

Request for Quote (RFQ) N00014-17-Q-0024
CODE: 32
TITLE: Task Force Ocean Workshops Facilitator

1.0 INTRODUCTION

The Office of Naval Research (ONR) has a requirement to provide facilitation for multiple two-day workshops in support of Task Force Ocean. This requirement is specifically set-aside for woman-owned small-business concerns. The workshops will develop components of a roadmap to assess and advance Navy-relevant ocean sciences in the U.S.

2.0 BACKGROUND/SCOPE

For ONR, facilitation is needed for four two-day workshops (totaling eight days) to support the Chief-of-Naval-Operations-directed Task Force Ocean. The workshops will have scientific and technical themes focusing on assessing the state of Navy-relevant ocean sciences in the U.S. and the Navy's capability and capacity to exploit the ocean environment. Working groups will focus on (1) oceanographic sensing and measurements, (2) modeling and prediction of oceanographic processes, (3) Naval applications of ocean science technology, and (4) technical workforce. The goal of the workshops will be to develop inputs for a five-year roadmap that outlines objectives, tasks and metrics to advance ocean sciences which support Navy missions. Facilitators would be responsible for training and mentoring working group leads on effective workshop methods and techniques. Furthermore, facilitators would propose workshop structure, lead discussions with and without presence of working group lead, initiate brainstorming sessions, assist in consolidating meeting information into summary documents, and assist working group leads with out-briefs.

3.0 REQUIREMENT

The Woman Owned Small Business concern shall provide the following:

A Facilitator to lead four two-day workshops. All facilitators shall be U.S. citizens. The place of performance shall be in the Washington, DC Metro area.

Part Number/Description	Quantity	Unit Cost	Total Amount
Facilitator for two-day workshop	4		

4.0 PERIOD OF PERFORMANCE

The period of performance shall be from 1 July 2017 to 30 Sep 2017. Workshops are planned for the following dates: Jul 18-19, Jul 25-26, Aug 1-2 and Aug 8-9.

5.0 QUOTE STRUCTURE

The following information should be included in the Offeror's quote:

- Name, telephone number, fax, and e-mail address of the person(s) to be contacted in regards to specific questions related to the Offeror's quote and who is authorized to act on behalf of the Offeror;
- Description, quantity, unit price and total price (See the chart above);
- Taxpayer Identification Number; and
- CAGE Code.

6.0 AWARD INFORMATION

The Government will award a Purchase Order to the responsible offeror that represents the most technically qualified, lowest price to the Government. All offerors will be notified via email once the evaluation process is completed.

7.0 CONTRACTS POINT OF CONTACT

The Technical Point of Contact for this effort is as follows:

CDR Ben Jones
Office of the Oceanographer of the Navy
2000 Navy Pentagon, Rm 1D479
Washington, DC 20350-2000
Telephone Number: (703) 614-1768
E-mail Address: benjamin.a.jones@navy.mil

The Procurement Point of Contact for this effort is as follows:

Mr. Brad Petrauskas
Office of Naval Research
875 North Randolph Street
Arlington, VA 22203-1995
Telephone Number: (703) 696-0719
E-mail Address: bradley.petrauskas@navy.mil

8.0 SUBMISSION OF QUOTES

The due date for receipt of proposals is no later than 2:00 PM, Eastern Standard Time (EST) on 5 Jun 2017. Responses/Quotes shall be submitted by e-mail to the Contract Specialist, Mr. Brad Petrauskas at email address: brad.petrauskas@navy.mil; and Secondary Point of Contact, Ms. Nataki McCowin at email address: nataki.s.mccowin@navy.mil.

9.0 SUBMISSION OF QUESTIONS

Any questions regarding this RFQ must be provided in writing to Mr. Brad Petrauskas at bradley.petrauskas@navy.mil and/or Ms. Nataki McCowin at nataki.s.mccowin@navy.mil. Acceptable forms of written question submission include fax at (703) 696-3365/0993 and e-mail. The subject line of your e-mail should read "N00014-17-Q-0024". Questions submitted less than twenty-four (24) hours prior to the closing date for quotes may not be answered and the due date for submission of quotes may not be extended.

10.0 SOLICITATION AMENDMENTS

Any amendments to this solicitation will be sent directly from Mr. Brad Petrauskas.

11.0 ADMINISTRATIVE REQUIREMENTS

The North American Industry Classification System (NAICS) code for this announcement is 541611.

Offerors not already registered in the System for Award Management (SAM) will be required to register in SAM prior to award. Information on SAM registration is available at <http://www.sam.gov> or by calling 1-888-227-2423.

12.0 SUBMISSION OF LATE PROPOSALS

Any proposal, modification, or revision that is received at the designated Government office after the exact time specified for receipt of proposals is "late" and will not be considered.