



## REQUEST FOR QUOTATION #59310524S0010

### TECHNICAL AND LOGISTICAL SUPPORT FOR ENCOURAGING ARTS-BASED APPROACHES TO HEALTH AND CIVIC INFRASTRUCTURE (AHCI)

#### A. GENERAL REQUIREMENTS

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NEA seeks a single contractor to produce key deliverables and resources for **National Endowment for the Arts (NEA)**'s work with the **Arts, Health, and Civic Infrastructure (AHCI)** to identify key funding opportunities, resources, and programs across federal government, with an emphasis on promoting effective practices and elucidating gaps and barriers. The Contractor will provide logistical and technical support to the NEA in developing and facilitating the **Interagency Working Group on Arts, Health, and Civic Infrastructure (IWG-AHCI)**.

**Contract Type:**

A firm, fixed-price task order to a single contractor to perform duties as described in the attached *Statement of Work*,

**NAICS Code & Title:**

541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

**Period of Performance:**

Two (2) years

**Point of Contact:**

Kelli R. Lightfoot – Contracting Officer (CO)

Phone: (202) 682-5618

Email: [lightfootk@arts.gov](mailto:lightfootk@arts.gov)

**Attachments:**

Attachment I - Statement of Work

**RFQ Close:**

Close of Business (COB), Tuesday, 09/24/2024

**Pre-Proposal Conference and RFQ Questions:**

NEA will host a virtual preproposal conference on 09/11/2024. Any resulting and remaining questions shall be submitted to the CO by no later than COB, Friday, 09/13/2024.

The government will issue the meeting time and access to the pre-proposal conference a week before the conference.

Responses to questions in the form of amendments to this RFQ will be posted at the discretion of the CO.

**Post Award Orientation:**

A post award conference (“kickoff”) will be scheduled with the resulting contractors within ten (10) days of award notification.

**B. INSTRUCTIONS FOR SUBMITTING PROPOSALS**

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1. Proposals shall be submitted via email to the attention of the Contracting Officer by **no later than COB, Tuesday, 09/24/2024.**
2. The proposal documentation MUST cite the offeror’s GSA schedule number AND the Arts Endowment’s RFQ identifier, **59310524S0010.**
3. Proposals shall be compliant with the terms, conditions, and scope of the contractor’s individual GSA contract.
4. Offerors shall submit each proposal as two separate volumes, as a separate electronic file in Adobe (.pdf) format. Volume 1 shall contain Factors 1 and 2. Pricing information shall be provided in Volume 2 ONLY.

<b>RFQ VOLUMES</b>	
<b>Volume 1</b>	Technical Proposal: Factor 1 and Factor 2
<b>Volume 2</b>	Price Proposal: Factor 3

5. Cover pages are optional. However, all proposals must include the following general information in a manner that is easy to locate:
  - a) NEA solicitation number
  - b) GSA contract number
  - c) Name, address, phone number and email address of company
  - d) Names and contact information of persons authorized to negotiate on the offeror’s behalf,
  - e) Date of quote
  - f) Completion of solicitation provisions that require fill-in information, where applicable
  - g) A statement that the quote expires no sooner than 60 days after submission.
  - h) Acknowledgement of receipt of all amendments – where applicable

6. Offerors shall submit pricing on a fixed-price basis. Offerors shall indicate the non-discounted price, the proposed percentage of discount, if offered, and the discounted price, if offered.

### C. EVALUATION FACTORS AND BASIS FOR AWARD

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<b>Evaluation Factors</b>
Factor 1: Technical Approach
Factor 2: Management Approach
Factor 3: Price

#### **Factor 1: Technical Approach**

The Government will assess its level of confidence that the offeror will successfully perform the required work based on the Vendor's proposed Technical Approach performing the requirements outlined in the statement of work (SOW). The Government will evaluate and consider the extent to which the proposed methodologies, processes, and techniques demonstrate soundness, feasibility, practicability, and appropriateness in accomplishing the requirements of the SOW.

#### **Factor 2: Management Approach & Personnel**

The Government will assess its level of confidence to which the Vendor's Management Approach demonstrates the Vendor's ability to provide a comprehensive staffing plan, transition plan, and effectively hire key personnel in order to successfully perform the work requirements. The Government will evaluate the soundness, feasibility, practicability, and appropriateness of the Vendor's Management Approach based on the following:

- a) Management Methodology - The Government will evaluate the soundness, feasibility, practicability, and appropriateness of the offeror's proposed management processes and methods to meet the requirements of the SOW.
- b) Key Personnel - The Government will evaluate the Key Personnel qualifications and feasibility for the proposed areas of responsibility and positions in relation to the work for which they are proposed to perform. The qualifications and appropriateness of the individual key personnel proposed will be evaluated on the following:
  - **Education.** The Government will evaluate the Key Personnel on their relevant education, training, certifications, and/or licenses based on the requirements of outlined in the SOW. In addition, the project director must hold a graduate degree in a relevant field of study (e.g., arts, urban planning, public policy).
  - **Experience.** The Government will evaluate Key Personnel on their recent and

relevant experience in performing work similar in scope, size, and complexity. Recent experience for Key Personnel is defined as work performed within the last three (3) years from the closing date of this RFQ.

In addition, key personnel should demonstrate the following:

1. Strong project management experience, including communication and time management skills.
2. Experience planning and facilitating remote meetings involving a diverse group of stakeholders.
3. Demonstrated outstanding ability to communicate about arts policy and program initiatives to diverse stakeholders, including the general public, across a variety of platforms and vehicles, including social media, e-newsletters, websites, and webinars.
4. Experience in rapidly synthesizing multiple sources of information into clear, accessible written material for a broad audience; preparing landscape analyses for at least two of the following sectors: arts, health, and civic infrastructure using academic databases and the Internet; conducting and transcribing interviews; and writing and preparing brief research reports that utilize plain language and infographics to explain complex ideas to the general public and are 508-compliant.
5. Experience facilitating groups to develop research agendas or conceptual frameworks and pilot programs, and design and scale existing complex program initiatives.
6. Experience with software necessary to complete the project activities, including Microsoft Word, Excel, and PowerPoint; videoconferencing software; and statistical software

Note: For more information on the what is meant by work at the cross section of the arts, health, and civic infrastructure sectors please refer to:

- Section 1. Background of the *Statement of Work*
- The NEA webpage page on the impact of arts and health available at <https://www.arts.gov/impact/arts-and-health>
- The archived live stream of the Healing, Bridging, Thriving: A Summit on Arts and Culture in our Communities available at: <https://www.arts.gov/impact/convenings/healing-bridging-thriving-summit/video>.

- c) Organizational Experience - The offeror shall have demonstrated experience and capability providing project management, meeting facilitation, research support,

public communications and programming, and logistical and technical assistance for large-scale, preferably national, collaborative program and policy initiatives.

Specifically, the offeror should demonstrate:

1. Strong project management experience, including communication and time management skills and work plan development and monitoring.
2. Experience planning and facilitating remote meetings involving a diverse group of stakeholders.
3. Experience conducting descriptive research of large-scale public programs and policy initiatives, preferably in at least two of the following sectors: arts, health, and/or civic infrastructure sectors.
4. Experience planning and implementing a public communications strategy involving social media, publications, website content, and webinars.
5. The contractor shall have demonstrated experience and capabilities in coordinating and fulfilling multiple customer requests simultaneously, using project management skills and tools.

### **Factor 3: Price**

NEA intends to make the award to the offer that represents the best value to the government. Non-price factors are of equal importance and, when combined, are **more** important than price. As technical scoring becomes more equal, price will play a bigger role in the award decision.

## **D. PROVISIONS AND CLAUSES**

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*All provisions and clauses from the established GSA contract flow down to this task order. The following provisions and clauses shall further apply to the task order/BPA.*

### **FAR 52.252-2 – Clauses Incorporated by Reference (Feb 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<https://www.acquisition.gov/>

(End of Clause)

### **Federal Acquisition Regulation (Far) Clauses Incorporated by Reference**

FAR Clause	Title	Date
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52.232-40	Providing Accelerated Payments to Small Business Subcontractors	MAR 2023
52.242-13	Bankruptcy	JULY 1995
52.242-17	Government Delay of Work	APR 1984
52.242-15	Stop-Work Order	AUG 1989
52.245-1	Government Property	SEP 2021
	Government Property (Alternate I)	APR 2012
52.245-9	Use and Charges	APR 2012

**FAR 52.217-8 – Option to Extend Services (Nov 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days before the contract ends.**

(End of clause)

**END OF SOLICITATION**