

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER FEC10-00-1731	PAGE 1 OF 31
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER FE-0-AR-0002	6. SOLICITATION ISSUE DATE Aug 9, 2000	
7. FOR SOLICITATION INFORMATION CALL: a. NAME Patrick Mealy pmealy@fec.gov			b. TELEPHONE NUMBER (No collect calls) 202 694-1328		8. OFFER DUE DATE/ LOCAL TIME Aug 24, 2000/ 12:00 PM
9. ISSUED BY FEDERAL ELECTION COMMISSION 999 E STREET, NW WASHINGTON, DC 20463		CODE ISSUE BY	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: 8744 SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP
15. DELIVER TO FEDERAL ELECTION COMMISSION 999 E St. NW, RM 819 Attn: PATRICK MEALY WASHINGTON, DC 20463		CODE ADMIN6	16. ADMINISTERED BY CODE		
17a. CONTRACTOR/OFFEROR CODE FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		
PHONE NO:	TIN:		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
(Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITION SPECIFIED HEREIN. <input checked="" type="checkbox"/>			29. AWARD DATE OF CONTRACT: REFERENCE _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: <input type="checkbox"/>		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED			33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE			36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		35. ACCOUNT VERIFIED CORRECT FOR
32c. DATE			37. CHECK NUMBER		38. S/R ACCOUNT NUMBER
			39. S/R VOUCHER NUMBER		40. PAID BY
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			42b. RECEIVED AT (Location)		
42c. DATE			42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY	UI	UNIT PRICE	AMOUNT
Base Year Pricing					
0001	Membership and Labor Organizations	1	EA	_____	_____
0002	Regional Conference	1	EA	_____	_____
0003	Regional Conference	1	EA	_____	_____
0004	Regional Conference	1	EA	_____	_____
0005	Candidate Conference	1	EA	_____	_____
0006	Corporate Conference	1	EA	_____	_____
0007	Trade Association Conference	1	EA	_____	_____
0008	Membership and Labor Organizations	1	EA	_____	_____
Option Year One Pricing					
0009	Membership and Labor Organization	1	EA	_____	_____
0010	Regional Conference	1	EA	_____	_____
0011	Regional Conference	1	EA	_____	_____
0012	Regional Conference	1	EA	_____	_____
0013	Candidate Conference	1	EA	_____	_____
0014	Corporate Conference	1	EA	_____	_____
0015	Trade Association Conference	1	EA	_____	_____
0016	Membership and Labor Organizations	1	EA	_____	_____
Option Year two Pricing					
0017	Membership and Labor Conference	1	EA	_____	_____
0018	Regional Conference	1	EA	_____	_____
0019	Regional Conference	1	EA	_____	_____
0020	Regional Conference	1	EA	_____	_____
0021	Candidate Conference	1	EA	_____	_____
0022	Corporate Conference	1	EA	_____	_____
0023	Trade Association Conference	1	EA	_____	_____
0024	Membership and Labor Organizations	1	EA	_____	_____
Option Year Three Pricing					
0025	Membership and Labor Organizations	1	EA	_____	_____
0026	Regional Conference	1	EA	_____	_____
0027	Regional Conference	1	EA	_____	_____
0028	Regional Conference	1	EA	_____	_____
0029	Candidate Conference	1	EA	_____	_____
0030	Corporate Conference	1	EA	_____	_____
0031	Trade Association Conference	1	EA	_____	_____
0032	Membership and Labor Organizations	1	EA	_____	_____
Option Year Four Pricing					
0033	Membership and Labor Organization	1	EA	_____	_____
0034	Regional Conference	1	EA	_____	_____
0035	Regional Conference	1	EA	_____	_____
0036	Regional Conference	1	EA	_____	_____
0037	Candidate Conference	1	EA	_____	_____
0038	Corporate Conference	1	EA	_____	_____
0039	Trade Association Conference	1	EA	_____	_____
0040	Membership and Labor Organization	1	EA	_____	_____

END OF SECTION B

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6 as supplemented with additional information included in this notice. This announcement constitutes the only solicitation, and a written solicitation will not be issued. The solicitation number is FE-0-AR-0002 and this solicitation is issued as a Request For Proposal (RFP). The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 97-16. This requirement is set aside for a Small business. The standard industrial classification code is 8744 and small business size standard is \$5.0. It is the intent of this solicitation to result in a firm fixed price contract for a base year and four option years. CLIN0001. Membership and Labor Organization Conference CLIN0002. Regional Conference CLIN0003. regional Conference CLIN0004. Regional Conference CLIN0005. Candidate Conference CLIN0006. Corporate Conference CLIN0007. Trade Association Conference CLIN0008. Membership and Labor Organization Conference. Business Management Questionnaire must be completed with a minimum of three reference contracts that are of similar size and complexity. Evaluation will be based on best value using price, and price related factors as well as Technical, and past performance. Provision at FAR 52.212-1, Instructions to Offerors-Commercial, applies to this acquisition. Offerors are to include a completed copy of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items, with their proposal. Clause at 52-212-4, Contract Terms and Conditions apply. Clause 52.212-5, Contract Terms and Conditions 52.216-8 Ordering, 56.216-19 Order Limitations, 52.217-9 Option to Extend Term Of Contract, 52.216.21 Requirements, Required to Implement Statutes Or Executive Orders-Commercial Items. FAR 52.232-33 Mandatory Information For Electronic Funds Transfer Payment applies (ACH Forms). An ACH form must be on file prior to contract award. Vendors shall submit signed and dated proposals to Federal Election Commission 999 E. Street NW Washington, DC 20643, ATTN: Bid Custodian. Proposals may be submitted on the SF1449 or letterhead stationery. Proposal and certifications may also be sent by facsimile at (202) 219-3880 to the attention of Patrick R. Mealy, Contracting Officer. The date and time for receipt of proposals is August 24, 2000 at 12:00 PM Eastern Standard Time. Proposal must indicate solicitation No. FE-0-AR-0002, time specified for receipt of bids, name address and telephone number of offeror, technical description of the services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation, terms of any expressed warranty, price and any discount terms, remit to address a completed copy of representations and certifications at FAR 52.212-3, acknowledgment of all amendments, if proposal is not submitted on Form SF 1449, a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. All offers that fail to furnish required representations and certifications or information or reject the terms and conditions of the solicitation may be excluded from consideration, offeror must hold prices firm in its offer for 60 calendar days from the date specified for receipt of quotes, unless another time period is specified. Proposals or modifications to proposals received at the address specified for the receipt of proposals after the exact time specified may not be considered. Questions regarding requirement may be addressed in writing to Patrick R. Mealy (SEE NOTE 9) All forms necessary to submit a proposal as well as all clauses and provisions referenced in this announcement may be accessed at the following web site: <http://www.arnet.gov/far>. This cbd/synopsis is also available on web site: <http://www.fec.gov>.

Section C

DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 Introduction

The Federal Election Commission (FEC) invites proposals for coordination and planning services to conduct conferences to be held throughout the country beginning in 2001.

C.2 Background

The FEC, from time to time, conducts seminars and/or conferences for committee officials and others concerned with provisions of the Federal Election Campaign Act, as amended, and its regulations.

The Commission has determined that it may be in the best interest of the Government to contract with one professional planning organization to plan and conduct the conferences.

C.3 Contract Requirements

A. The contractor will be responsible for the following:

1. Hotel

(a) The contractor will locate and negotiate a contract to meet the requirements of this contract.

(b) Hotels considered as places to hold the proposed conferences shall meet all provisions of the Hotel and Motel Fire & Safety Act (Public Law 104-201).

(c) If possible, the hotel will have union representation. If a hotel representation is not acceptable to the FEC a non-union hotel can be utilized.

(d) The FEC will have final approval on the acceptability of the hotel before any contract is signed with the hotel.

(e) The contractor will sign the hotel contract and provide a copy to FEC.

(f) The contractor will arrange all menus, audio-visual and room setups based on FEC requests. In some instances, FEC may choose to make special audio-visual arrangements directly with the hotel to satisfy unique requirements.

2. Registration

(a) The contractor will accept and process FEC conference registration forms.

(b) The contractor will establish a separate conference account where all registration fees are deposited and from which all conference expenses are paid.

(c) The contractor will maintain a list of all conference registrants including name, address, fax number, e-mail address, organization and workshop selections (including total per workshop).

(d) The contractor will notify registrants, by mail, of receipt of their registration.

(e) The contractor will provide an update of the above list (2.c.) to the FEC on a weekly basis (and more often during the final 2 weeks before the conference).

(f) The contractor will keep a record of the number of registrants per workshop, and recommend when a workshop should be closed, to avoid overcrowding.

(g) The contractor will provide registration refunds, if applicable

(h) The contractor will accept registrations on the day of the conference.

3. Pre-Conference Preparation

(a) The contractor will prepare name tags.

(b) The contractor will prepare signs for each workshop.

(c) The contractor will prepare directional signs, as needed.

4. On-Site Assistance

- (a) The contractor will handle all on-site registration.
- (b) The contractor will ensure that the hotel provides the agreed upon services:
-proper room set-ups (seating, water, AV, podiums and working equipment)
- (c) The contractor will display workshop signs in appropriate places.
- (d) The contractor will help prepare the display area.
- (e) The contractor will pack-up and arrange for return of materials if necessary.
- (f) The Federal Election Commission will provide the following:

Materials

- (1) The FEC will design, print and mail invitations at FEC expense.
- (2) The FEC will promote each conference.
- (3) The FEC will prepare all conference materials, including an agenda, handouts and publications.

C.4 Potential Conference Dates and Locations

1. Title: Membership and Labor Organizations Conference

Date: May 2001
Tentative Location: Washington, DC
Estimated Attendance: 50-75
Food Functions: 3 continental breakfasts, 2 lunches, 4 breaks

2. Title: Regional Conference

Date: September 2001
Tentative Location: Denver, CO
Estimated Attendance: 100-150
Food Functions: 2 continental breakfasts, 1 lunch, 4 breaks
Break-out Rooms: 3

3. Title: Regional Conference

Date: November 2001
Tentative Location: San Francisco, CA
Estimated Attendance: 100-150
Food Functions: 2 continental breakfasts, 1 lunch, 4 breaks
Break-out Rooms: 3

4. Title: Regional Conference

Date: February 2002
Tentative Location: New Orleans, LA
Estimated Attendance: 100-125
Food Functions: 2 continental breakfasts, 1 lunch, 4 breaks
Break-out Rooms: 3

5. Title: Candidate Conference

Date: March 2002
Tentative Location: Washington, DC
Estimated Attendance: 100-125
Food Functions: 2 continental breakfasts, 1 lunch, 4 breaks
Break-out Rooms: 2

- 6. Title: Corporate Conference
 Date: April 2002
 Tentative Location: Washington, DC - Metropolitan Area
 Estimated Attendance: 100-150
 Food Functions: 3 continental breakfasts, 2 lunches, 4 breaks
 Break-out Rooms: 2

- 7. Title: Trade Association Conference
 Date: April 2002
 Tentative Location: Washington, DC - Metropolitan Area
 Estimated Attendance: 100-150
 Food Functions: 2 continental breakfasts, 2 lunches, 4 breaks

- 8. Title: Membership & Labor Organizations Conference
 Date: May 2002
 Tentative Location: Washington, DC
 Estimated Attendance: 50-75
 Food Functions: 3 continental breakfasts, 2 lunches, 4 breaks

Place of Performance

See conference locations

Period of Performance/Delivery

Contract Period of Performance shall be Sixty (60) months after contract award inclusive of option years, if exercised.

Task Orders

Performance under this contract shall be initiated by issuance of task orders by FEC Contracting Officer and authorized persons only.

Notice To Government Of Delays

In event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract delivery schedule or completion date or whenever the contractor has knowledge that any actual or potential situation is delaying, or threatens to delay the timely performance of this contract, the contractor shall immediately notify the Contracting Officer and Contracting Officers Technical Representative (COTR) in writing, giving pertinent details; provided, however, that this provision shall not be construed as a waiver by the government of any delivery schedule or date, or remedies provided by LAW or under this contract.

BUSINESS MANAGEMENT QUESTIONNAIRE

Provide the following information pertaining to the last three contracts performed by your firm which are similar to the requirements of this solicitation. If you have not performed three government contracts, you may include commercial contracts.

(A)(1) Customer name and address:

- Name of cognizant Contracting Officer
- Telephone Number
- Type of Contract
- Contract Number
- Contract status(active or complete)
- Percent of staff devoted to contract
- Percent of facility devoted to contract

(B)(1) Customer name and address:

Name of cognizant Contracting Officer
Telephone Number
Type of Contract
Contract Number
Contract status(active or complete)
Percent of staff devoted to contract
Percent of facility devoted to contract

(C)(1) Customer name and address:

Name of cognizant Contracting Officer
Telephone Number
Type of Contract
Contract Number
Contract status(active or complete)
Percent of staff devoted to contract
Percent of facility devoted to contract

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1.CONTENT OF RESULTING CONTRACT

Any contract awarded as a result of this solicitation will contain PART I - The Schedule, PART II - Contract Clauses, and PART III - List of Documents, Exhibits and Other Attachments.

2.TIME, DATE AND PLACE BIDS/PROPOSALS ARE DUE

Receipt of Bids/Proposals

Offers are due NLT Noon, August 24, 2000 in Rm. 819 and must be placed in the C.O. acceptance box.

Hand Delivered Package(s)

It may not be possible to deliver packages to Room 819 outside of the hours of 9:00 a.m. to 5:00 p.m. on workdays. Delivery to any other location, including any central delivery area, may result in the late receipt of the bid/proposal.

Labeling of Submission

Offers shall be clearly labeled in the lower left corner of the package as to the solicitation number and the closing time and date. The offeror's return address shall be placed in the upper left corner. The package shall be marked with the solicitation number and "BID/OFFER ENCLOSED - DO NOT OPEN". If multiple packages are submitted, they shall be marked as follows: 1 of X copies.

3.INQUIRIES

Any questions concerning this RFP shall be addressed to the Contracting Officer per the location noted in block 15 of the Standard Form 1449 "Solicitation/contract/order form Commercial Items".

4.PROPOSAL PREPARATION

Proposals will be prepared simply and economically, providing straightforward, concise descriptions of the approach to be utilized to accomplish the required tasks for each of the designated conferences within the designated time frames.

The offeror's technical proposal will be an important factor in the selection of the successful offeror (s) and should be specific and complete. The offeror should present the information necessary to provide a basis for evaluation by the Government of the offeror's technical and managerial qualifications and proposed solutions to the problems inherent in planning for and coordinating conferences within the time frames.

The offeror's schedule for accomplishing the tasks listed in the Statement of Work and the offeror's exceptions, if any, to the Statement of Work, must be included in the technical proposal.

Proposals stating that the offeror understands and will comply with the Statement of Work, or paraphrasing the Statement of Work or parts thereof, are considered inadequate. Phrases such as "standard procedures will be employed" and "all of the technical factors cannot be detailed in advance" are also inadequate. The technical proposal must comply with the applicable Statement of Work, including a full explanation of the techniques and procedures that will be followed. Data should not be incorporated in the technical proposal by reference. All data must be submitted with the proposal if it is to be evaluated as part of the proposal. Capabilities or experience beyond what is necessary to satisfy the Statement of Work should be included as separate attachments.

No price information will be included in the technical proposal. The price proposal will be completely separate from the technical proposal and will contain all information relative to cost and pricing.

5. FORMAT AND INSTRUCTIONS FOR PROPOSALS

The proposal submitted in response to this solicitation will be formatted as follows. Offerors shall furnish two original copies and one unbound copy of Volume I, Standard Form Of Contract; Volume II; and Volume III, including any attachments. A cover letter may accompany the proposal to set forth any information that the offeror wishes to bring to the attention of the government. The Proposal shall consist of the following volumes; it shall include all requested information.

Volume I - Standard Form of Contract

This volume of the proposal shall consist of Schedule of Pricing (including any amendments as submitted to the offerors).

Section A - Cover Sheet

Blocks 17a, 30a, 30b, and 30c of page 1 of Standard Form 1449 will be completed by Offerors.

Certification and Representations

The offeror shall check all blocks as applicable and check/complete all applicable boxes or blocks in the paragraphs of the Solicitation Document and resubmit the full Section as part of Volume I of the Proposal.

Volume II - Technical Responses

In order to have an acceptable proposal, the offeror shall meet all of the mandatory specification requirements set forth in the Statement of Work (SOW), and elsewhere, in the Solicitation Document. Technical proposals will set forth in detail all methods and procedures required to develop, implement, coordinate and complete the conferences. Offerors are encouraged to propose innovative solutions to the problems of planning and coordinating conference management to meet FEC requirements described in this Statement of Work. The technical proposal shall not exceed 15 pages.

Technical proposals will, at minimum, specifically address all objectives stated in this Statement of Work.

Technical proposals must be organized in the following manner:

Title Page

This page must contain the title of the offer, the name, address and telephone number of the offeror, and the name and telephone number of the individual authorized to submit the proposal in the name of the offeror.

Executive Summary

This summary should describe the major features of the work program contained in the proposal.

Technical Approach

This section will clearly and concisely describe the work program and include, at a minimum:

A detailed description and discussion of the tasks to be undertaken and the methods to accomplish them;

a detailed schedule with major milestones.

Management Approach

This section will describe the manner in which the conferences will be planned, organized and the accounting accomplished.

Appendix

This is to include resumes of project personnel, the description of organizational resources and other materials, as appropriate. Include other conferences for which the offeror has been responsible and reference.

Volume III, Part I - Cost Proposal

The offeror shall provide a complete Contract Line Item listing per Section B. Offerors must submit price proposals on the entire series of proposed conferences.

The price proposal must contain the following elements (zero pricing may be listed for "no charge" or "not applicable" elements):

- Direct Postage & Handling Costs
- Direct Graphic and Printing Costs
- Direct Supply Costs
- Direct Equipment Costs
- Personnel (Labor) Costs
- Travel Costs
- Indirect Costs
- Other Costs
- Total Coasts

Amendments to the Proposal

Changes to the proposal by the offeror shall be accomplished by amended page(s). Changes from the original page shall be indicated by a vertical line, adjacent to the change, on the outside margin

of the page. The offeror shall include the date of the amendment on the lower right hand edge of the page.

6.CONTRACT AWARD

The Government reserve the right to make Contract Award on initial offers, without discussions.

7.FUNCTIONALLY EQUIVALENT SOLUTIONS

The offeror is free to propose functionally equivalent solutions to any requirement of this solicitation. It is the responsibility of the offeror to demonstrate the suitability will reside with the Contracting Officer. Any additional cost attributable to the equivalent solution will be considered in the evaluation.

8.DISPOSITION OF SOLICITATION DOCUMENTS

Drawings, specifications and other documents supplied with the solicitation may be retained by the offeror (unless there is a requirement for a document to be completed and returned as a part of the offer).

9.DISPOSITION OF PROPOSALS OR BIDS

Proposals or bids will not be returned.

10. EVALUATION OF PAST PERFORMANCE

In accordance with FAR 15.305 (a) (2), the Contracting Officer will evaluate factors based on the offeror's record of past performance, adherence to contract schedules, cooperative behavior, commitment to customer satisfaction, evaluation factors based on detailed information received from the Business Questionnaire information received from past contracts and any additional data obtained by the Government, i.e., current contracts.

The Offeror has the opportunity to submit, in their proposal, any problems and resolutions to those problems that the Offeror has had with past customers. Recent contracts will be examined to ensure that corrective measures have been implemented. Prompt corrective action in isolated instances may not outweigh overall negative trends.

Offerors are advised that the Government intends to evaluate proposals and award with or without discussions. Therefore, the initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary.

1. 52.252-1
SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

**7504

**7504

(End of provision)

2. 52.213-2
INVOICES (APR 1984)
(Reference 13.302-5)
3. 52.213-3
NOTICE TO SUPPLIER (APR 1984)
(Reference 13.302-5)
4. 52.214-34
SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
(Reference 14.201-6)
5. 52.214-35
SUBMISSION OF OFFERS IN U.S. CURRENCY (APR 1991)
(Reference 14.201-6)
6. 52.219-6
NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)
(Reference 19.508)
7. 52.222-20
WALSH-HEALEY PUBLIC CONTRACTS ACT (DEC 1996)
(Reference 22.610)
8. 52.222-21
PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)
(Reference 22.810)
9. 52.222-23
NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT
OPPORTUNITY FOR CONSTRUCTION (FEB 1999)
(Reference 22.810)
10. 52.222-26
EQUAL OPPORTUNITY (FEB 1999)
(Reference 22.810)
11. 52.222-36
AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (JUN 1998)

- (Reference 22.1408)
12. 52.222-37
EMPLOYMENT REPORTS ON DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA
(JAN 1999)
(Reference 22.1308)
 13. 52.222-41
SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 1989)
(Reference 22.1006)
 14. 52.223-6
DRUG-FREE WORKPLACE (JAN 1997)
(Reference 23.505)
 15. 52.225-3
BUY AMERICAN ACT--NORTH AMERICAN FREE TRADE AGREEMENT--ISRAELI TRADE
ACT--BALANCE OF PAYMENTS PROGRAM (FEB 2000)
(Reference)
 16. 52.225-11
BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM--CONSTRUCTION
UNDER TRADE AGREEMENTS (FEB 2000)
(Reference 25.1102)
 17. 52.227-1
AUTHORIZATION AND CONSENT (JUL 1995)
(Reference 27.201-2)
 18. 52.232-1
PAYMENTS (APR 1984)
(Reference 32.111)
 19. 52.232-8
DISCOUNTS FOR PROMPT PAYMENT (MAY 1997)
(Reference 32.111)
 20. 52.232-11
EXTRAS (APR 1984)
(Reference 32.111)
 21. 52.232-18
AVAILABILITY OF FUNDS (APR 1984)
(Reference 32.705-1)
 22. 52.232-23
ASSIGNMENT OF CLAIMS (JAN 1986)
(Reference 32.806)
 23. 52.232-25
PROMPT PAYMENT (JUN 1997)
(Reference 32.908)
 24. 52.232-33
PAYMENT BY ELECTRONIC FUNDS TRANSFER--CENTRAL CONTRACTOR REGISTRATION
MAY 1999)
(Reference 32.1110)

25. 52.233-1
DISPUTES (DEC 1998)
(Reference 33.215)
26. 52.233-3
PROTEST AFTER AWARD (AUG 1996)
(Reference 33.106)
27. 52.242-12
REPORT OF SHIPMENT (REPSHIP) (JUL 1995)
(Reference 42.1406-2)
28. 52.242-13
BANKRUPTCY (JUL 1995)
(Reference 42.903)
29. 52.242-15
STOP-WORK ORDER (AUG 1989)
(Reference 42.1305)
30. 52.243-1
CHANGES--FIXED-PRICE (AUG 1987)
(Reference 43.205)
31. 52.246-23
LIMITATION OF LIABILITY (FEB 1997)
(Reference 46.805)
32. 52.249-1
TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE) (SHORT FORM)
(APR 1984)
(Reference 49.502)
33. 52.249-8
DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) (APR 1984)
(Reference 49.504)
34. 52.204-3
TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

/_/ TIN:_____.

/_/ TIN has been applied for.

/_/ TIN is not required because:

/_/ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

/_/ Offeror is an agency or instrumentality of a foreign government;

/_/ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

/_/ Sole proprietorship;

/_/ Partnership;

/_/ Corporate entity (not tax-exempt);

/_/ Corporate entity (tax-exempt);

/_/ Government entity (Federal, State, or local);

/_/ Foreign government;

/_/ International organization per 26 CFR 1.6049-4;

/_/ Other_____.

(e) Common Parent.

/_/ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

/_/ Name and TIN of common parent:

Name_____

TIN_____

(End of provision)

35. 52.204-6

DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUNE 1999)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

(1) Company name.

(2) Company address.

(3) Company telephone number.

(4) Line of business.

(5) Chief executive officer/key manager.

(6) Date the company was started.

(7) Number of people employed by the company.

(8) Company affiliation.

(c) Offerors located outside the United States may obtain the location

and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

36. 52.212-1

INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (MAR 2000)

(a) Standard industrial classification (SIC) code and small business size standard. The SIC code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR 52.212-3;
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(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) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples will be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers. (1) Offerors are responsible for submitting offers, and any

modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(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) Multiple awards. The Government may accept any item or group of

items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)
(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--

GSA Federal Supply Service Specifications Section
Suite 8100
470 East L'Enfant Plaza, SW
Washington, DC 20407
Telephone (202) 619-8925
Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--

Department of Defense Single Stock Point (DoDSSP)
Building 4, Section D
700 Robbins Avenue
Philadelphia, PA 19111-5094
Telephone (215) 697-2667/2179
Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://www.assist.daps.mil>.

(3) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to offers exceeding \$25,000.) The offeror shall enter, in the stock with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offer's name and address. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet to obtain one at no charge. An offeror within the United States may call 1-800-333-0505. The offeror may obtain more information regarding the DUNS number, including locations of local Dun and Bradstreet Information Services offices for offerors located outside the United States, from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

37. 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. Past Performance

2. Price

3. Technical

Tradeoff Process: It may be in the government best interest to consider award to other than the lowest price offeror or other than the highest technical rated offeror. This process may include tradeoffs among cost/price and non cost factors and allow the government to accept other than the lowest price proposal if the preceived benefits of the higher price proposal are determined to merit the additional cost.

Technical and past performance, when combined, are equal to price.

(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.

(End of Provision)

38. 52.212-3

OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (FEB 2000)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the standard industrial classification code designated.

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

"Women-owned small business concern" means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C.

7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN:_____.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other_____

(5) Common parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name_____

TIN_____

(c) Offerors must complete the following representations when the resulting contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it is, is not a small business concern.

(2) Small disadvantaged business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, for general statistical purposes, that it is, is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) Women-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it is, is not a women-owned small business concern.

Note: Complete paragraphs (c)(4) and (c)(5) only if this solicitation is expected to exceed the simplified acquisition threshold.

(4) Women-owned business concern (other than small business concern). [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it /_/ is a women-owned business concern.

(5) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(6) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. [Complete only if the offeror has certified itself to be a small business concern under the size standards for this solicitation.]

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it /_/ is, /_/ is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Number of Employees	Average Annual Gross Revenues
_____50 or fewer	_____ \$1 million or less
_____51 - 100	_____ \$1,000,0001 - \$2 million
_____101 - 250	_____ \$2,000,001 - \$3.5 million
_____251 - 500	_____ \$3,500,001 - \$5 million
_____501 - 750	_____ \$5,000,001 - \$10 million
_____751 - 1,000	_____ \$10,000,001 - \$17 million
_____Over 1,000	_____ Over \$17 million

(7) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It /_/ is, /_/ is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It /_/ has, /_/ has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offer shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.]

(d) Representations required to implement provisions of Executive Order 11246--(1) Previous Contracts and Compliance. The offeror represents that--

(i) It /_/ has, /_/ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It /_/ has, /_/ has not filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It /_/ has developed and has on file, /_/ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Parts 60-1 and 60-2), or

(ii) It /_/ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act--Balance of Payments Program Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act--Balance of Payments Program--Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product as defined in the clause of this solicitation entitled "Buy American Act--Balance of Payments Program--Supplies" and that the offeror has considered

components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

(2) Foreign End Products:

LINE ITEM NO	COUNTRY OF ORIGIN
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[List as necessary]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States.

(ii) The offeror certifies that the following supplies are NAFTA country end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":
NAFTA Country or Israeli End Products:

LINE ITEM NO	COUNTRY OF ORIGIN
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[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

LINE ITEM NO	COUNTRY OF ORIGIN
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[List as necessary]

(iv) The Government will evaluate offers in accordance with policies and procedures of FAR Part 25.

(2) Buy American Act--North American Free Trade Agreements--Israeli Trade Act--Balance of Payments Program Certificate, Alternate I (Feb 2000). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are

Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act--North American Free Trade Agreements--Israeli Trade Act--Balance of Payments Program Certificate, Alternate II (Feb 2000). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

Canadian or Israeli End Products:

LINE ITEM NO	COUNTRY OF ORIGIN
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[List as necessary]

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or NAFTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products.

Other End Products:

LINE ITEM NO	COUNTRY OR ORIGIN
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[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act or the Balance of Payments Program. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that--

(1) The offeror and/or any of its principals /_/ are, /_/ are not presently debarred, suspended, proposed for debarment, or declared

ineligible for the award of contracts by any Federal agency, and

(2) /_/ Have, /_/ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and /_/are, /_/ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(End of Provision)

39. 52.212-5

CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR
ORDERS--COMMERCIAL ITEMS (JULY 2000)
EXECUTIVE

(a) The Contractor shall comply with the following 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) 52.222-3, Convict Labor (E.O. 11755).

(2) 52.233-3, Protest after Award (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) which 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 or components:

x (1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U.S.C. 2402). _____ (2) 52.219-3, Notice of Total HUBZone Small Business Set-Aside (Jan 1999). _____ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer). _____ (4)(i) 52.219-5, Very Small Business Set-Aside (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994). x (ii) Alternate I to 52.219-5. _____ (iii) Alternate II to 52.219-5. _____ (5) 52.219-8, Utilization of Small Business Concerns (15 U.S.C. 637(d)(2) and (3)). _____ (6) 52.219-9, Small Business Subcontracting Plan (15 U.S.C. 637(d)(4)). _____ (7) 52.219-14, Limitations on Subcontracting (15 U.S.C. 637(a)(14)). _____ (8)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer). _____ (ii) Alternate I of 52.219-23. x (9) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323). x (10) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323). _____ (11) 52.222-21, prohibition of Segregated Facilities (Feb 1999). x (12) 52.222-26, Equal Opportunity (E.O. 11246). _____ (13) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212). _____ (14) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793). _____ (15) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212). _____ (16) 52.225-1,

Buy American Act--Balance of Payments Program--Supplies (41 U.S.C. 10a - 10d). _____ (17)(i) 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program (41 U.S.C. 10a - 10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).

_____ (ii) Alternate I of 52.225-3.

_____ (iii) Alternate II of 52.225-3. _____ (18) 52.225-5, Trade Agreements (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). _____ (19) 52.225-13, Restriction on Certain Foreign Purchases (E.O. 12722, 12724, 13059, 13067, 13121, and 13129). _____ (20) 52.225-15, Sanctioned European Union Country End Products (E.O. 12849). _____ (21) 52.225-16, Sanctioned European Union Country Services (E.O. 12849). _____ (22) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (31 U.S.C. 3332). _____ (23) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (31 U.S.C. 3332). _____ (24) 52.232-36, Payment by Third Party (31 U.S.C. 3332). _____ (25) 52.239-1, Privacy or Security Safeguards (5 U.S.C. 552a). _____ (26)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241). _____ (ii) Alternate I of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, which 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 or components:

_____ (1) 52.222-41, Service Contract Act of 1965, As amended (41 U.S.C. 351, et seq.). _____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et seq.). _____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.). _____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act - Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.). _____ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA)(41 U.S.C. 351, et seq.). _____ (6) 52.222-50, Nondisplacement of Qualified Workers (Executive Order 12933).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement

of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) or (d) of this clause, the Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212);

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and

(4) 52.247-64, Preference for Privately-Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241)(flow down not required for subcontracts awarded beginning May 1, 1996).

(End of clause)

40. 52.216-1

TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a firm fixed price contract resulting from this solicitation.

(End of provision)

41. 52.216-18

ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through 60 months thereafter.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

42. 52.216-19

ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than one conference the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of one conference;

(2) Any order for a combination of items in excess of eight conferences or

(3) A series of orders from the same ordering office within 5 days days that together call for quantities exceeding the limitation in subparagraph (1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within

3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

43. 52.216-21

REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 6 months after contract expiration.

(End of clause)

44. 52.217-4

EVALUATION OF OPTIONS EXERCISED AT TIME OF CONTRACT AWARD (JUN 1988)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate the total price for the basic requirement together with any option(s) exercised at the time of award.

(End of provision)

45. 52.217-9

OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to contract expiration provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

46. 52.219-1

SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 1999)

(a)(1) The standard industrial classification (SIC) code for this acquisition is 8744.

(2) The small business size standard is 5M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it /_ / is, /_ / is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it /_ / is, /_ / is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it /_ / is, /_ / is not a women-owned small business concern.

(c) Definitions.

"Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Women-owned small business concern," as used in this provision, means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

47. 52.222-22

PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that--

- (a) It /_/ has, /_/ has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation;
- (b) It /_/ has, /_/ has not, filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

48. 52.222-25

AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that (a) it /_/ has developed and has on file, /_/ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it /_/ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

49. 52.223-11

OZONE-DEPLETING SUBSTANCES (JUN 1996)

(a) Definition. "Ozone-depleting substance", as used in this clause, means any substance designated as Class I by the Environmental Protection Agency (EPA) (40 CFR Part 82), including but not limited to chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or any substance designated as Class II by EPA (40 CFR Part 82), including but not limited to hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

"WARNING: Contains (or manufactured with, if applicable)

-----*-----, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere."

*The Contractor shall insert the name of the substance(s).

(End of clause)

50. 52.232-15

PROGRESS PAYMENTS NOT INCLUDED (APR 1984)

A progress payments clause is not included in this solicitation, and will not be added to the resulting contract at the time of award. Bids conditioned upon inclusion of a progress payment clause in the resulting contract will be rejected as nonresponsive.

(End of provision)

51. 52.233-2

SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Patrick R. Mealy, Contracting Officer, Federal Election Commission 999 E. Street NW Washington, DC 20463

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52. 52.252-3

ALTERATIONS IN SOLICITATION (APR 1984)

Portions of this solicitation are altered as follows:
none.

(End of provision)

53. 52.252-4

ALTERATIONS IN CONTRACT (APR 1984)

Portions of this contract are altered as follows:
none.

(End of clause)

54. 52.252-6

AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any FEC Acquisition Regulations (48 CFR Ch. 28) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

55. FEC.001

CONTRACTING OFFICERS TECHNICAL REP.
SECTION G

CONTRACT ADMINISTRATION DATA

G.1.CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (JAN 1985)

(a) Roberta Zarrin, Deputy Assistance Staff Director for Information, 202.694.1072 is hereby designated to act at Contracting Officer's Technical Representative (COTR) under this Contract.

(b) The COTR is responsible for: Receiving all deliverables; inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the contractor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual Scope of Work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment prior to forwarding the original invoice to the payment office and a confirmed copy to the Contracting Officer.

(c) The COTR does not have the authority to alter the contractor's obligations under the contract, direct changes that fall within the purview of the General Provisions clause entitled "Changes," and/or modify any of the expressed terms, conditions, specifications, or cost of the agreement. If as a result of technical discussions it is desirable to alter/change contractual obligations or the Scope of Work, the Contracting Officer shall issue such changes in writing and signed.

ADMINISTERED BY: This contract will be administered by: Patrick R. Mealy, Contract Specialist, 202.694.1240 Fax 202.219.3880

Written communications shall make reference to the contract number and shall be mailed to: Federal Election Commission 999 E Street NW Washington, DC 20463. Attn. Patrick R. Mealy Contract Specialist
ADDRESS TO WHICH REMITTANCE SHOULD BE MAILED: Offeror shall indicate below the complete mailing address (including the nine digit Zip Code) to which remittance should be mailed if such address is other than that shown in Block 15A, Page 1 (Standard Form 33), they shall enter it below:

- (a) Payee Name (Contractor):_____
- (b) Check Remittance Address:

Any questions or problems regarding payment should be directed to the Administrative Division: Federal Election Commission 999 E. Street NW Washington, DC 20463. 202.694.1240.

(End of Section)