

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		<b>URGENT, PLEASE EXPEDITE!</b>		PAGE 1	OF 	PAGES 13
1. REQUEST NO. <b>RFQ 15-35</b>	2. DATE ISSUED <b>08/06/2015</b>	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 >	RATING		
5A. ISSUED BY <b>NATIONAL ENDOWMENT FOR THE ARTS (NEA) CONSTITUTION CENTER, 400 7TH STREET, SW, 3RD FL WASHINGTON, DC 20506</b>			6. DELIVER BY (Date)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) <b>LATONCA HARRIS (202) 682-5476</b>			7. DELIVERY FOB DESTINATION      OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE <b>PROSPECTIVE OFFERORS</b>			9. DESTINATION (Consignee and address, including ZIP Code)			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>Please furnish quotations before or by 5:00PM (EST) on MONDAY, AUGUST 17, 2015</b>						
<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						

12. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ©	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
<b>0001</b>	<p><b>The Contractor shall provide Catering Services for the NEA National Heritage Fellowships Awards Reception &amp; Dinner in the Great Hall at the Library of Congress on Thursday, October 1, 2015. The Contractor shall provide menu, equipment rental, glass and plate ware rental, labor, wait staff, linens, flowers/plants etc for the seated dinner and to pass hors d'oeuvres and cocktails for 130 on the evening of Thursday, October 1, 2015 from 5:30pm – 9:30pm in accordance with the timeline for performing contract, the attached Statement of Work, and a firm fixed price.</b></p> <p>Please refer any <b>QUESTIONS</b> concerning this request to Latonca M. Harris via email at <b>HARRISL@ARTS.GOV</b> by 5:00 pm (EST) on Wednesday, August 12, 2015.</p> <p><b>Quotations that are <u>faxed will not be accepted.</u> Quotations must include your DUNS &amp; TIN and be received by the closing date and time stated above via email to <b>HARRISL@ARTS.GOV</b></b></p>			<b>SEE PRICING SCHEDULE ON PAGE 4</b>	<b>SEE PRICING SCHEDULE ON PAGE 4</b>

13. DISCOUNT FOR PROMPT PAYMENT >	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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14. NAME AND ADDRESS OF QUOTER (Street, city, county, State, and ZIP Code)	15. SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSAL	16. DATE OF PROPOSAL
	17. NAME AND TITLE OF SIGNER (Type or print)	18. TELEPHONE NO. (Include area code)

August 6, 2015

Subject: RFQ 15-35 Catering Services for the NEA National Heritage Fellowships Awards Reception & Dinner

Dear Prospective Offeror:

The National Endowment for the Arts (NEA) invites contractors to submit quotations for the services described in the attached statement of work, under the authority of Part 12 and 6 of the Federal Acquisition Regulation.

Enclosed you will find a Statement of Work to provide Catering Services for the NEA National Heritage Fellowships Awards Reception & Dinner in the Great Hall at the Library of Congress on Thursday, October 1, 2015.

**Questions** concerning this quotation shall be submitted via email to [HARRISL@ARTS.GOV](mailto:HARRISL@ARTS.GOV) by **5:00 p.m. (EST) August 12, 2015**. Please **submit** your **quotations** by **August 17, 2015 at 5:00 p.m. (EST)**. This RFQ in no way obligates the U.S. Government to award a contract, nor does it commit the U.S. Government to pay any cost incurred in preparing and submitting your quotation.

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforms to the solicitation and is most advantageous to the Government, price and other factors considered. In order to select the winning offeror, NEA will rank offerors from best to worst. In addition to the narrative assessments prepared by the Evaluation Team for each evaluation factor, a point scoring system will be used to rank all technical quotations. The point scoring system uses a rating scale of 100%. NEA, however, will not select an offeror for award on the basis of a superior capability without consideration of price. NEA intends to make one award under this solicitation.

**Please Note:**

- Prospective Offeror must be fully prepared and punctual to perform catering services on Thursday, October 1, 2015.

Also:

- Contractors are encouraged to submit multiple dinner menus (suggestions) and pricing information.

This procurement is a total small business set-aside. The North American Industry Classification Systems (NAICS) code for this acquisition is 722320 – Caterers with a small business size standard of \$7.5M.

Quotations submitted in response to this RFQ must be delivered via **email**.

**Quotations that are mailed, hand-carried, or faxed will not be accepted.** Quotations must be received by the closing date and time stated above. Please refer any questions concerning this request to Latonca M. Harris at (202) 682-5476 or by email at [HARRISL@ARTS.GOV](mailto:HARRISL@ARTS.GOV).

Sincerely,  
*Latonca M. Harris*  
Latonca M. Harris  
Contracting Officer  
Grants & Contracts Office

Enclosures:

- Section B, Supplies/Service and Prices
- Section C, Description/Specifications/Statement of Work
- Section D, Preservation, Packaging and Marking
- Section E, Inspection and Acceptance
- Section F, Deliveries or Performance
- Section G, Contract Administration Data
- Section H, Special Contract Requirements
- Section I, Contract Clauses
- Section J, List of Attachments
- Section K, Representations, Certifications and Other Statements of Offerors
- Section L, Instructions, Conditions and Notices to Offerors
- Section M, Evaluation Factors for Award

**SECTION B  
SUPPLIES/SERVICES AND PRICES**

**B.1 GENERAL**

(a) The contractor shall provide catering services for the NEA National Heritage Fellowships Awards Reception & Dinner in the Great Hall at the Library of Congress on Thursday, October 1, 2015. The Contractor shall provide menu, equipment rental, glass and plate ware rental, labor, wait staff, linens, flowers/plants etc for the seated dinner and to pass hors d'oeuvres and cocktails for 130 on the evening of Thursday, October 1, 2015 from 5:30pm – 9:30pm.

(b) All unit prices are firm fixed rates.

**B.2 CONTRACT TYPE**

Firm Fixed Price

Period of Performance: Date of Award through October 1, 2015.

<u>ITEM No.</u>	<u>SUPPLIES OR SERVICES</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0001	Provide Catering Services: for the NEA National Heritage Fellowships Awards Reception & Dinner in the Great Hall at the Library of Congress on <b>Thursday, October 1, 2015.</b>	1	Lot	\$	\$
	<b>GRAND TOTAL FFP FOR THIS PROJECT</b>				

The government estimated budget is \$23,000, all-inclusive.

Notes\*:

- 1) Please expand on/include additional pricing info as necessary.
- 2) All-inclusive figure (including any and all overhead, related costs, travel, etc.)
- 3) The NEA is a federal agency and exempt from sales tax.

**SECTION C  
DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**C.1 SCOPE OF WORK**

The contractor shall provide catering services for the NEA National Heritage Fellowships Awards Reception & Dinner in the Great Hall in the Library of Congress on Wednesday, October 1, 2015. Specific requirement regarding the event and services required are listed below.

## C.2 DETAILED SPECIFICATIONS

Event: National Heritage Awards Reception & Dinner

Date: Thursday, October 1, 2015

Time: 5:30 - 9:30 pm

Ceremony 5:30pm – 7:00 (water available for the guests of honor)

Cocktail & Hors d'oeuvres 7:00 – 7:45

Dinner 8:00 pm - 9:30 pm

Location: Library of Congress, Jefferson Building  
Hors d'oeuvres: Mezzanine / Dinner: Great Hall

Guests: Cocktails/hors d'oeuvres and Dinner for 130 guests (13 tables of 10)

Specific requirements for the cocktails/hors d'oeuvres and dinner are listed below.

- Cocktails and Hors d'oeuvres during Ceremony (7 pm – 7:45pm):
  - Passed hors d'oeuvres
  - Passed champagne, wine or bar
  - Beer, lemonade, and bottled water available
  
- Dinner (8 pm - 9:30 pm)
  - Plated first course with salad and bread
  - Main course double entrée of beef and fish (option for vegetarian)
  - Wine served with main course
  - Dessert
  - Coffee, decaffeinated coffee and tea service during and after dinner
  
- Please also include prices for the following items in your proposal:
  - Equipment: Cocktail high and low-top tables and chairs, dinner seating, tables and linens, table accessories, china, silver, glassware, napkins, cocktail napkins, coffee service, votive candles, etc.
  - Beverages (champagne, beer, lemonade, bottled water, ice)
  - Dinner wines (red and white)
  - Flowers for 13 center pieces for dining tables
  - Plants for stage area
  - Coat check (for late summer/early autumn weather)
  - Delivery/clean-Up

## SECTION D PRESERVATION, PACKAGING AND MARKING

Not Applicable.

**SECTION E  
INSPECTION AND ACCEPTANCE**

**E.1 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/far/>

(END OF CLAUSE)

**E.2 52.246-4 Inspection of Services—Fixed-Price (AUG 1996)**

**E.3 Inspection and Acceptance**

FAR Clause 52.246-4 Inspection of Services – Fixed Price, will govern inspection and acceptance of all services performed by the Contractor. The Contractor is responsible for carrying out its obligations under this contract by controlling the quality of all services rendered and ensuring performance of all contract requirements.

**SECTION F  
DELIVERIES OR PERFORMANCE**

**F. TIMELINE FOR PERFORMING CONTRACT REQUIREMENTS**

**DELIVERY SCHEDULE:**

The contractor shall adhere to the delivery schedule for primary task deliverables presented below:

<b>DELIVERABLES</b>	<b>DUE DATE</b>
F1. - The Contractor shall meet <b>via conference call</b> with the Project Director to discuss the contract work plan.	Within two days of contract award
F2. - The Contractor shall provide with menu options, as well as a selection of linens, plate, glass, and silver ware at a meeting	The week of August 31st
F3. - The Contractor shall have everything planned and ordered	By September 20, 2015.
F4. - The Contractor shall have all food prepared, required equipment, staff set up for the dinner.	On October 1, 2015

**SECTION G  
CONTRACT ADMINISTRATION DATA**

**G.1 NEA Project Director**

G.1.1 Upon award, an NEA Project Director will be designated to coordinate the technical aspects of this contract and inspect items/services furnished hereunder; however, he shall not be authorized to change any terms and conditions of the resultant contract, including price.

G.1.2 The NEA Project Director is authorized to certify (but not to reject or deny) invoices for payment in accordance with enclosed payment terms. The authority to reject or deny performance and associated invoice payment is expressly reserved for the Contracting Officer.

G.1.3 The **NEA Project Director** for this contract is:

To be determined at time of award  
National Endowment for the Arts  
Constitution Center  
400 7th Street, SW, Third Floor  
Washington, DC 20506  
(202) 682-XXXX

G.1.4 The **Contracting Officer** for this contract is:

Latonca M. Harris  
National Endowment for the Arts  
Constitution Center  
400 7th Street, SW, Third Floor  
Washington, DC 20506  
(202) 682-5476

Written communications shall make reference to the award contract number and shall be mailed to the above address.

## **G.2 Invoice Requirements**

G.2.1 Written communications shall reference the contract number and shall be e-mailed to the Contracting Officer/Project Director as necessary. Project-related questions may be directed to the Project Director while contract/cost related questions must be directed to the Contracting Officer. Questions regarding any changes to the contract whatsoever must be directed to the Contracting Officer.

G.2.2 Payment for actual work and services rendered under this contract will be made. Payment will be made by the National Endowment for the Arts via Electronic Funds Transfer (EFT) and in accordance with the contract clause 52.212-4 Contract Terms and Conditions--Commercial Items (SEPT 2013), and 52.232-33 Payment by Electronic Funds Transfer— System For Award Management (JUL 2013), upon submission of commercial invoices to the Endowment Finance Office, Second Floor.

The office that will make the payments due under this contract (i.e., the designated payment office) is shown below. **Invoices shall be emailed to the email address below:**

**NEAINVOICES@ARTS.GOV**

National Endowment for the Arts  
Finance Office, Second Floor  
Constitution Center  
400 7th Street, SW  
Washington, DC 20506

To constitute a proper invoice, the following information and/or attached documentation shall be included with the invoice.

- (1) Name and address of the Contractor
- (2) Invoice date.
- (3) **Contract number.**
- (4) Period covered by the invoice.
- (5) Number and description, quantity, unit price and extended total for the period covered applicable to Section B, Supplies/Services and Prices.
- (6) Cumulative amounts billed by to date.
- (7) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).
- (8) Taxpayer Identification Number.
- (9) Data Universal Numbering System (DUNS) Number.

**Please note:**

**The successful contractor is required to be registered in the System for Award Management (SAM) at: <https://www.sam.gov/portal/public/SAM/>. (This was previously known as CCR - the Central Contractor Registration.)**

**Assistance with creating/registering a SAM account may be found here: <https://www.fsd.gov/app/answers/list>.**

### **G.2.3 Pricing of Adjustments**

When costs are a factor in any determination of a contract price adjustment pursuant to the "Changes" Clause, or any other clause of this contract, such costs shall be in accordance with the contract cost principles and procedures in Part 31 of the Federal Acquisition Regulation (48 CFR 31) in effect on the date of the contract.

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H.1 Contract Type**

This is a Firm Fixed Price Commercial Item Contract.

### **H.2 Special Contract Requirements**

#### **Private Use of Contract Information and Data**

Except as specifically authorized by this contract, or as otherwise approved by the Contracting Officer, information and other data developed or acquired by or furnished by the Contractor in the performance of this contract, shall be used by the Contractor only in connection with the work under this contract. The contractor must obtain permission through a written request to the Contracting Officer and approval from the NEA's General Counsel Office prior to releasing any data for use outside of the performance of this NEA contract.

In accordance with the Federal Acquisition Regulation (FAR) 52.227-14(b) Rights in Data-General, the Contractor shall guarantee strict confidentiality of the information and data that is provided by the Government during the performance of the contract. The Government has determined that some of the



information and data that the Contractor will be providing during the performance of the contract is of a sensitive nature and cannot be disclosed in any manner.

### **H.3 Facility Access**

#### **A. Rights of Egress and Ingress**

During the life of this contract, the rights of ingress to and egress from the National Endowment for the Arts facility for the Contractor's representatives shall be made available as required. During all operations on Government premises, the Contractor's personnel shall comply with the rules and regulations governing the conduct of personnel and the operation of the facility. The Government reserves the right to require Contractor personnel to "sign-in" upon entry and "sign-out" upon departure from the National Endowment for the Arts facility.

#### **B. Building Access Passes**

When any Contractor personnel enter a NEA building for the first time, the Contractor must notify the NEA Project Director in advance and provide the full name and purpose of visit in order to obtain approval for escorted access.

## **SECTION I CONTRACT CLAUSES**

### **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 may be accessed electronically at this Internet address: <https://www.acquisition.gov/far/>.

(End of clause)

### **52.212-4 Contract Terms and Conditions--Commercial Items. (MAY 2015) (Incorporated By Reference)**

### **52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders- Commercial Items. (MAY 2015)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Dec 2014)
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

*[Contracting Officer check as appropriate.]*

- X (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).  
X (50) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (JUL 2013) (31 U.S.C. 3332).

(End of Clause)

**52.227-14 Rights in Data-General. (MAY 2014) (Incorporated By Reference)**

**52.246-4 Inspection of Services -- Fixed-Price (AUG 1996) (Incorporated By Reference)**

## **SECTION J LIST OF ATTACHMENTS**

Wage Determinations Online - [www.wdol.gov](http://www.wdol.gov). Department of Labor Wage Determination Number: 2005-2103 REV (16) Date of Revision: 07/08/2015 Area: Washington, DC Click on the following hyperlink. <http://www.wdol.gov/wdol/scafiles/std/05-2103.txt?v=16>

## **SECTION K REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS**

The Offeror shall complete only paragraph (b) of this provision if the Offeror has completed the annual representations and certifications electronically (filed online) via the System for Award Management (SAM) website accessed through <https://www.sam.gov/portal/public/SAM/>. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (p) of this provision. If an offeror is experiencing technical difficulties during this process and is not registered at the time of proposal submission, a manually filled copy of the clause 52.212-3 Offeror Representations and Certifications - Commercial Items (MAR 2015) must be turned in along with the proposal. This shall not count towards any stated page limits for the proposal.

**Registering an active account in SAM is REQUIRED for contract award. For assistance with creating a SAM account, please visit the link in the paragraph above.**

## **SECTION L 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (APR 2014)**

52.212-1 Instruction to Offerors--Commercial Items (APR 2014)

(a) North American Industry Classification System (NAICS) code is 722320 and the size standard is \$7.5 millions of dollars.

**(b) Submission of Offers. The written proposal should be no more than 10 pages, single spaced, in 12-point font and submissions shall include at a minimum:**

The offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct clarifications, if later determined to be necessary. Offerors may be given an opportunity to clarify certain aspects of their quotations.

- In this section, provide satisfactory evidence of your organizational capacity to effectively conduct the tasks described. In particular, note the importance in Section C.1 (Scope of Work)
- **Work Plan (not to exceed 6 pages)**

Provide a detailed work plan that addresses the successful completion of the tasks enumerated above. Describe how the tasks will be completed and examples of work previously completed by personnel who will be working on this project.

➤ **Overview of the Contractor’s Understanding of Project and Proposed Approach (not to exceed 3 pages)**

➤ Outline your general understanding of the project and your proposed approach. Explain your understanding of the Endowment and the goals of the project.

➤ **Description of Description of Organizational Qualification and Personnel Qualifications (not to exceed 4 pages)**

In this section, provide satisfactory evidence of your organizational capacity to effectively conduct the tasks described. Describe previous relevant experience of the contractor and its organization. Details of past similar D.C. This section should also focus on the qualifications and skills of specifically named and assigned personnel.

➤ **Price**

➤ Provide a complete **Pricing Table** in Section B. Prices shall include all direct and indirect costs, and any other factor which contributes to the total firm fixed price. In addition, provide a breakdown of project costs by personnel (including daily rate and projected time on each task), supplies, travel, etc., associated with the tasks. Specify services to be purchased from other agencies or subcontractors.

**A completed copy of the Representations and Certifications (see Section K).**

(c) **Period for acceptance of offers.** The offeror agrees to hold the prices in its offer firm for **30 calendar days** from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) NA

(e) NA

(f) NA

(g) **Contract award (not applicable to Invitation for Bids).** The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) NA

(i) NA

(j) *Data Universal Numbering System (DUNS) Number.* The offeror shall enter, on the cover page of its offer with its name and address, the annotation “DUNS” followed by the DUNS number that identifies the offeror’s name and address. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office. Also, enter your General Services Administration (GSA) Federal Supply Service Schedule Number.

(k) *System for Award Management.* Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>.

(l) *Debriefing.* If a post-award debriefing is given to requesting offerors, the government will do so in accordance with this provision.

(End of provision)

## **SECTION M EVALUATION FACTORS FOR AWARD**

FAR 52.212-2 Evaluation--Commercial Items (OCT 2014)

(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, taking into account price and other factors; the Government will award a contract on a 'best-value' basis. For each evaluation factor, a point scoring system will be used to rank all quotations, using a rating scale of **100%**. The evaluation will include **four** major areas:

- 1. Work Plan (30%)**
- 2. Overview of the Contractor’s Understanding of Project and Proposed Approach (30%)**
- 3. Description of Organizational Qualifications & Personnel Qualification (25%)**
- 4. Price (15%)**

In order to select the winning offeror, NEA will rank offerors from best to worst by making paired comparisons, trading off the marginal differences in capability and price. If one offeror has both the better capability and the lower price, then that offeror will be the better value. If one offeror has the better capability and the higher price, then the technical evaluation panel will decide whether the marginal difference in capability is worth the marginal difference in price. If the technical evaluation panel considers the better capability to be worth the higher price, then the more capable, higher-priced offeror will be the better value. If not, then the less capable, lower-

priced offeror will be the better value. If more than two quotations are received, the technical evaluation panel will continue to make paired comparisons until s/he decided which offeror represents the best value.

(b) N/A

(c) A written notice of award, mailed or otherwise furnished to the successful offeror shall result in a binding contract without further action by either party.

**1. Work Plan (30%)**

Proposal provides a detailed work plan that addresses the successful completion of the tasks enumerated above. The work plan describe how the tasks will be completed and examples of work previously completed by personnel who will be working on this project.

**2. Overview of the Contractor's Understanding of Project and Proposed Approach (30%)**

Proposal presents a clear understanding of the importance of catering the National Heritage Fellowships Reception & Dinner as well as an understanding of organizing the dinner for federal agencies, and incorporates creative elements into possible menu and tableware options

**3. Description of Organizational Qualifications & Personnel Qualification (25%)**

This section should describe a series of D.C.-based events that have been catered by the contractor examples. This section should also explain specific qualifications, skills of staff and their experience with similar events that take place in Washington D.C.

**4. Price (15%)**

The proposed budget is appropriate to the administration of the project. The Government will evaluate the contractor's proposed prices to make a determination that the costs are fair and reasonable in relation to the services provided. The contractor shall provide a reasonable breakdown of their costs to allow the Government to make an assessment of the various components of the overall price.

**END OF DOCUMENT**