



## **Request for Proposal Meeting/Event Management and Documentation**

**Date Issued:** January 21, 2020

**Vendor Questions Due:** February 11, 2020

**Submissions Due:** February 29, 2020

All submissions will be received at either [vstagnaro@firehero.org](mailto:vstagnaro@firehero.org) (electronic submission) or NFFF, 2130 Priest Bridge Drive, Crofton, MD 21114, Attn: Victor Stagnaro. Any submissions received after February 29, 2020 will not be evaluated.

## GENERAL REQUIREMENTS

### ABOUT US

Congress created the National Fallen Firefighters Foundation (NFFF) to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the non-profit Foundation has developed and expanded programs that fulfill that mandate. Our mission is to honor and remember America's fallen fire heroes, provide resources to assist their families in rebuilding their lives, and work within the fire service community to reduce firefighter deaths and injuries.

This solicitation adheres to all federal procurement procedures and protocols, as detailed in applicable funding instruments, including, but not necessarily limited to the OBM Circulars A-110, A-122 & A-133, and/or OMB/s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), and all subsequently issued agency regulations implementing the Uniform Guidance. Accordingly, it is the Foundation intent to conduct this procurement under these federally-mandated guidelines and requirements.

**Project Term:** The term of the contract will be for one-year and/or the length of the Period of Performance as indicated in the grant(s) funding the position. The award will include an option for the NFFF to renew the contract for up to four (4) additional, and consecutive, one-year performance periods.

### **DESCRIPTION: MEETING/EVENT MANAGEMENT AND DOCUMENTATION**

The National Fallen Firefighters Foundation schedules and manages a variety of events including but not limited to summits, conferences and meetings. These events are held in a variety of locations across the country for a specific audience and/or a specific topic.

The selected contractor will coordinate efforts related to organizing and hosting multiple events, assist with the development of agendas, ensure invited guests and speakers receive appropriate information regarding the event, assist with the preparation of handouts and materials prior to the event, and prepare or assist with the preparation of reports related to meeting outcomes.

The selected contractor will work with the NFFF's travel contractor and other personnel to ensure meetings, symposia, conferences, or other events meet all the logistical needs of the organization. The contractor will be required to work with the software used by the NFFF to track registrations and logistics for meetings and conferences. Experience with CVENT event management platform is preferred.

The NFFF is seeking proposals from qualified agencies or consultants. The selected consultant must have a proven track record and adequate staff capacity to fulfill the duties of this engagement.

#### The Consultant's responsibilities will include:

1. Assist in the development and management of overall event budget;
2. Develop and manage overall event timelines, identifying responsible parties for each aspect;

3. Participate in the selection of appropriate event venues and negotiate the best possible pricing for lodging, meals, meeting space, etc., as required by funding parameters;
4. Create and manage event registration to record and track fees received, level of participation, type of participation (speaker, attendee, exhibit or sponsor, staff, etc.);
5. Receive and track all event registrations, providing weekly updates to the respective Foundation Director responsible for the event;
6. Ensure all mailings, invitations and registration materials are produced and delivered as designated by the event timeline;
7. Coordinate with NFFF Marketing team to develop a process for managing web postings and online updates of all event-related marketing information, to include program scheduling, online registration through a secure website, hotel/travel information, speaker bios and photos, sponsor recognition, etc.;
8. Arrange, coordinate and schedule all meals, including refreshment breaks;
9. Determine AV needs for each event and make arrangements with the venue to provide any required AV equipment.
10. Coordinate the design, production and printing of all event materials to include, but not limited to the following:
  - a. Registration/marketing brochure,
  - b. Sponsorship packages,
  - c. Conference agenda,
  - d. Final program, including speaker bios and sponsor recognitions,
  - e. Name badges, signage, information packets, conference bags, and any other ancillary print materials, as required.
11. Coordinate orders for event supplies and special giveaways;
12. Arrange for a photographer/videographer, if needed;
13. Ensure appropriate releases and agreements are obtained from each speaker and/or presenter and the event proceedings are recorded (audio and/or video), if needed;
14. Provide, collect and analyze attendee evaluation forms for each event, as well as an evaluation of the overall event;
15. Provide, collect and analyze speaker and sponsor/exhibitor evaluation forms;
16. Develop list of individuals/organizations to send thank you letter following the event;
17. General project management;
18. Coordinate and manage all volunteers;
19. Manage exhibits;
20. Work with local fire departments to coordinate any special events and invited guests;
21. Develop and maintain event budget;
22. Coordinate all onsite logistics;
23. Work with NFFF Development team to ensure sponsorship fulfillment and recognition;
24. Other tasks as assigned.

## **EVALUATION OF PROPOSALS**

A staged procedure will be utilized in evaluating the proposals, with the technical evaluation of the proposal being completed prior to any focus on or comparison of price. Proposals will be evaluated on the following criteria by a Selection Panel consisting of NFFF staff, and possibly external expertise.

1. Demonstrated event planning knowledge/experience, to include management and coordination of general event logistics such as catering, venue coordination, venue contract negotiation, audio/visual needs, floor plans, seating plans, volunteers and

- staffing, technical equipment, presentations, protocol management of VIP guests and dignitaries, and any other relevant tasks as required;
2. Demonstrated knowledge/experience with developing and meeting established event plans, budgets and timelines;
  3. Demonstrated knowledge/experience with coordinating attendee registration and travel;
  4. Demonstrated knowledge of event marketing and sponsorship coordination;
  5. Knowledge of fire service and first responder community;
  6. Thorough knowledge of NFFF programs;
  7. Previous experience with non-profit organizations;
  8. Experience working with grant-funded projects and programs;
  9. Ability to provide in-kind donation of labor and direct costs;
  10. Qualifications and experience of agency (if applicable) and personnel assigned;
  11. Providing samples of previous work and references upon request.

## **SUBMISSION INFORMATION**

1. Submissions must be in a Word document or PDF format.
2. The submission must include the following information:
  - a. Letter of introduction.
  - b. Resume.
  - c. Outline demonstrating that the submitter meets the minimum qualifications outlined in the RFP.
  - d. Price Proposal (Travel and lodging costs are NOT to be included in the proposal).

Consultant is required to maintain their own workman's compensation and/or health insurance, commercial general liability insurance, and professional liability insurance, as required by Maryland and/or other applicable state law. In the event that no insurance is required under any applicable state law, and even if it is, Consultant shall maintain such insurance in amounts commercially reasonable given the size, risk and liability associated with the Consulting Services in amounts sufficient to cover the indemnification obligations set forth. Additionally, upon request, Consultant will agree to timely furnish Client with a certificate(s) of insurance evidencing such insurance.

As a potential recipient of federal grants, the NFFF retains records on all solicitations that may be reimbursed with these funds. All respondents are, therefore, required to fill out and submit Appendix A & B together with your proposal or certify that respondent has registered with the federal government at: [www.SAM.gov](http://www.SAM.gov).

Should this RFP lead to the selection of an award, the respondent will be required to submit an IRS W-9 form.

Unless otherwise disclosed in the proposal, by and through the submission of a proposal in response to this RFP, the offeror certifies that there exists no actual or potential organizational or consultant conflict of interest ("OCI") as described in Federal Acquisition Regulation Subpart 9.5.

The NFFF reserves the right to request additional information from all or a select number of offerors as necessary in determining the most advantageous proposal for the organization. Further, if the offeror discloses an actual or potential OCI, the NFFF may request more

information from the offeror, including, but not limited to, a plan detailing how the actual or potential OCI will be mitigated and/or avoided.

Questions may be submitted via email to [vstagnaro@firehero.org](mailto:vstagnaro@firehero.org).

- Final proposals must be received by the date stated on the cover of this Request for Proposal.
- Proposal submissions may be sent via email to [vstagnaro@firehero.org](mailto:vstagnaro@firehero.org) or to:

National Fallen Firefighters Foundation  
Attention: Victor Stagnaro  
2130 Priest Bridge Drive  
Crofton, MD 21114

**APPENDIX A**  
**REPRESENTATIONS AND CERTIFICATIONS**

Certain representations and certifications must be made by the Offeror and must be submitted as appropriate. The Offeror can provide a copy of its current Representations and Certifications from SAM.gov in lieu of filling out this Appendix.

**52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS** Complete all lines

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

- (A) Are  are not  presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (B) Have  have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks “have”, the offeror shall also see 52.209-7, if included in this solicitation);
- (C) Are  are not  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
- (D) Have , have not , within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

- (i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- (ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) *Examples.*

- (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
- (ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has  has not , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government and Strategic Technology Partners, Strategic Technology Partners may terminate the contract resulting from this solicitation for default.

**52.215-6 PLACE OF PERFORMANCE**

A. The Offeror, during the performance of any subcontract resulting from this solicitation,  intends,  does not intend, to use one or more plants or facilities located at a different address from the address of the Offeror as indicated in this proposal or quotation.

B. If the Offeror checked "intends" in paragraph (A) above, it shall complete the following information:

<b>Place of Performance</b>	<b>Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror</b>
<b>Street Address, City, County, State, Zip</b>	<b>Solicitation/Purchase Order Number (if applicable)</b>



**52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS**

(a) Representations.

- **If a Large Business, only answer items (a)(1) through (a)(3)**
- **ALL OTHERS complete items (a)(1) through (a)(10)**

	Category	Is	Is Not
1	Small Business		
2a	Alaskan Native Corp or federally recognized Native American Tribe		
2b	Owned by an Alaskan Native Corp or a federally recognized North American Tribe		
3	Ability One organization		
4	Small Disadvantaged Business		
5	Veteran Owned Small Business		
6	Service Disable Veteran Owned Small Business		
7	Woman Owned Small Business		

**Complete only if the offeror represented itself as a women-owned small business concern in item (a)(7) above**

(8) Women-owned small business (WOSB) concern eligible under the WOSB Program. The offeror represents as part of its offer that—

- (i) It  is,  is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and
- (ii) It  is,  not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(7)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture.

**The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: \_\_\_\_\_.**

Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(9) Economically disadvantaged women-owned small business (EDWOSB) concern.

**Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (a)(8) above**

The offeror represents as part of its offer that—

- (i) It  is,  is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and
- (ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture.

**The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: \_\_\_\_\_.**

Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.



(10) The Offeror represents, as part of its offer, that—

- (i) It  is,  is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified in accordance with 13 CFR Part 126; and
- (ii) It  is,  is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(10)(i) of this provision is accurate for each HUBZone small business concern or concerns participating in the HUBZone joint venture.

**The Offeror shall enter the names of each HUBZone small business participating in the HUBZone joint venture: \_\_\_\_\_.**

Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(11) **Complete if Offeror represented itself as disadvantaged in paragraph (b)(4) above**

The Offeror shall check the category in which its ownership falls:

<input type="checkbox"/>	Black American
<input type="checkbox"/>	Hispanic American
<input type="checkbox"/>	Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
<input type="checkbox"/>	Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
<input type="checkbox"/>	Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
<input type="checkbox"/>	Individual/concern, other than one of the preceding

(c) *Definitions.* As used in this provision—

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

“Service-disabled veteran-owned small business concern”—

(1) Means a small business concern—

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) “Service-disabled veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.



“Veteran-owned small business concern” means a small business concern—

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned small business concern” means a small business concern—

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program” (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a business concern that is small, HUBZone small, small disadvantaged, serviced disabled veteran-owned small, economically disadvantaged women-owned small or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, or 15, 31 and 36 of the Small Business Act or any other provision of Federal law that specifically references section 10(d) for a definition of program eligibility, shall—
  - (i) Be punished by imposition of fine, imprisonment, or both;
  - (ii) Be subject to administrative remedies, including suspension and debarment; and
  - (iii) Be ineligible for participation in programs conducted under the authority of the Act.

**52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN**

**This is to certify that the Offeror is a Small Business Concern and is therefore exempt from Part B below. Large business, complete para B. below**

- A. For subcontracts with large business concerns **over** \$650,000 (\$1,500,000 for construction of any public facility) in value, the Offeror shall submit and negotiate a Subcontracting Plan which addresses separately, subcontracting with small business concerns (including ANCs and Indian tribes that are not small businesses), veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns (including ANCs and Indian tribes that have not been certified by the Small Business Administration as small disadvantaged businesses), women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions and which shall be included and made a material part of any resulting subcontract. As a minimum, the Subcontracting Plan shall include all of the elements specified in FAR 52.219-9.
- B. This is to certify that the Offeror  has,  has not established a Small/Small Business/HUBZone Small Business Concern Subcontracting Plan for any resultant subcontract **over** \$650,000 in value in compliance with the requirements of PL 95-507, and will adhere to that plan. Compliance to the plan can be monitored by resident government agencies at the Offeror’s facility. If the Offeror is now a small business and its status changes prior to any subcontract award, it agrees to submit a plan to Strategic Technology Partners Procurement Point of Contact.



**52.222-21      PROHIBITION OF SEGREGATED FACILITIES**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US.***

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-21.

**52.222-22      PREVIOUS CONTRACTS AND COMPLIANCE REPORTS**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US, otherwise Complete (a) and (b)***

The Offeror represents that

- (a) It  has,  has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It  has,  has not filed all required compliance reports; and **N/A**
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards and will be forwarded to the Strategic Technology Partners Procurement Point of Contact.

**52.222-25      AFFIRMATIVE ACTION COMPLIANCE**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US, otherwise Complete (a) or (b) – NOT BOTH***

The Offeror represents that

- (a) it  has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) or
- (b) it  has not previously had contracts/subcontracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**52.222-35      EQUAL OPPORTUNITY FOR VETERANS**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US.***

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-35.

**52.222-36      AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US.***

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-36.

**52.222-37 EMPLOYMENT REPORTS ON VETERANS**

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-37.

**Vietnam Era Veterans' Readjustment Assistance Act**

The Subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by subcontractor to employ and advance in employment qualified protected veterans.

**Equal Opportunity for Workers with Disabilities**

The Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action subcontractor to employ and advance in employment qualified individuals with disabilities

**52.223-6 CERTIFICATION REGARDING A DRUG-FREE WORKPLACE**

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.223-6.

**52.225-2 BUY AMERICAN ACT CERTIFICATE**

- (a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product." The terms "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act—Supplies."
- (b) Foreign End Products:

LINE ITEM NR	COUNTRY OF ORIGIN

- (c) Strategic Technology Partners will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

**52.225-4 BUY AMERICAN ACT-FREE TRADE AGREEMENTS-Israeli Trade Act Certificate**

- (a) The offeror certifies that each end product, except those listed in paragraph (b) or (c) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "Bahrainian, Moroccan, Omani, or Peruvian end product," "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," "Free Trade Agreement country," "Free Trade Agreement country end product," "Israeli end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act—Free Trade Agreements—Israeli Trade Act."
- (b) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act—Free Trade Agreements—Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, or Peruvian End Products) or Israeli End Products:



LINE ITEM NO.	COUNTRY OF ORIGIN

(c) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (b) of this provision) as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act.” The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.”

**OTHER FOREIGN END PRODUCTS:**

LINE ITEM NO.	COUNTRY OF ORIGIN

(d) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

**Alternate I** As prescribed in 25.1101(b)(2)(ii), substitute the following paragraph (b) for paragraph (b) of the basic provision:

(b) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act—Balance of Payments Program”:

**CANADIAN END PRODUCTS:**

LINE ITEM NO.	COUNTRY OF ORIGIN

**Alternate II** As prescribed in 25.1101(b)(2)(iii), substitute the following paragraph (b) for paragraph (b) of the basic provision:

(b) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act—Balance of Payments Program”:

**CANADIAN OR ISRAELI END PRODUCTS:**

LINE ITEM NO.	COUNTRY OF ORIGIN

**52.225-6 TRADE AGREEMENTS CERTIFICATE**

- (a) The Offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled “Trade Agreements.”
- (b) The Offeror shall list as other end products those supplies that are not U.S.-made or designated country end products.



**OTHER END PRODUCTS:**

LINE ITEM NR	COUNTRY OF ORIGIN

- (c) Strategic Technology Partners will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation. For line items covered by the WTO GPA, Strategic Technology Partners will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. Strategic Technology Partners will consider for award only offers of U.S.-made or designated country end products unless Strategic Technology Partners determines that there are no offers for such products or that the offers for those products are insufficient to fulfill the requirements of this solicitation.

**252.225-7020                      Trade Agreements Certificate**

- (a) Definitions. “Designated country end product,” “non-designated country end product,” “qualifying country end product,” and “U.S.-made end product” have the meanings given in the Trade Agreements clause of this solicitation.

- (b) Evaluation. The Government—

- (1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and
- (2) Will consider only offers of end products that are U.S.-made, qualifying country, or designated country end products unless—
  - (i) There are no offers of such end products;
  - (ii) The offers of such end products are insufficient to fulfill the Government’s requirements; or
  - (iii) A national interest waiver has been granted.

- (c) Certification and identification of country of origin.

- (1) For all line items subject to the Trade Agreements clause of this solicitation, the offeror certifies that each end product to be delivered under this contract, except those listed in paragraph (c)(2) of this provision, is a U.S.-made, qualifying country, or designated country end product.
- (2) The following supplies are other non-designated country end products:

LINE ITEM NR	COUNTRY OF ORIGIN

**252.225-7000    *Buy American Statute--Balance of Payments Program Certificate***

- (a) Definitions. “Commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “foreign end product,” “qualifying country,” “qualifying country end product,” and “United States” have the meanings given in the Buy American Act and Balance of Payments Program clause of this solicitation.

- (b) Evaluation. The Government—

- (1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and
- (2) Will evaluate offers of qualifying country end products without regard to the restrictions of the Buy American statute or the Balance of Payments Program.



(c) *Certifications and identification of country of origin.*

(1) *For all line items subject to the Buy American and Balance of Payments Program clause of this solicitation, the offeror certifies that—*

- (i) *Each end product, except those listed in paragraphs (c)(2) or (3) of this provision, is a domestic end product; and*
- (ii) *For end products other than COTS items, components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.*

(2) *The offeror certifies that the following end products are qualifying country end products:*

LINE ITEM NUMBER	COUNTRY OF ORIGIN

(3) *The following end products are other foreign end products, including end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (ii) of the definition of “domestic end product”:*

LINE ITEM NUMBER	COUNTRY OF ORIGIN (IF KNOWN)

**252.225-7022 Trade Agreements Certificate – Inclusion of Iraqi End Products**

(a) *Definitions. “Designated country end product,” “Iraqi end product,” “non-designated country end product,” “qualifying country end product,” and “U.S.-made end product” have the meanings given in the Trade Agreements clause of this solicitation.*

(b) *Evaluation. The Government—*

- (1) *Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and*
- (2) *Will consider only offers of end products that are U.S.-made, qualifying country, Iraqi, or designated country end products unless—*
  - (i) *There are no offers of such end products;*
  - (ii) *The offers of such end products are insufficient to fulfill the Government’s requirements; or*
  - (iii) *A national interest waiver has been granted.*

(c) *Certification and identification of country of origin.*

(1) *For all line items subject to the Trade Agreements clause of this solicitation, the offeror certifies that each end product to be delivered under a contract resulting from this solicitation, except those listed in paragraph (c)(2) of this provision, is a U.S.-made, qualifying country, Iraqi, or designated country end product.*

(2) *The following supplies are other non-designated country end products:*

LINE ITEM NR	COUNTRY OF ORIGIN

**252.225-7035 Buy American--Free Trade Agreements--Balance of Payments**

- (a) *Definitions.* “Bahrainian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “foreign end product,” “Moroccan end product,” “Panamanian end product,” “Peruvian end product,” “qualifying country end product,” and “United States,” as used in this provision, have the meanings given in the Buy American—Free Trade Agreements—Balance of Payments Program clause of this solicitation.
- (b) *Evaluation.* The Government—
  - (1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and
  - (2) For line items subject to Free Trade Agreements, will evaluate offers of qualifying country end products or Free Trade Agreement country end products other than Bahrainian end products, Moroccan end products, Panamanian end products, or Peruvian end products without regard to the restrictions of the Buy American or the Balance of Payments Program.
- (c) *Certifications and identification of country of origin.*
  - (1) For all line items subject to the Buy American—Free Trade Agreements—Balance of Payments Program clause of this solicitation, the offeror certifies that—
    - (i) Each end product, except the end products listed in paragraph (c)(2) of this provision, is a domestic end product; and
    - (ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.
  - (2) The offeror shall identify all end products that are not domestic end products.
    - (i) The offeror certifies that the following supplies are qualifying country (except Australian or Canadian) end products:

LINE ITEM NR	COUNTRY OF ORIGIN

- (ii) The offeror certifies that the following supplies are Free Trade Agreement country end products other than Bahrainian end products, Moroccan end products, Panamanian end products, or Peruvian end products:

LINE ITEM NR	COUNTRY OF ORIGIN

- (iii) The following supplies are other foreign end products, including end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (ii) of the definition of “domestic end product”:

LINE ITEM NR	COUNTRY OF ORIGIN



**52.226-2 HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION**

(a) *Definitions.* As used in this provision—

“Historically black college or university” means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense, the National Aeronautics and Space Administration, and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

“Minority institution” means an institution of higher education meeting the requirements of Section 365(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k), including a Hispanic-serving institution of higher education, as defined in Section 502(a) of the Act (20 U.S.C. 1101a).

(b) *Representation.* The Offeror represents that it-

is  is not a historically black college or university;

is  is not a minority institution.

**3.104 PROCUREMENT INTEGRITY**

According to FAR 3.104-3(d), a former official acting on behalf of a federal agency may not accept compensation from a contractor as a consultant, employee, officer, or director for a period of one year after:

- Serving as the procuring contracting officer, source selection authority, a member of a source selection evaluation board, or the chief of a financial or technical evaluation team in a procurement in which that contractor was awarded a contract in excess of \$10 million
- Serving as the program manager, deputy program manager, or administrative contracting officer for a contract in excess of \$10 million awarded to that contractor
- Making a decision to award a contract, subcontract, modification of a contract or subcontract, or a task order or delivery order in excess of \$10 million to that contractor
- Making a decision to establish overhead or other rates applicable to a contract or contracts for that contractor that are valued in excess of \$10 million
- Making a decision to approve a contract payment/payments in excess of \$10 million to that contractor
- Making a decision to pay or settle a claim in excess of \$10 million with that contractor.

As defined by FAR 3.104-1, participating “personally and substantially” in a federal agency procurement means active and significant involvement in any of the following activities directly related to that procurement:

- Drafting, reviewing, or approving the specification or statement of work for the procurement
- Preparing or developing the solicitation
- Evaluating bids or proposals, or selecting a source
- Negotiating price or terms and conditions of the contract
- Reviewing and approving the award of the contract.

**52.203-13 CONTRACTOR CODE OF ETHICS AND CONDUCT**

**NO SUBCONTRACT OR PURCHASE ORDER WILL BE ISSUED FOR SUBCONTRACTS GREATER THAN \$5,000,000 FOR NON-COMMERCIAL ITEMS IF OFFEROR DOES NOT MAINTAIN A CODE OF BUSINESS ETHICS AND CONDUCT.**

Pursuant to FAR 52.203-13:

(a) The Offeror has a written code of business ethics and conduct and has made a copy of the code available to each applicable employee.

Yes \_\_\_

No Planned Implementation Date:



(b) The Offeror has established ongoing business ethics awareness and compliance program and an internal control system.

**Not Applicable to Small Business or for the acquisition of a commercial item as defined in FAR 2.101**

Yes \_\_\_

No Planned Implementation Date: \_\_\_\_\_

**52.203-14 DISPLAY OF HOTLINE POSTER(S)**

**NO SUBCONTRACT OR PURCHASE ORDER WILL BE ISSUED FOR SUBCONTRACTS GREATER THAN \$5,000,000 FOR NON-COMMERCIAL ITEMS IF OFFEROR DOES NOT DISPLAY A GOVERNMENT ISSUED HOTLINE POSTER**

**Not Applicable for subcontracts:**

- the acquisition of a commercial item and/or**
- performed entirely outside the United States**

Is the Subcontract for the acquisition of a Commercial Item?  Yes  No

Is the Subcontract being performed entirely outside the U.S.?  Yes  No

Pursuant to FAR 52.203-14, the Offeror displays a Government-Issued Hotline Poster from any Agency or any appropriate Department of Homeland Security Fraud Hotline Poster.

Yes \_\_\_

No Planned Implementation Date: \_\_\_\_\_ **N/A**

**APPENDIX B**  
**ADDITIONAL TERMS AND CONDITIONS**

The below marked regulations apply to this Agreement and the associated Section in hereby incorporated into this Agreement:

- OMB Circular A-110 (see Section I below)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, as adopted by the granting agency) (see Section II below)
- Federal Acquisition Regulation (FAR) Flowdown Provisions (see Section III below)

**I. OMB Circular A-110**

If this Agreement is subject to OMB Circular A-110, the following additional terms and conditions apply.

1. **Equal Employment Opportunity**. Consultant shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**. If this Agreement exceeds \$2,000 and is for construction or repair, Consultant shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. Consultant shall report all suspected or reported violations to the Foundation.
3. **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)**. If this Agreement exceeds \$2,000 and is for construction, Consultant shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The Foundation's award of this Agreement to Consultant is conditioned upon Consultant's acceptance of the current prevailing wage determination provided by the Foundation in the solicitation pursuant to which this Agreement was awarded. Consultant shall report all suspected or reported violations to the Foundation.

4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**. If this Agreement (a) exceeds \$2,000 and is for construction, or (b) exceeds \$2,500 and involves the employment of mechanics or laborers, Consultant shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
5. **Rights to Inventions Made Under a Contract or Agreement**. If this Agreement is for the performance of experimental, developmental, or research work, the Federal Government and the Foundation shall have rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
6. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended**. If this Agreement exceeds \$100,000, Consultant shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Consultant shall report all violations to the Foundation.
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**. If this Agreement is equal to or exceeds \$100,000, Consultant certifies that he/she/it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Consultant shall disclose to the Foundation any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Consultant shall require its subcontractors under this Agreement to comply with this provision.

**II. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, as adopted by the granting agency)**

If this Agreement is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, as adopted by the granting agency), the following additional terms and conditions apply.

1. **Equal Employment Opportunity**. If this Agreement meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, Consultant shall comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as

2. amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
3. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)**. If this Agreement exceeds \$2,000 and is a prime construction contract, Consultant shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The Foundation's award of this Agreement to Consultant is conditioned upon Consultant's acceptance of the current prevailing wage determination provided by the Foundation in the solicitation pursuant to which this Agreement was awarded.

Consultant shall report all suspected or reported violations to the Foundation. Additionally, Consultant shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Consultant shall report all suspected or reported violations to the Foundation.

4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**. If this Agreement exceeds \$100,000 and involves the employment of mechanics or laborers, Consultant shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
5. **Rights to Inventions Made Under a Contract or Agreement**. If the Federal award that funds this Agreement meets the definition of "funding agreement" under 37 CFR § 401.2(a) and this Agreement is with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the parties shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.** If this Agreement exceeds \$150,000, Consultant shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Consultant shall report all violations to the Foundation.
  
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** If this Agreement exceeds \$100,000, Consultant certifies that he/she/it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Consultant shall disclose to the Foundation any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Consultant shall require its subcontractors under this Agreement to comply with this provision.

**III. Federal Acquisition Regulation (FAR) Flowdown Provisions**

If this Agreement is subject to Federal Acquisition Regulation (FAR) Flowdown Provisions, the following clauses are incorporated by reference, with the same force and effect as if they were given in full text. The clauses may be accessed electronically at <http://acquisition.gov/far/> or <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>. Unless the intent of the clause is directed at the Foundation only, as used in the following clauses, “Contractor” shall mean Consultant, “Contract” shall mean this Agreement, and “Government” and “Contracting Officer” shall mean the Foundation and the Foundation’s representative set forth in the notices provision of this Agreement.