



Issue Date: July 23, 2020

Contracting Office: 4041 Powder Mill Road
Beltsville, MD 20705

PSC: U009—Education/Training-General

NAICS: 611430—Professional and Management Development Training

Submission Date: Interested parties shall e-mail Alice Mihill, Alice.Mihill@fda.hhs.gov no later than August 30, 2019, 4:00 p.m. EST.

Description of Services:

The Food and Drug Administration (FDA) seeks the full professional and technical services support necessary to facilitate and conduct the training, Uncivil Servant: Holding Federal Employees Accountable for Performance and Conduct (Supervisory) and Employee Rights and Responsibilities in the Federal Workplace. The Government intends to solicit a sole source requirement to Federal Employment Law Group, LLC for the professional presentation training.

Quantity and options: N/A

Estimated duration of contract period: September 9, 2020 to September 11, 2020.

The proposed simplified acquisition action is for supplies and services for which the Government intends to solicit and negotiate with only one source in accordance with FAR 13.106-1(b). Interested parties may identify their interests and capabilities to respond to the requirement prior to the response date of this notice. A determination by the Government not to compete this proposed simplified acquisition based upon responses to this notice is solely within the discretion of the Government. Information received will normally be considered solely for the purpose of determining whether to conduct a competitive requirement. No further solicitation is available.

FDA will consider all responses received prior to the closing date of this notice and will use responses in determining whether it is necessary to use full and open competition for this requirement. Responses to the RFI should not exceed 10 pages in length. A complete response to the RFI should include all of the information below. Responses should demonstrate capability, not merely affirm the respondent's capability (e.g.: The response must go beyond the statement that, "XYZ company can provide training support.").

Statement of Work: Conference Space Meeting Package
Food and Drug Administration (FDA)
Center for Drug Evaluation and Research (CDER)
Office of Pharmaceutical Quality (OPQ)
Office of Policy for Pharmaceutical Quality (OPPQ)

I. Background

The U.S. Food and Drug Administration (FDA) is charged with protecting the public health by ensuring the safety, effectiveness, and security of human and veterinary drugs, biological products, and medical devices; ensuring the safety of foods, cosmetics, and radiation-emitting products; and regulating tobacco products.

FDA has a unique responsibility to provide education to a variety of constituents, to include FDA staff, clinical investigators, the public, medical professionals, healthcare professionals, industry, consumers, and academia. Training and team-building are of the highest priority to Office of Policy for Pharmaceutical Quality (OPPQ) and the office continues to be responsive to the needs of their stakeholders by offering training opportunities leveraging various forums and formats. In order to achieve this goal, OPQ requires an offsite meeting space to conduct an office-wide retreat in support of OPQ's mission.

II. Objective

OPPQ requires a secure meeting space in order to conduct an office-wide retreat for up to 80 people, preferably on September 10 and 11, 2020. The objective of this requirement is to provide meeting space that is a safe environment for sharing, allows participants to disconnect from daily tasks to focus on meeting goals and objectives, and gives a neutral space for receiving feedback from peers with the goal of creating bonds and supportive relationships among leadership and staff.

III. Scope of Work

OPPQ seeks event space, and logistical and coordination support necessary to conduct a variety of meetings, conferences, and training for OPPQ staff members and leadership.

IV. Requirements

Meeting Location Support

The Contractor shall provide a secure meeting space that can accommodate up to eighty (80) employees for an office-wide retreat on September 10 and 11, 2020 with the flexibility to hold the retreat anytime within 12 months of the award date. The reason for this flexibility is unknowns in the ability to safely gather in large groups due to COVID-19.

The facility must be in and remain in excellent physical condition exclusive of issues pertaining to structural, mechanical, landscaping, parking, and internal/external cleanliness throughout the period of performance. This meeting shall be 2-days and the meeting package shall include the following:

- One meeting room with the option for an additional break out room if needed
- Complimentary High-speed Internet, Wi-Fi
- Complimentary parking
- Conveniently located within 20 miles of FDA White Oak, Maryland campus
- Conveniently located within five (5) miles of a Metro Station
- Convenient dining options located within two (2) miles of conference location
- Standard audio/visual equipment available for use– including LCD projector, screen, two flip charts, markers; and a large array of additional A/V items should be available
- Meeting space with natural lighting
- Ergonomic chairs with hardtop work tables and white boards
- Office supply kit for general session (tape, pens, markers, paper clips, etc.)

Meeting Logistics and Coordination Support

Additionally, the Contractor shall provide meeting logistics and coordination support to include:

- Copying, faxing and conference needs support on site
- Audio/visual and IT support staff on site to assist with audio/visual setup and to triage, troubleshoot and resolve issues
- Close monitoring and compliance with any federal, state, or local public health official guidance pertaining to public health issues or pandemics with respect to reinforcement of health and safety measures at the conference site
- 24-hour security support and check-in assistance

V. Deliverables

One (1) meeting space for up to 80 people on the preferred dates of September 10 and 11, 2020.

VI. Administration Information

Period of Performance: The preferred date for OPPQ's retreat is September 10 and 11, 2020. However, the period of performance shall be within (12) months of the award date to allow flexibility for OPPQ to meet later if they are unable to safely meet in September of 2020 due to COVID-19.

Place of Performance:

Type of Contract: Firm Fixed Price

VII. Government Points of Contact

Contracting Officer

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Phone Number: 301-796-3247

Contracting Officer's Representative (COR)

Name: TBD

Email:

Phone Number: