

## **DRAFT Synopsis/Solicitation: N00014-11-Q-0004**

This is a DRAFT combined synopsis/solicitation for commercial items prepared in accordance with Federal Acquisition Regulation (FAR) Subpart 12.6, as supplemented with additional information included with this notice, and will remain open for comment for five (5) days. The Office of Naval Research (ONR) will consider any comments received within this period prior to submitting a final version of the synopsis/solicitation to FedBizOpps.gov. It is anticipated that the final version will be open for ten (10) days after its release. Please send any comments or questions about the attached DRAFT documents to Ms. Ana Lugaro via email at [analugaro@navy.mil](mailto:analugaro@navy.mil).

### **The Civilian Employee Assistance Program (CEAP)**

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulations (FAR) Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued. This solicitation, N00014-11-Q-0004, is issued as a Request for Quote (RFQ). The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-46 and DFARS Change Notice 20101103. The associated North American Industry classification System (NAICS) code is 624190 and small business size standard is \$7.0 million. This is a 100% small business set-aside.

The Office of Naval Research (ONR) Human Resources Office seeks support for the Civilian Employee Assistance Program. The Civilian Employee Assistance Program (CEAP) is mandated by Federal regulations to give short-term non-medical problem solving to civilian employees on personal issues that may be affecting their employment. It is a vital component of the Drug Free Workplace Program, emergency preparedness, civilian post deployment, and management support.

Counseling programs for Federal civilian employees who have substance abuse problems are required by: Sec. 201 of Public Law 91-616, 84 Stat. 1849, as amended and transferred to Sec. 520 of the Public Health Services Act by Sec. 2(b)(13) of Public Law 98-24 (42 U.S.C. §290dd-1), Sec. 413 of Public Law 92-255, 88 Stat. 84, as amended and transferred to Sec. 525 of the Public Health Services Act by Sec. 2(b)(16)(a) of Public Law 96-24 (42 U.S.C. §290ee-1), and Sec. 7361 and Sec. 7362 of Public Law 99-570.

Public Law 99-570 (5 U.S.C. §§7361 and 7362), The Federal Employee Substance Abuse Education and Treatment Act of 1986, codified at title 5 Code of Federal Regulations (CFR) Part 792, requires Federal agencies to establish appropriate prevention, treatment, and rehabilitative programs and services for alcohol and drug abuse problems for Federal civilian employees.

Public Laws 96-180 and 96-181 authorize the agency to extend counseling services, to the extent feasible, to family members of employees who have alcohol and drug problems, and to employees with family members who have substance abuse problems.

Public Law 79-658 authorizes the head of agency to establish health services programs for employees and also forms the basis for expanding counseling programs from those dealing solely with substance abuse to broad range programs which provide counseling for other personal problems, e.g., family, financial, marital.

Executive Order 12564 requires the agency to establish a drug-free Federal workplace program, including an Employee Assistance Program (EAP) as an essential element in achieving a drug-free workforce. The agency must refer all employees found to use illegal drugs to the EAP for assessment, counseling, and referral for appropriate treatment or rehabilitation.

**The contractor shall provide the following information:**

Support required to ONR for the Civilian Employee Assistance Program (CEAP) shall include the following: (1) Implement ONR's CEAP policy and program effectively, including programs for counseling and assisting employees with alcohol and drug abuse problems. (2) Interpret and apply the laws, regulations, and procedures that govern Federal EAPs and related programs and services. (3) Determine and provide appropriate training to supervisors, employees, as well as other activities needed to educate and inform the workforce about drugs and alcohol and the dangers of substance abuse. (4) Develop and maintain counseling, referral, and follow-up capability. (5) Evaluate the effectiveness of the EAP program and report the findings to management. (6) Counsel and communicate effectively with employees, supervisors, and managers concerning substance abuse, its symptoms and consequences. (7) Identify and maintain liaison with community resources for treatment and rehabilitation of substance abusers. (8) Understand drug and alcohol treatment and rehabilitation insurance coverage available to employees through the Federal Employees Health Benefits Program (FEHBP). (9) Distinguish the occasional user from the addicted user and suggesting the appropriate treatment based on that information. (10) Help employees maintain abstinence from future substance abuse.

Services provided to the Office of Naval Research (ONR) and the five (5) University Business Affairs Regional Offices shall also include: (1) Assistance in referring employees to the EAP. (2) Guidance about how to appropriately support employees with personal concerns that may be affecting their health and well-being. (3) Assistance with back-to-work conferences and reasonable accommodation agreements, in consultation with appropriate human resources specialists. (4) Performance management guidance/consultation particularly around issues related to employee conduct and performance, as well as those related to occupational situations and conditions that affect employee well-being, as appropriate, in consultation with human resources professionals. (5) Supervisor training and education. (6) Management consulting and coaching. (7) Assessment. (8) Treatment planning. (9) Short-term problem solving/counseling/facilitating change. (10) Follow-up. (11) Referral (individual) and information. (12) Collaboration with others (such as treatment facilities, managed care organizations, managers, HR staff, etc.) regarding case planning and outcomes. (13) Evaluation, reporting, and quality improvement/assurance. (14) Referral (clinical) resource development and maintenance. (15) Violence prevention and crisis management. (16) Traumatic and critical incident services. (17) Group interventions, support groups. (18) Supervisor & Employee orientation of the Civilian Employee Assistance Program (CEAP). (19) Educational services/programs. (20) Special and auxiliary services (such as work/life, drug-free workplace training and handling of mandatory referrals, outplacement services, disability management, change management, organizational development, etc.) (21) Cost per sessions per month for employees. (22) A toll free number access 24 hours a day, 7 days a week. (23) Accessibility by DoD shuttle bus and metro rail to off site office. (24) Training and seminars that include Suicide Awareness and Prevention Training, Supervisory Training, Stress Management Training, Communication and Gender Workshop, Workshop on the Psychological Aspect of Retirement, Positive Thinking Training, Crisis Intervention Training Opportunity, Time Management Training, Dealing with Difficult People, Lecture Series on Lifestyle and Cancer, Supporting A Friend or Loved One In Recovery Workshop, Anti-Drug Seminar - Helping parents deal with their children and drugs. (25) Brochures, educational and training materials. (26) A record system and be responsible for maintaining case files. The record system shall be planned, developed, used, maintained, and managed in accordance with applicable laws and regulations governing confidentiality and the Privacy Act.

Personnel provided shall be Licensed Clinical Social Worker (LCSW) and/or Master of Social Work (MSW).

**Instrument type, period of performance, and award information:**

The Government intends to competitively award a Firm Fixed Price (FFP) Purchase Order under the Simplified Acquisition Threshold that represents the best value to the Government in accordance with the evaluation criteria set forth in this solicitation. The period of performance will be from the effective date of the purchase order through twelve (12) months thereafter. The award will also include four (4) twelve (12) month option periods. Maximum Purchase Order value \$12,000 for base and \$12,000 for each option.

The clauses at FAR 52.212-1, Instructions to Offerors-Commercial Items, FAR 52.212-4, Contract Terms and Conditions-Commercial Items and FAR 52.212-5, Contract Terms and Conditions Required To Implement Statutes or Executive Orders-Commercial Items, apply to this acquisition. The additional clauses cited within the last clause are also applicable: 52.203-6 Alternate I, 52.222-3, 52.222-21, 52.222-26, 52.222-35, 52.222-36, 52.222-37, 52.225-13, and 52.232-33. The DFARs clause at 252.212-7001, Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items applies to this acquisition. The additional clauses cited within this clause are applicable: 252.203-7000, 252.232-7003, and 252.247-7023 Alternate III. The following additional FAR and DFARs clauses apply: FAR 52.204-7 Central Contractor Registration, FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards, FAR 52.217-9 Option to Extend the Term of the Contract (insert “the period of performance” in the first blank of paragraph (a), “1 day” in the second blank of paragraph (a), and “five (5) years” in paragraph (c)), FAR 52.219-6 Notice of Total Small Business Set-Aside, FAR 52.219-14 Limitations on Subcontracting, FAR 52.222-53 Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements, FAR 52.223-18 Contractor Policy to Ban Text Messaging While Driving, FAR 52.233-3 Protest After Award (AUG 1996) and 252.204-7004 Alternate A, and FAR 52.239-1 Privacy or Security Safeguards. The Offerors should submit a proposal that includes the following sections: (1) Technical; (2) Cost; (3) Completed Representations and Certification in accordance with FAR 52.212-3 Offeror Representations and Certifications-Commercial Items and DFARs 252.212-7000 Offeror Representations and Certifications-Commercial Items; (4) An affirmation that it has an active registration on the Central Contractor Registration (CCR), which is at the website [www.ccr.gov](http://www.ccr.gov); (5) An Acknowledgement of Solicitation Amendments; and (6) A signed SF1449 or a statement specifying the extent of agreement with all terms, conditions, and provisions included in this solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of this solicitation may be excluded from consideration. The representations and certifications are provided as an attachment. The Representations and Certifications, CCR Affirmation, Acknowledgement of Amendments, and SF1449 (or alternate statement) are excluded from the page count. The proposals should be written and organized to be compatible with the requirements of this solicitation.

Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed five (5) pages, exclusive of resumes. All proposals received must provide resumes which outline qualifications and relevant experience. Resumes for proposed personnel are required. Therefore, offeror's are encouraged to submit numerous resumes for individuals that meet the personnel qualifications to show the depth of the offeror it's team in meeting the personnel requirements. The resumes should be no more than two (2) pages each, and there is no page limitation for the cost proposal. There is no limit on the number of resumes an Offeror can provide. The proposal should be written and organized to be compatible with the requirements outlined in this solicitation, company's organization and accounting structure, and proposed cost. The technical proposal should include the Offeror's

understanding of and approach to the requirements, resumes of proposed personnel, and the amount of sessions and training to be provided. The Offeror should explain how the quality and timeliness of work performance will be supervised and controlled and how the Offeror will coordinate with the Program Office. The Offeror should include information relative to previous efforts for the same or similar services provided in the past five (5) years. The Offeror should submit a cost proposal that identifies the number of sessions and training per year for base and each option and the unit cost per session and training. Each employee of a successful Offeror chosen to provide support services at ONR will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. A Purchase Order will be awarded to the responsible offeror(s) whose offer represents the best value to the Government. All proposals will be evaluated in accordance with the evaluation stated below. All proposals will be evaluated on the Offeror's ability to meet the Government's requirement.

#### **Evaluation information:**

**In order to determine which offeror represents the best overall value, offers will be evaluated in accordance with the following evaluation criteria:(1) Technical - Offeror's understanding of and approach to the Support and Service requirements, Resumes of proposed personnel, and Past Performance.(2) Price - Maximum sessions and training for base and each option year within the \$12,000 maximum amount per year. Technical and price are of equal importance. However, the Government reserves the right to make an award to the responsible offeror whose offer represents the best value to the Government.**

**The labor for any activity above should either be priced within the per session or per training unit cost.**

#### **Deliverables:**

Delivery and acceptance of reports is F.O.B. Destination to the Program Officer at the Office of Naval Research, 875 North Randolph Street, Arlington, VA 22203. The Contractor shall provide quarterly financial status reports. The quarterly financial status report shall include a breakdown of costs incurred during the month, sessions, and training invoiced. The Contractor will provide annual status reports to include project status reports and other related reports as required.

The quarterly financial status reports are due on the 15<sup>th</sup> of each month. The Quarterly Financial Status Reports are due no later than three (3) months after contract award and every three (3) months thereafter.

#### **Quote Information:**

Quotes must be submitted no later than 2:00 p.m. Local Eastern Time on **TBD**. Any proposal that is received at the designated Government office after the exact time specified for receipt of proposals is "late" and will not be considered. All offerors will be notified via e-mail once the award process is completed. The Contract Specialist must receive any questions concerning the RFQ no later than three (3) business days before the response date of this solicitation, or the question may not be answered. Questions should be emailed to Contract Specialist Ms. Ana Lugaro at [ana.lugaro@navy.mil](mailto:ana.lugaro@navy.mil). The proposal hard copy package, email header, or fax cover page should be marked with the solicitation number (N00014-11-Q-0004) and the due date (**TBD**), and be addressed to the Office of Naval Research, 875 North Randolph Street, Attention: Ms. Ana Lugaro – Suite W1261A, Arlington, VA 22203. The proposal may then be mailed or delivered to the above address or sent via email to [ana.lugaro@navy.mil](mailto:ana.lugaro@navy.mil). It is anticipated that award start date will be Monday, 14 Mar 2011. As soon as the final proposal

evaluation process is completed, the Offeror will be notified via email of its selection or non-selection for an award.

The U.S. Postal Service continues to irradiate letters, flats, Express and Priority Mail with stamps for postage and other packages destined to government agencies. Due to potential delays in receiving mail, Offerors are encouraged to use alternatives to the mail, such as delivery services, when submitting proposals. Offerors may also hand-deliver their proposals at the mailing address above, provided they pre-arrange a time and date prior to the closing of the solicitation with the Contract Specialist, Ms. Ana Lugaro at (703) 696-4511.

