

**Combined Synopsis/Solicitation Number: W912HQ-16-T-0018 – Request for Offers**

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format FAR 12.603 – Streamlined Solicitation for Commercial Items, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation. Offers are being requested and a written solicitation will not be issued. This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-88, effective 15 June 2016.

The requirement is for a 100% Woman Owned small business set-aside under NAICS code 611430, Professional and Management Development Training. The size standard for this NAICS codes is \$11,000,000.00.

**Description:** The U.S. Army Corps of Engineers Human Resources Directorate (CEHR) is in need of high-quality leadership development training in July 2016 for the Emerging Leaders Program (ELP) participants in accordance with the prescribed curriculum. The ELP is a multi-faceted leadership and management development program, which helps participants: 1) identify, understand, and develop individual strengths and use those strengths to build teams/relationships; 2) formulate team strategies; and 3) apply their skills and strengths for both self-development and team success.

**Contract Line Items:** This requirement and associated contract line item number (CLIN) is provided below:

CLIN#	Model	Quantities	Units of Measure	Unit Price	Total
0001	Emerging Leaders Training	1	Each		

**Basis for award:** The Government will award a contract resulting from this combined synopsis solicitation on the basis of the lowest evaluated price of responsible offers whose service meets the requirements as listed in the performance work statement. Offerors must submit the following documents for this solicitation: a price quote using CLIN structure above and technical information providing enough information to determine whether or not the services being offer meet the requirements of the performance work statement.

Offerors are required to be actively registered with the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) prior to award. Offerors are highly encouraged to download and review all attachments to this solicitation prior to submitting an offer.

**Period and Place of Performance:**

Two and a half day training on 30-31 July (0830-1700) and 1 August (0800-1130) at USACE Headquarters located:  
441 G. Street NW  
Washington, DC 20314-1000

**Date, Time, and Place Offers are Due:** The closing date for the delivery of a response to this combined synopsis/solicitation is on or before **2:00 pm Eastern Daylight Time (EDT), on Friday, 15 July 2016.** Offers should be e-mailed or mailed to the Point of Contact (POC) shown below by the closing date and time. If offers are mailed, an electronic version of the offer (i.e. CD, DVD, etc.) should accompany the paper copy. If an offer is e-mailed to the POC shown below, it is the offeror’s responsibility to ensure

that the transmission is received by the Government prior to the closing date and time. Upon receipt of an electronic offer, the Government will acknowledge receipt of that offer via email to the offeror.

POC - Primary: Jordan Quantock, Contract Specialist  
Address: US Army Humphreys Engineer Center Support Activity  
CECT-HC  
7701 Telegraph Road  
Alexandria, VA 22315-3860  
Phone: 703-428-8487  
E-mail: [Jordan.m.quantock@usace.army.mil](mailto:Jordan.m.quantock@usace.army.mil)

POC – Secondary: Sarah Lugo, Contracting Officer  
Phone: 703-428-7407  
E-mail: [Sarah.R.Lugo@usace.army.mil](mailto:Sarah.R.Lugo@usace.army.mil)

**PERFORMANCE WORK STATEMENT**  
***2.5-Day Training Contract for the 2016 USACE Emerging Leaders Program***

1. GENERAL:

The U.S. Army Corps of Engineers Human Resources Directorate (CEHR) is in need of high-quality leadership development training in July 2016 for the Emerging Leaders Program (ELP) participants in accordance with the prescribed curriculum. The ELP is a multi-faceted leadership and management development program, which helps participants: 1) identify, understand, and develop individual strengths and use those strengths to build teams/relationships; 2) formulate team strategies; and 3) apply their skills and strengths for both self-development and team success.

The training will be delivered to no more than fifteen individuals at HQ, USACE (GAO Building) over the course of two and half consecutive days, and will address the following specific topics:

- Innovation
- Strategic thinking
- Public service motivation (contribution to mission)
- Leadership attributes
- Interpersonal skills (team building, group dynamics, flexibility, and resilience)
- Leading people/leading change
- Continuous learning
- Influencing, operating, and improving actions

1.1 Introduction:

The contractor shall provide all personnel, supplies, materials, supervision, and other items and non-personal services necessary to perform in this leadership services contract as defined in this Performance Work Statement (PWS) except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

1.2 Background:

The USACE vision, goals and strategies for the future demand the knowledge transfer from employee to employee. Consistent with the USACE Campaign Plan (Goal 4, Objective 4d) and the Human Capital Plan (Goal 3), we continue to prepare for the future by building strong people and teams through leader development and talent management. Emerging Leaders in 2016 have the potential to become our Senior Leaders of 2020 and beyond. This program, coupled with the 4<sup>th</sup> Quarter Executive Governance Meeting, is an investment in our future. The ELP targets GS-09 through GS-12 (and equivalent).

### 1.3 Objectives:

- 2.5-consecutive-day training in July 2016, which covers the above-specified topics.

### 1.4 Scope:

The contractor shall administer, manage, and perform the duties and responsibilities as defined in this PWS.

### 1.5 Tasks /Reports/Requirements:

**Task 1:** Develop training materials (slides and illustrative exercises), which cover the above-specified topics.

**Task 2:** Deliver a 2.5-day training in July 2016 for no more than fifteen participants.

1.6 Security Requirements: The Contractor must pre-screen candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The vendor must ensure that the candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible candidates must be provided to the COR no later than three business days after the initial contract award.

1.6.1 All contractor and all associated sub-contractor employees shall comply with applicable installation, facility and area commander installation/facility access, and local security policies, and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

1.6.2 Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05 / AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative, as NCIC and TSDB are available), or at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

## SOLICITATION PROVISIONS:

The following provisions and clauses are applicable to this solicitation and can be found in full text at [www.acquisition.gov/far](http://www.acquisition.gov/far) or <http://farsite.hill.af.mil> :

52.212-1	Instructions to Offerors--Commercial Items
52.212-3	Offeror Representations and Certifications – Commercial Items
52.212-4	Contract Terms and Conditions--Commercial Items
52.232-40	Providing Accelerated Payments to Small Business Subcontractors
252.203-7000	Requirements Relating to Compensation of Former DoD Officials
252.203-7002	Requirement to Inform Employees of Whistleblower Rights
252.204-7003	Control Of Government Personnel Work Product
252.204-7012	Safeguarding of Unclassified Controlled Technical Information
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports
252.232-7010	Levies on Contract Payments
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders. The following FAR Clauses cited within 52.212-5 are applicable to this acquisition

<input type="checkbox"/>	52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards
<input type="checkbox"/>	52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment
<input type="checkbox"/>	52.219-3	Notice of HUBZone Set-Aside or Sole-Source Award
<input type="checkbox"/>	52.219-4	Notice of Price Evaluation Preference for HUBZone Small Business Concerns
<input checked="" type="checkbox"/>	52.219-6	Notice of Total Small Business Set-Aside
<input type="checkbox"/>	52.219-6 Alt I	Alternate I of 52.219-6
<input type="checkbox"/>	52.219-6 Alt II	Alternate II of 52.219-6
<input type="checkbox"/>	52.219-13	Notice of Set-Aside of Orders
<input type="checkbox"/>	52.219-27	Notice of Service-Disabled Veteran-Owned Small Business Set-Aside
<input checked="" type="checkbox"/>	52.219-28	Post Award Small Business Program Rerepresentation
<input type="checkbox"/>	52.219-29	Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business
<input checked="" type="checkbox"/>	52.219-30	Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program
<input checked="" type="checkbox"/>	52.222-3	Convict Labor
<input type="checkbox"/>	52.222-19	Child Labor—Cooperation with Authorities and Remedies
<input checked="" type="checkbox"/>	52.222-21	Prohibition of Segregated Facilities
<input checked="" type="checkbox"/>	52.222-26	Equal Opportunity
<input type="checkbox"/>	52.222-35	Equal Opportunity for Veterans
<input checked="" type="checkbox"/>	52.222-36	Equal Opportunity for Workers with Disabilities
<input type="checkbox"/>	52.222-37	Employment Reports on Veterans
<input checked="" type="checkbox"/>	52.222-50	Combating Trafficking in Persons
<input type="checkbox"/>	52.222-54	Employment Eligibility Verification
<input type="checkbox"/>	52.223-15	Energy Efficiency in Energy-Consuming Products
<input checked="" type="checkbox"/>	52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving
<input type="checkbox"/>	52.225-3	Buy American--Free Trade Agreements--Israeli Trade Act
<input type="checkbox"/>	52.225-3 Alt I	Alternate I of 52.225-3
<input type="checkbox"/>	52.225-3 Alt II	Alternate II of 52.225-3
<input type="checkbox"/>	52.225-3 Alt III	Alternate III of 52.225-3

- 52.225-13 Restrictions on Certain Foreign Purchases
- 52.232-33 Payment by Electronic Funds Transfer—System for Award Management
- 52.239-1 Privacy or Security Safeguards
- 52.222-41 Service Contract Labor Standards
- 52.222-42 Statement of Equivalent Rates for Federal Hires
- 52.222-51 Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements
- 52.222-53 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements
- 52.226-6 Promoting Excess Food Donation to Nonprofit Organizations

## 52.212-2 EVALUATION--COMMERCIAL ITEMS

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Factor 1 – Technical. Under this factor, the Government will evaluate the offerors' level of understanding of the work to be performed related to this requirement and the information provided in the performance work statement. Under this factor, services offered will be determined “technically acceptable” or “technically unacceptable”.

Factor 2 – Price. The offeror’s price proposal will be evaluated using the price analysis techniques described at FAR 13.106-3(a) to determine which proposal offers the total evaluated lowest price to the Government.

The basis for award is Lowest Price Technically Acceptable. Only offers which meet the minimum technical capability, will be further evaluated under price. Award will be made to the Lowest Priced Technically Acceptable offeror.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision).