA Director approval. BJA has the final decision over all consultants and peer review panels.
- C. Although the Contractor will use GMS as the primary tool to manage the BJA peer review effort, the Contractor may be expected to develop and maintain stand alone databases and tracking systems that support BJA’s reporting needs.

- D. The Contractor will negotiate with the COTR to determine what reports are necessary to support BJA's needs. BJA will work with the Contractor to identify any data elements that are necessary for reporting purposes.
- E. The Contractor will negotiate with the COTR to determine the peer review schedule (including dates for consensus conference calls) and due dates for all deliverables. The COTR will, in turn, negotiate with the respective BJA program staff. Upon consultation with BJA, the Contractor will develop a schedule of events/deliverables for each peer review conducted under this order. The COTR will approve all schedules and calendars.
- F. The Contractor must work with the OJP Office of the Chief Information Officer to receive training and access to the new GMS peer review module. The COTR will facilitate this process. As all peer reviews conducted under this order will be processed through GMS, the Contractor must be fully prepared to use the GMS module to accomplish the tasks required under this order.

The Contractor will work within the GMS peer review module to:

- i. Develop panels
- ii. Assign consultants to panels
- iii. Oversee the submission of reviewer comments
- iv. Prepare scoring reports/matrixes.

Additionally, the Contractor must be able to provide limited technical assistance to identified consultants with regard to using the GMS module. Although OJP's OCIO will be available to assist reviewers with detailed technical questions the Contractor must coordinate with OCIO and provide assistance to reviewers as needed and as appropriate.

- G. The support BJA will need for each initiative to be peer reviewed includes:

G.1. Participation in a kick-off meeting or conference call to discuss the parameters necessary to support each peer review. This meeting or conference call will include the COTR, program managers, and other BJA management staff as appropriate.

G.2. Development of various offline and online forms for use during the peer review process. These forms may include:

- i. Reviewer Checklists
- ii. Rating Forms
- iii. Consultant agreement contract letter
- iv. Instructions for peer reviewers
- v. BJA Consultant Appraisal
- vi. Vendor Consultant Appraisal

vii. Consultant Feedback Evaluation.

G.3. The Contractor will utilize the GMS peer review module throughout the peer review process. GMS has the capacity to track applications, panels, and reviewers, and run various reports. However, the Contractor will be required to maintain, as needed, customized databases/tools that capture applicant and reviewer data. Contractor reporting requirements may include:

- Data sorted by application category, funding status, or State with fields for funding recommendations as well as applicant contact information, amount of funding requested, and jurisdictional information.
- Information that tracks applications by reviewers and panels.
- Regularly updated information to reflect relevant dates and deliverables.
- Updated reports submitted to BJA on a regular basis.
- Special reports on request.

G.4. Development of a consultant pool database containing contract information, professional qualifications, and performance appraisals for past BJA peer review work.

G.5. Peer review panels with no less than 3 representatives. BJA looks for diversity and representation from a wide range of professionals including researchers, academics, practitioners, and policymakers. Requirements and criteria will vary by solicitation and will be discussed in the kick off meeting/conference call.

G.6. Holding an audio teleconference during which BJA staff will provide an overview of the solicitation, Contractor staff discuss logistical arrangements, and reviewers have the opportunity to ask questions. The calls should be recorded and available for playback at any time for those unable to participate in the live call. The calls will allow BJA an opportunity to explain the solicitation, describe roles and responsibilities of the participants in the peer review process, and answer any questions the consultants might have.

G.7. Preparation and mailing associated with limited numbers of reviewer packages for peer reviewers who are unable to review applications online. These packages may include copies of appropriate applications, reviewer instructions, the appropriate solicitation, reviewer checklists and scoring forms, consultant feedback evaluations, and consultant agreements.

G.8. Convene and facilitate consensus conference calls for all panels.

G.9. Preparation of narrative summaries of application strengths and weaknesses (utilizing GMS).

G.10. Preparation and mailing of personalized rejection letters under the BJA Director's signature.

G.11. Preparation and mailing of thank you letters to reviewers for the BJA Director's signature.

G.12. Processing payment of consultant invoices upon receipt of accurate and complete reimbursement forms.

G.13. Submission of weekly status reports and an annual report describing the process, and highlighting problems and recommendations for improvement.

G.14. Participation in an end of year meeting with BJA to discuss the results of the peer review process.

#### **4.0 Equipment**

In order to perform all the specific tasks, the Contractor shall have at least the following equipment:

- Computers in order to facilitate the exchange of information with OJP computers.
- High-speed Internet access in order to establish an electronic linkage between the Contractor and BJA. Access to the Internet is required.
- Laser printer.
- Word processing software—Windows compatible, preferably Microsoft Word.
- Calculators.
- Fax machines.
- Photocopying equipment.
- Computer software and hardware necessary to construct and automate the milestones and tracking system.
- Telephone capabilities for conference calls.

Any additional equipment the Contractor finds necessary to maintain this contract must be purchased and maintained by the Contractor. BJA will not pay for the cost of equipment or equipment rentals.

#### **5.0 Personnel Responsibilities and Requirements**

The following sets forth the skill requirements and qualifications to perform assignments issued under this order. The Contractor is authorized to propose comparable labor categories. A cross-reference should be provided in the proposal between these categories and those to be utilized by the Contractor.

1. Project Director/Manager. Serves as the liaison between the Contractor and the Government and provides management oversight to the contract to ensure that reports are completed in a timely manner; that staffing is adequate and competent; and that the contract is being performed in a cost efficient manner.

Education and Experience. Bachelors degree in criminal justice, public policy, public administration, business administration, or law from an accredited institution. Eight years of work experience in managing projects of similar magnitude and complexity, as well as experience with subject matters relating to criminal justice.

Substitution. Ten years of work experience in managing projects of similar magnitude and complexity, as well as experience with subject matters relating to criminal justice.

2. Senior Consultant and/or Meeting Planner. Provides management of the day-to-day operations of the contract and supervises the coordination of all staff support necessary to provide logistics coordination for peer panel review. Also serves as liaison between the Contractor and the Government.

Education and Experience. Bachelors degree in criminal justice, public policy, public administration, business administration, or law from an accredited institution. Six years of work experience in the day-to-day management of an operation(s) similar in magnitude and complexity, as well as experience with subject matters relating to criminal justice issues.

Substitution. Eight years of work experience in managing projects of similar magnitude and complexity, as well as experience with subject matters relating to criminal justice.

## **6.0 Personnel**

Specific Minimum Required Personnel Qualifications. Proposed staff must meet the following criteria in order for the proposal to be considered responsive to the requirements of the statement of work as set forth.

### **1. Key Personnel**

- a. Definition—Certified skilled, experienced, professional, and/or technical personnel are essential for successful Contractor accomplishment of the work to be performed under this order.
- b. The following positions are considered to be key personnel, and the Contractor must submit a resume for each to be approved by the COTR:
  - Project Director/Manager
  - Senior Consultant and/or Meeting Planner

2. Other Personnel. The remaining positions are not “key.”
3. Additional Staff Skill Requirements. The proposed team should demonstrate experience in the following areas:
  - a. Computer/Systems Management. Experience in managing information databases and tracking systems, as well as communication software, word processing, spreadsheets and any other software and hardware necessary to manage an office for the peer review process.
  - b. Computer programming. Experience in developing databases and tracking systems.
  - c. Telephone conference calls. Experience in facilitating conference calls to ensure that the discussion progresses and that all questions/comments/concerns are satisfactorily addressed in a timely manner.
4. Back-up Staff. In the event of either absences or upon the resignation of any Contractor staff, the Contractor shall provide fully qualified, experienced, and trained alternates to serve as substitutes. Offerors shall also identify by name the individuals who will serve as alternatives for each position for uninterrupted contract performance.
5. Adequate Work Force. The Contractor must at all times maintain an adequate work force for uninterrupted performance of all tasks defined within the statement of work. If the level of support for various tasks is expanded throughout the duration of the contract, the Contractor shall continue to provide adequate support accordingly.
6. Government Approval of Contractor Staff. The Government reserves the right to review the qualifications of all selected to work on the contract before assignment. During the course of the contract, the Contractor shall submit resumes for “key personnel” and biographical statements for “other personnel” being added to the contract or when replacing a member of the contract staff. The Government reserves the right to review the qualifications of proposed new personnel and to reject individuals who do not meet the qualifications set forth herein.

If the Contracting Officer notifies the Contractor of performance problem(s), the Contractor shall take the necessary steps to resolve the problem(s) (i.e., changes in personnel, removal of personnel, changes in procedure, etc.) within 5 working days of the receipt of such notice. The Contractor shall reimburse the Government for the cost of any Government-provided or funded training given to the Contractor’s employees who cease to perform contract duties within six (6) months after receiving that training.

## **7.0 Administration and Management**

The Project Director shall be the Contractor's authorized representative for the technical and administrative performance of all services required herein. The Project Director shall be directly responsible for responding to and resolving to the satisfaction of the Contracting Officer and/or the COTR all complex technical, administrative, management, and contractual issues. The COTR shall be the Contractor's first point for any questions, difficulties or problems that arise related to the tasks.

The Contractor personnel shall perform all activities described herein in an accurate, complete, and timely manner. This will require a high degree of resourcefulness and the exercise of sound judgment. Contractor personnel are responsible for carrying out the activities independently, and shall exercise professional judgment and discretion in making decisions and recommendations to successfully complete required tasks. As appropriate, the Project Director shall make suggestions to the COTR for improved procedures to ensure the successful completion of operations.

This contract order is performance based and the Contractor shall submit a proposed Quality Assurance Surveillance Plan (QASP). Upon award, the Contracting Officer and the COTR will work with the Contractor to finalize the QASP including develop performance criteria, identifying benchmarks, and establishing monitoring plans where appropriate during the term of the agreement.

## **8.0 Training**

After the contract award, the Government will familiarize the Contractor personnel with the current status of BJA grant programs during an orientation session. Thereafter, the Contractor shall continue training all personnel to perform the work until they become proficient. Should any work procedures change, the Contractor shall retrain all affected personnel.



**ATTACHMENT C**

**BUSINESS MANAGEMENT PAST PERFORMANCE QUESTIONNAIRE**

**SOLICITATION OJP-RFQ-2004-Q-012**

I. CONTRACT IDENTIFICATION

A. CONTRACTOR

A. CONTRACT NUMBER

B. CONTRACT TYPE

COMPETITIVE                     YES      NO

FOLLOW-ON                     YES      NO

C. PERIOD OF PERFORMANCE \_\_\_\_\_

II. A. ESTIMATED            FEE                    TOTAL VALUE  
COST

\_\_\_\_\_                    \_\_\_\_\_  
FIRM-FIXED PRICE \_\_\_\_\_

A.B CONTRACT VALUE:

C. INITIAL CONTRACT COST

D. CURRENT CONTRACT COST

E. DESCRIPTION OF SERVICE  
PROVIDED

III. AGENCY IDENTIFICATION

A. NAME

B. DESCRIPTION

C. GEOGRAPHIC DISTRIBUTION

OF SERVICES UNDER THIS  
CONTRACT, I.E. LOCAL,  
NATIONWIDE, WORLDWIDE \_\_\_\_\_

A.D LOCATION WHERE WORKSHOPS  
AND TECHNICAL ASSISTANCE  
SERVICED BY THIS CONTRACT \_\_\_\_\_

III. EVALUATION

B. PERFORMANCE HISTORY

1. To what extent did the contractor adhere to contract delivery schedules?
- Considerably surpassed minimum requirements.... ( )4
  - Exceeded minimum requirements..... ( )3
  - Met minimum requirements..... ( )2
  - Less than minimum requirements..... ( )1

Comment:

2. To what extent did the contractor submit required reports and documentation in a timely manner?
- Considerably surpassed minimum requirements... ( )4
  - Exceeded minimum requirements..... ( )3
  - Met minimum requirements..... ( )2
  - Less than minimum requirements..... ( )1

Comment:

- C. To what extent were the contractor's reports and documentation accurate and complete?

- Considerably surpassed minimum requirements.....( )4
- Exceeded minimum requirements..... ( )3
- Met minimum requirements.....( )2
- Less than minimum requirements.....( )1

Comment:

D. To what extent was the contractor able to solve contract performance problems without extensive guidance from Government counterparts?

- Considerably surpassed minimum requirements..... ( )4
- Exceeded minimum requirements..... ( )3
- Met minimum requirements.....( )2
- Less than minimum requirements.....( )1

Comment:

\$ To what extent did the contractor display initiative in meeting requirements?

- Considerably surpassed minimum requirements..... ( )4
- Exceeded minimum requirements.....( )3
- Met minimum requirements.....( )2
- Less than minimum requirements..... ( )1

Comment:

\$ Did the contractor commit adequate resources in a timely fashion to the contract to meet the requirements and to successfully solve problems?

- Considerably surpassed minimum requirements..... ( )4

- Exceeded minimum requirements.....( )3
- Met minimum requirements.....( )2
- Less than minimum requirements.....( )1

Comment:

\$ To what extent did the contractor submit change orders and other required proposals in a timely manner?

- Considerably surpassed minimum requirements..... ( )4
- Exceeded minimum requirements.....( )3
- Met minimum requirements.....( )2
- Less than minimum requirements..... ( )1

Comment:

\$ To what extent did the contractor respond positively and promptly to technical directions, contract change orders, etc.?

- Considerably surpassed minimum requirements.....( )4
- Exceeded minimum requirements.....( )3
- Met minimum requirements.....( )2
- Less than minimum requirements.....( )1

Comment:

\$ To what extent was the contractor effective in interfacing with the Government's staff?

- Considerably surpassed minimum requirements... ( )4
- Exceeded minimum requirements.....( )3
- Met minimum requirements..... ( )2

Less than minimum requirements.....( )1

Comment:

**B. TERMINATION HISTORY**

1. Has this contract been partially or completely terminated for default or convenience?

Yes     Default     Convenience     No

If yes, explain (e.g., inability to meet cost, performance, or delivery schedules).

2. Are there any pending terminations?

Yes                       No

If yes, explain and indicate the status.

**C. EXPERIENCE HISTORY**

1. How effective has the contractor been in identifying user requirements?

Considerably surpassed minimum requirements... ( )4  
Exceeded minimum requirements..... ( )3  
Met minimum requirements..... ( )2

Less than minimum requirements..... ( )1

Comment:

2. To what extent did the contractor coordinate, integrate, and provide for effective subcontract management?

Considerably surpassed minimum requirements.. ( )4  
Exceeded minimum requirements..... ( )3  
Met minimum requirements..... ( )2  
Less than minimum requirements..... ( )1

Comment:

3. To what extent did the contractor coordinate provide timely technical assistance, both on-site and off-site, when responding to problems encountered in the field?

Considerably surpassed minimum requirements... ( )4  
Exceeded minimum requirements..... ( )3  
Met minimum requirements..... ( )2  
Less than minimum requirements..... ( )1

Comment:

D. COST MANAGEMENT

1. To what extent did the contractor meet the proposed cost estimates?

Considerably surpassed minimum requirements. . ( )4  
Exceeded minimum requirements..... ( )3  
Met minimum requirements..... ( )2  
Less than minimum requirements..... ( )1

Comment:

NARRATIVE:

Use this section to explain additional information not included above.