

## **Attachment Number 1**

### **Request for Proposal (RFP) Number N00014-12-R-0008**

#### **Health Club Membership for the Office of Naval Research (ONR) Active Duty Military and Federal Government Employees**

This is the attachment to the combined synopsis/solicitation number N00014-12-R-0008. This announcement constitutes the only solicitation proposals are being requested and a written solicitation will not be issued. *Proposals submitted in response to this solicitation are due no later than 2:00 PM (Local Eastern Time) on Friday, 14 September 2012.* The address to which proposals should be submitted is provided in Section 9.0, Proposal Submission Requirements, below.

#### **1.0 Program Background**

The Office of Naval Research (ONR) has a requirement to provide fitness services through its Health Club Membership for ONR active duty military and federal government civilian employees. The health club facilities must be located in the Ballston Arlington, VA area and within ten (10) minute walking distance from 875 North Randolph Street, Arlington, VA. Facilities should provide (1) resistive weight training machines, (2) cardio-fitness equipment, (3) aerobics classes, (4) free-weights and related apparatus, and (5) locker rooms. The health club must also provide (1) a health risk assessment for each member, (2) a monthly report listing the members and the amount of monthly utilization by each member, (3) liability insurance for all facilities used by ONR active duty military and federal government civilian employees.

The services are currently being provided by Sport and Health, Inc. under Contract Number N00014-07-M-0561. Under this contract, ONR is currently providing a monthly subsidy for each member in the amount of \$52.00. The subsidy for each member for this effort is estimated at \$52.00 per year and that portion of the membership dues that exceeds the subsidy is the responsibility of the member. The member is responsible for paying any amount that exceeds the subsidy and that any associated co-pays shall be paid directly to the health club facility.

#### **2.0 Tasks/Requirements**

The Contractor shall provide Health Club Memberships to the active duty military and federal government civilian employees at the Office of Naval Research as described below.

ITEM NO.	SUPPLIES / SERVICES	QTY	UNIT PRICE	AMOUNT
0001	<u>Base:</u> The Contractor shall provide fitness services through a Corporate Membership Program to the Office of Naval Research  PSC: G099	120 Memberships		
0002	<u>Option I:</u> The Contractor shall provide fitness services through a Corporate Membership Program to the Office of Naval Research  PSC: G099	120 Memberships		
0003	<u>Option II:</u> The Contractor shall provide fitness services through a Corporate Membership Program to the Office of Naval Research  PSC: G099	120 Memberships		
0004	<u>Option III:</u> The Contractor shall provide fitness services through a Corporate Membership Program to the Office of Naval Research  PSC: G099	120 Memberships		
0005	<u>Option IV:</u> The Contractor shall provide fitness services through a Corporate Membership Program to the Office of Naval Research  PSC: G009	120 Memberships		
<b>TOTAL FIRM FIXED PRICE</b>				

### 3.0 Deliverables

3.1 Monthly Status Report. The contractor shall provide a monthly status report that provides a list of the members and the amount of monthly utilization by each member. The report is due by the 30<sup>th</sup> of every month.

#### **4.0 INSPECTION AND ACCEPTANCE**

Inspection and acceptance is at destination. Delivery and acceptance of reports is F.O.B. Destination to the following address:

Office of Naval Research  
Program Officer: **To Be Determined at Time of Award**  
875 North Randolph Street - Suite **To Be Determined at Time of Award**  
Arlington, VA 22203-1995

#### **4.0 Instrument Type and Period of Performance**

The Government intends to competitively award a Firm Fixed Price Purchase Order that represents the best value to the Government in accordance with the evaluation criteria set forth in this solicitation. The Order will contain a twelve (12) month base period and four (4) twelve (12) month option periods. The Order will not exceed a five (5) year period.

The period of performance for the Base (CLIN 0001) shall be from the effective date of Order through twelve (12) months thereafter.

If exercised, the period of performance for Option I (CLIN 0002) shall be from the effective date of option exercise through twelve (12) months thereafter.

If exercised, the period of performance for Option II (CLIN 0003) shall be from the effective date of option exercise through twelve (12) months thereafter.

If exercised, the period of performance for Option III (CLIN 0004) shall be from the effective date of option exercise through twelve (12) months thereafter.

If exercised, the period of performance for Option IV (CLIN 0005) shall be from the effective date of option exercise through twelve (12) months thereafter.

#### **5.0 Payment**

The Office of Naval Research anticipates using Wide Area Workflow (WAWF) to pay invoices in accordance with DFARS 252.232-7006. The following clause will be incorporated into the Order.

##### **5.1 DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS**

As prescribed in [232.7004\(b\)](#), use the following clause:

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

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

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—  
(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

Firm Fixed Price – “Invoice as 2-in-1 (Services Only)”

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

**Destination/Destination**

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	[Use the 6 character “PAYMENT WILL BE MADE BY” CODE on page one of the award document] (Cost and Firm Fixed Price)
Issue By DoDAAC	[Use the 6 character “ISSUED BY” CODE on page one of the award document] (Cost and Firm Fixed Price)

Admin DoDAAC	[Use the 6 character "ADMINISTERED BY" CODE on page one of the award document] (Cost and Firm Fixed Price)
Inspect By DoDAAC	[N/A (Leave this field Blank)]
Ship To Code	[If document type is "Invoice and Receiving Report (Combo)" for supplies (can also include additional services) Use the 6 character "SHIP TO" CODE on page one of the award document Firm Fixed Price or Enter N/A for Cost)
Ship From Code	[N/A (Leave this field Blank)]
Mark For Code	[N/A (Leave this field Blank)]
Service Approver (DoDAAC)	[Use the 6 character "ADMINISTERED BY" CODE on page one of the award document.] (Cost or enter N/A for Firm Fixed Price)
Service Acceptor (DoDAAC)	[If document type is "Invoice as 2-in-1 (Services Only)" for services/R&D/reports (can include incidental supplies) [Use the 6 character "ISSUED BY" CODE on page one of the award document] (Firm Fixed Price or Enter N/A for cost)
Accept at Other DoDAAC	[N/A (Leave this field Blank)]
LPO DoDAAC	[If "Pay Official DoDAAC is HQ0251" Use the 6 character "Admin DoDAAC" Otherwise leave this field Blank] (Cost and Firm Fixed Price)
DCAA Auditor DoDAAC	[Look up via the AUDIT OFFICE LOCATOR at <a href="http://www.dcaa.mil">http://www.dcaa.mil</a> . For Firm Fixed Price enter N/A] (Cost)
Other DoDAAC(s)	[N/A (Leave this field Blank)]

(\*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

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(Contracting Officer: Insert applicable email addresses or "Not applicable.")  
 Firm Fixed Price – [Enter the Program Officer e-mail address]  
 Cost – [insert "Not Applicable"]

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following Contracting activity's WAWF point of contact.

For clarification regarding invoicing contact: Navy WAWF Help Line: 1-877-251-WAWF (9293). For Payment Issues Only contact: [ONR21@onr.navy.mil](mailto:ONR21@onr.navy.mil).

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

## 6.0 Additional Information

The following clause will be incorporated into the Order.

### 6.1 Payment Instructions for Multiple Accounting Classification Citations

**These instructions are provided for the Contract Payment Office (DFAS Columbus) only, and are not contractor instructions.**

Check <b>all</b> applicable.	DFARS PGI Reference	Indicate applicable CLIN(s) or SLIN(s).	Instruction for Use
	252.204-0001 Line Item Specific: Single Funding (SEP 2009)		USE FOR CONGRESSIONALS. If there is only one source of funding for the contract line item (i.e., one ACRN)
	252.204-0002 Line Item Specific: Sequential ACRN Order (SEP 2009)		If there is more than one ACRN within a contract line item (i.e., informational subline items contain separate ACRNs), and the contracting officer intends funds to be liquidated in ACRN order
X	252.204-0003 Line Item Specific: Contracting Officer Specified ACRN Order (SEP 2009)	CLIN 0001, and if exercised CLINs 0002 through 0005	If there is more than one ACRN within a contract line item, (i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated in a specified ACRN order, insert the following, including the specified order in the instruction
	252.204-0004 Line Item Specific: by Fiscal Year (SEP 2009)		USE FOR MOST ONR R&D CONTRACTS. If there is more than one ACRN within a contract line item, [(i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated using the oldest funds first

	252.204-0005 Line Item Specific: by Cancellation Date (SEP 2009)		If there is more than one ACRN within a contract line item, (i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated using the ACRN with the earliest cancellation date first.
	252.204-0006 Line Item Specific: Proration (SEP 2009)		If there is more than one ACRN within a contract line item, (i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated in the same proportion as the amount of funding currently unliquidated for each ACRN.
<b>If Line Item Specific funding is not appropriate, the contracting officer may select one of the contract line specific instructions.</b>			
	252.204-0007 Contract-wide: Sequential ACRN Order (SEP 2009)	N/A	If the contracting officer intends the funds to be liquidated in sequential ACRN order
	252.204-0008 Contract-wide: Contracting Officer Specified ACRN Order (SEP 2009)	N/A	If the contracting officer intends the funds to be liquidated in a specified ACRN order
	252.204-0009 Contract-wide: by Fiscal Year (SEP 2009)	N/A	If the contracting officer intends the funds to be liquidated in fiscal year order
	252.204-0010 Contract-wide: by Cancellation Date ACRN Order (SEP 2009)	N/A	If the contracting officer intends the funds to be liquidated by cancellation date.
	252.204-0011 Contract-wide: Proration (SEP 2009)	N/A	If the contract or order that provides for progress payments based on costs, or if the contracting officer intends the funds to be liquidated in the same proportion as the amount of funding currently unliquidated for each ACRN
	252.204-0012 Contract-wide: Other (SEP 2009)	N/A	If none of the standard payment instructions identified above are appropriate, the contracting officer may insert other payment instructions, if they provide a significantly better reflection of how funds will be expended in support of contract performance; and are agreed to by the payment office and the contract administration office.

## **6.2 ONR 5252.204-9722 ELECTRONIC DOCUMENT ACCESS (AUG 2012)**

The Office of Naval Research (ONR) award and modification documents are now available via the Electronic Document Access System (EDA). EDA is a web-based system that provides secure online access, storage, and retrieval of awards and modifications to Department of Defense (DoD) employees and vendors. An ONR representative will enter the contact information for vendor notification of up to two (2) vendor representatives into EDA for each contract. Once an executed ONR contract document is loaded into EDA, the designated vendor representative(s) will automatically receive an email notification that the document is available in EDA. The vendor is responsible for retrieving the document from EDA; ONR will no longer mail hard copies to vendors.

Each vendor is responsible for providing ONR with their vendor representatives' contact information as well as any changes to their contact information for each ONR contract. Vendors shall submit EDA vendor representative contact information changes to the cognizant ONR Contract Specialist or Contracting Officer of each ONR contract. Each request to change EDA vendor representative contact information shall include the following information:

1. Contract number
2. Email address
3. First name
4. Last name
5. Organization

Users must be aware that EDA inactivates user accounts for non-use after 90 days. Failure to use your account will result in inactivation. A password reset and EDA POC approval is required to reactivate account.

## **7.0 Relevant Clauses**

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 following additional clauses cited within 52.212-5 that are applicable to this acquisition include: 52.203-6, 52.219-4, 52.219-8, 52.222-3, 52.222-19, 52.222-21, 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 following additional clauses cited within this clause that are applicable to this acquisition include: 52.203-3 and 252.232-7003.

The following additional FAR and DFARs clauses that apply to this acquisition include: FAR 52.204-7, Central Contractor Registration; FAR 52.217-9, Option to Extend the Term of the Contract; and DFARs 252.204-70004 Alternate A, Central Contractor Registration.



## **8.0 Proposal Requirements**

Offerors should submit a proposal that includes the following sections: (1) Technical; (2) Cost; and (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.sam.gov](http://www.sam.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 Attachment Number 1.

Information for the technical portion should be a separate and segregable document from the cost section. No cost information should be included in the technical section. The length of the technical portion shall not exceed fifteen (15) pages. The Representations and Certifications, Central Contractor Registration (CCR) Affirmation, Acknowledgement of Amendments, SF1449 (or alternate statement), and Certificate(s) of Liability Insurance are excluded from the page count. The proposal should be written and organized to be compatible with the requirements of this solicitation. 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 portion of the proposal should include the following information: (1) a full description of services, equipment, facilities, and other benefits provided to health club members; (2) address of facility or facilities available to ONR personnel; (3) hours of operation for each facility; (4) copy of certificate of liability insurance for all facilities available to ONR personnel; (5) description of policies and health club membership options available to employees leaving ONR; (6) acknowledgement and agreement of the reporting and health assessment requirements mentioned above; and (7) description of policies for direct payment by ONR personnel of non-subsidized portion of monthly dues.

The Offeror should submit a cost proposal that (1) identifies separately for each of the five (5) year potential years of performance with the total monthly rate (including identifying subsidy and employee funded amounts) and total amount annual amount for 120 ONR personnel; (2) amount (if applicable) of any administrative fees assessed for new members; and (3) description of any other fees associated with health club membership, which can include fees of additional services not normally offered in standard health club membership.

## **9.0 Basis for Award/Evaluation Factors**

A Purchase Order will be awarded to the responsible offeror(s) whose offer represents the best value to the Government.

In order to determine which offeror represents the best overall value, offers will be evaluated in accordance with the following evaluation criteria: (1) Technical Factors -

Offeror's understanding and approach to the fitness service requirements, and (2) Price Factor. The Technical and Price Factors are of equal importance. The Government will make an award to the responsible offeror whose offer represents the best value to the Government.

#### 52.212-2 Evaluation -- Commercial Items (Jan 1999)

(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:

- 1) Amount and range of services and equipment offered (must at least have minimum requirements as specified above; but higher ranking will be given to larger number and quality of services and equipment offered);
- 2) Convenience of location to ONR, extent of hours of operation, and ability of ONR personnel to have access to additional locations outside Ballston Arlington, VA area;
- 3) Observed usage rates of facilities during peak hours; and
- 4) Price.

The three (3) technical factors, numbers 1 through 3 above, are of equal of importance to each other. In accordance with FAR 15.304, the relative importance of all other evaluation factors when combined, are equally important to price. Price is of equal importance to the technical factors.

(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.

### **9.0 Proposal Submission Requirements**

*Proposals must be received no later than 2:00 PM, Local Eastern Time on Friday, 14 September 2012.* Any proposals that is received at the designated Government office after this exact time specified for receipt of proposal 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 RFP Number N00014-12-R-0008 no later than three (3) business days before the response date of this solicitation, or the

question may not be answered. Questions should be e-mailed to Contract Specialist Kenesha Y. Hargrave at [kenesha.y.hargrave@navy.mil](mailto:kenesha.y.hargrave@navy.mil). The proposal hard copy package or e-mail header should be marked with the Solicitation Number N00014-12-R-0008 and the due date, and be addressed to 875 North Randolph Street, Suite W1275A, Attention: Kenesha Y. Hargrave, Arlington, VA 22203-1995. The proposal may then be mailed or delivered to the above address or sent via e-mail to [kenesha.y.hargrave@navy.mil](mailto:kenesha.y.hargrave@navy.mil). Faxed proposals will not be accepted. It is anticipated that award start date will be on or before 01 October 2012. As soon as the final evaluation process is completed, the Offeror will be notified via e-mail 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 proposal. Offerors may also hand-deliver their proposal at the mailing address stated above, provided they pre-arrange a time and date prior to the closing of the solicitation with the Contract Specialist, Kenesha Y. Hargrave, at telephone number (703) 696-5345 or the Acquisition Branch Head, Vera M. Carroll, at telephone number (703) 696-2610.