

**SECTION 1
EXECUTIVE SUMMARY**

1.1 Background and Objectives

1.1.1 Background

The U.S. Census Bureau is the primary source of basic statistics about the population and economy of the Nation. These statistics assist the Congress, the executive branch of the Federal Government, state and local governments, the general public, and the private sector in the development and evaluation of social and economic activities. Our major programs include periodic censuses, population estimates, current surveys, and a wide range of reimbursable work for other agencies. The programs cover a broad spectrum of demographic and economic statistics.

The Census Bureau produces population estimates at the national, state, county, and sub-county levels and housing unit estimates at the state and county level. The estimates are used to distribute federal funds, by state and local governments, and as controls for Census Bureau and other surveys. As part of an effort to develop county-level housing unit-based population estimates, the Census Bureau is undertaking a series of research projects. These research projects are being coordinated by members of Population Division as part of the Housing Unit-Based Estimates Research Team (HUBERT).

1.1.2 Objectives

The purpose of this task order is to obtain the services of Contractors to develop and complete multiple research projects being undertaken as part of a larger research effort. This research will provide input into the overall HUBERT research project that will be used by the Census Bureau to make decisions about the methodology that will be used to produce an experimental series of housing unit-based population estimates.

**SECTION 2
STATEMENT OF WORK**

The Contractor shall perform all work described herein as ordered through individual fixed ceiling price delivery orders issued by the Contracting Officer (CO). The value of each delivery order shall not exceed \$25,000.

2.1 PERIOD OF PERFORMANCE

The period of performance shall be stated in each delivery order. (It is anticipated that the period of performance for each delivery order will be from the date of the award through January 15, 2008.)

2.2 PLACE OF PERFORMANCE

The services shall be performed primarily at the contractor's work location. However, there may be periods where work will occur within a Research Data Center (RDC) or at Census Bureau Headquarters.

2.3 SCOPE OF WORK

The Contractor shall provide personnel to develop a research plan and conduct research that addresses specific research areas associated with the development of housing unit-based population estimates.

Personnel offered by the Contractor shall provide the following services:

- Develop research plan and conduct research.
- Collaborate with the Census Bureau staff on matters relating to the proposed solutions to the problems.
- Deliver final research results in the form of a final report and as a presentation at a Census Bureau seminar.

2.3.1 RESEARCH AND REPORTING OF SOLUTIONS

The Contractor shall develop a research plan and conduct research to address one of the specific research areas listed below.

The following topics contain research topics that have been judged by the Census Bureau to be among those to receive the highest priority for research as part of the HUBERT project.

LIST OF RESEARCH TOPICS

RESEARCH TOPIC 1: Housing Unit-Based Population Estimates Evaluations and Basic Comparisons

Research Topic 1 includes basic comparisons and evaluations that will help develop an understanding of the accuracy of the housing unit-based population estimates when compared to Census 2000 and the Administrative Records estimates. Of particular interest is the level of error associated with each component of the estimates. One approach would be to substitute Census 2000 values for each of the main components of the estimates (housing units, Persons-Per-Household (PPH), and vacancy rates) in order to assess the impact each component has on the accuracy of the estimates. Another area of interest is the relationship between county attributes and the accuracy of the estimates.

General Topics for Research Include:

1. The level of accuracy that can be expected when using the Housing Unit Method to estimate population at the county level.
2. The error associated with each of the components used in the Housing Unit Method, and the level of error associated with each component.
3. County characteristics associated with the accuracy of population estimates developed using the Housing Unit Method.

RESEARCH TOPIC 2: Review of Components of the Housing Unit Estimates

Research Topic 2 includes reports and research designed to document and improve upon the methodology currently used to produce county level housing unit estimates. As the foundation for the housing unit-based population estimates, it is important to look at the current “state of the art” of the housing unit estimates and sources for improvements as part of the overall effort to produce housing unit-based population estimates. An area of considerable interest is the use of the Master Address File (MAF) and other sources of data that could be used to estimate additions to an area’s housing stock such as the American Community Survey’s (ACS) “year built” question. Research under this topic also includes research into data sources and methods for estimating other sources of change in the number of housing units in an area such as, housing loss, conversions, and mobile home placements.

General Topics for Research Include:

1. The use of the MAF, or the inputs used to update the MAF, to estimate additions to an area’s housing stock.
2. Methods and data sources for estimating change in an area’s housing stock, especially in areas that do not require building permits.
3. Measures of the number of housing units added and removed through conversions of commercial units to residential units and from residential units to commercial units.
4. Methods and data sources for estimating mobile home placements at the county level.

RESEARCH TOPIC 3: Sources of Data Needed to Produce Population Estimates from Housing Units (PPH & Vacancy)

Research Topic 3 includes research into options for estimating change in persons-per-household (PPH) and vacancy rates. The methodology currently used in the subcounty population estimates and the challenge process relies on the PPH and vacancy rates from the previous Census. While research under Topic 1 will provide a better understanding of the estimation error resulting from the lack of updated PPH values through a decade, research under Topic 3 will examine and explore new methods for updating PPH and vacancy rates. Since it is assumed that the estimation error is likely to be large, this analysis will be a critical element of the HUBERT project. An area of considerable interest is the use of the ACS to obtain county level estimates of PPH and vacancy rates with a level of accuracy acceptable for use in the production of population estimates.

General Topics for Research Include:

1. The use of the ACS as a source for estimates of PPH and vacancy rates.
2. Methods for grouping counties to obtain estimates of PPH and vacancy rates from the ACS.
3. Other methods or sources of data that could be used to estimate PPH and vacancy rates at the county level.

2.3.2 Services at the U.S. Census Bureau

The personnel of the Contractor shall communicate with Census Bureau staff via email or other forms of telecommunication on matters relating to the planned research. **This portion of the services shall be provided over a period of one to two months of the total performance period.** Through this communication the personnel shall:

- Gain an understanding of the problem(s);
- Gain an understanding of current methodology to address the problem and its limitations, including the availability of the data files that will be needed; and
- Gain an understanding of related subject-matter data.

2.3.3 Presentations at Seminars

For each awarded delivery order there will be a need for the Contractor to present his/her findings at one (1) seminar. The seminar(s) will be part of a one-day visit at the Census Bureau. In addition to the seminar, there may be up to three sessions held with Census staff at the Census Bureau to discuss specifics of the research results.

2.4 **DELIVERABLES**

The Contractor shall provide the following deliverables to the Government Task Manager at:

Address	
Name	Jason Devine
Address:	HUBERT Team Leader U.S. Census Bureau Population Division 5H484 4600 Silver Hill Road Washington, DC 20233-9100
Phone	(301) 763-6070
Email Address	jason.e.devine@census.gov

2.4.1 **Status Reports**

On a monthly basis, the Contractor shall submit a progress report to the Census Bureau for each of the awarded delivery orders. The Contractor shall provide a progress report to the Contracting Officer's Task Manager through the point of contact listed in 2.4 above for each of the awarded delivery orders. The report shall be delivered no later than the 10th business day after the end of the previous month, and shall include the following sections:

Section I – Delivery Order Number, Task Title, Name of Contractor's point of contact for the task, and the name of personnel assigned to the task.

Section II - Status of the contractor's efforts, problems encountered during the month, and proposed or implemented solutions.

Section III - Other applicable issues.

2.4.2 **Research Plan**

The Contractor shall submit a research plan within one month from the start of the period of performance. The research plan shall consist of the following:

- Overview of approach to be utilized
- Key activities
- Planned timeline
- Expected results
- Data files to be used
- Specifications for data files needed that are not currently publicly available

2.4.3 Research Findings/Report(s)

The Contractor shall submit a final report to the Government on its research findings/solutions for each awarded delivery order(s). The process shall consist of the following:

- Softcopies of the draft reports shall be submitted to government representative Jason Devine via email at jason.e.devine@census.gov on the dates agreed to by the Government and Contractor. The reports shall be submitted in softcopy only in Microsoft Word or WordPerfect.
- The Government will review the draft of the reports, and will inform the Contractor of its findings within fourteen (14) days from the receipt of the reports from the Contractor.
- The final report submissions shall consist of an original report in paper form, and one (1) softcopy in Microsoft Word or WordPerfect.
- The final report shall be submitted to the Contracting Officer's Task Manager through the point of contact listed in 2.4 above for each of the awarded delivery order(s).
- The final report shall be submitted to the Government's Task Manager on the dates indicated in the delivery orders.

The final report shall consist of:

- A cover letter from the Contractor; and
- The following sections: table of contents, executive summary, background information, description of data sources and methodology, conclusion, and recommendations.
- A final version of the report (one hardcopy, and one softcopy in Microsoft Word or WordPerfect).
- All of the data files and SAS programs developed to complete the research. The Contractor shall contact the task manager before sending files that contain Title protected, personally identifiable, or other sensitive data to identify a secure method of file transfer.

2.5 QUALIFICATIONS OF THE CONTRACTOR

The personnel offered by the Contractor must meet the following qualifications:

- Be in the general fields of research related to statistics and demography and possess knowledge and experience in the development of population or housing unit estimates. Direct connections of proposed research to the cited listing of research topics is essential;

- Be able to devote sufficient time to the project to ensure all requirements are met in accordance with the agreed to schedule; and
- United States citizenship preferred, but not limited to United States citizens. (However, contracted personnel must satisfy security requirements to fulfill applicable requirement for on-site collaboration with Census Bureau staff if needed.)

2.6 TRAVEL AND OTHER DIRECT COSTS

The Government expects all costs for travel and other direct costs to be included in the fixed price offered by the Contractor for each delivery order. However, if justified by the Contractor, and for unusual circumstances, the Government will consider additional costs.

2.7 PERFORMANCE REQUIREMENTS SUMMARY

Listed below are the requirements to be met by the Contractor for each delivery order:

<i>Performance Requirement</i>	<i>Expected Outcome</i>	<i>Performance Standard</i>	<i>Method of Surveillance</i>
Contracted personnel are well qualified and knowledgeable of the subject matter.	<i>Contracted personnel must be knowledgeable in the fields of research related to statistics and demography.</i>	<i>The personnel offered must have completed doctoral or masters degrees in the required fields of study or have experience in the area of population and housing estimates.</i>	Monitored by the Task Manager
Research results successfully address the research topic.	<i>Contracted personnel will use their knowledge in the fields of research related to statistics and demography to perform research and document plausible solutions.</i>	<i>Results will always be fully documented.</i>	Monitored by the Task Manager
Research results are submitted on a timely basis in a professional format.	<i>Research results and status reports will be delivered no later than the dates set forth in each delivery order.</i>	<i>Results will be submitted on time 100% of the time.</i>	Monitored by the Task Manager
Contracted personnel will present the research results at a Census Bureau seminar in a professional and well-informed manner.	Presentations will be of a professional quality that presents the subject matter in a clear, concise, and easily understood manner.	Presentations will be performed in a professional and well-informed manner 100% of the time.	Monitored by the Task Manager

2.8 GOVERNMENT-FURNISHED RESOURCES

The Census Bureau will provide the Contractor with the following:

DESCRIPTION OF GOVERNMENT PROVIDED RESOURCES	DATE TO BE DELIVERED	SPECIAL INSTRUCTIONS
<i>Access to government facilities, and the use of equipment, i.e., desk, phone, CPU, etc.</i>	As determined by the needs of the project.	Access is subject to contractor complying with security requirements, and approval by the Government.
<i>Access to government representatives who are involved in the project.</i>	At the time the delivery order(s) is awarded.	None

2.9 SECURITY

The Contractor shall abide by the security procedures set forth by the Government. The Contracting Officer's representative (COR), e.g. Contracting Officer's Technical Representative (COTR) or Task Manager (TM) will be the point of contact for guidance about security requirements.

If it is determined that the services will require performance on or within a Department of Commerce facility or through Department of Commerce IT System, the following security requirements will apply:

1352.237-72 Security Processing Requirements for Contractor/Subcontractor Personnel Working on a Department of Commerce Site (Low Risk Contracts) (December 2006)

[Prescription: Use the following clause in all service contracts designated as Low Risk that will be performed on or within a Department of Commerce facility or through Department of Commerce IT System.]

A. Investigative Requirements for Low Risk Contracts

Each person employed under this Low Risk contract shall undergo security processing by the Department's Office of Security as indicated below before being eligible to work on the premises of any Department of Commerce owned, leased, or controlled facility in the United States or overseas or obtain access to a DOC IT system. All Department of Commerce security processing pertinent to this contract will be conducted at no cost to the contractor.

1. Non-IT Service Contracts

- a. Contracts more than 180 days – National Agency Check and Inquiries (NACI)
- b. Contracts less than 180 days – Special Agency Check (SAC)

2. IT Service Contracts

- a. Contracts more than 180 days – National Agency Check and Inquiries (NACI)
- b. Contracts less than 180 days – National Agency Check and Inquiries (NACI)

- 3. In addition to the investigations noted above, non-U.S. citizens must have a background check that includes an Immigration and Customs Enforcement (ICE – formerly Immigration and Naturalization Service) agency check.

B. Additional Requirements for Foreign Nationals (Non-U.S. Citizens)

Non-U.S. citizens (lawful permanent residents) to be employed under this contract within the United States must have:

- Official legal status in the United States;
- Continuously resided in the United States for the last two years; and
- Advance approval from the servicing Security Officer in consultation with the Office of Security headquarters.

C. Security Processing Requirements for Low Risk Non-IT Service Contracts

Processing requirements for Low Risk non-IT Service Contracts are as follows.

1. Contract employees employed in Low Risk non-IT service contracts for more than 180 days will require a National Agency Check and Inquiries (NACI) to be processed. The COR will forward a completed Standard Form SF-85, Questionnaire for Non-Sensitive Positions, Form FD-258, Fingerprint Chart, and Credit Release Authorization to the servicing Security Officer within three working days from start of work, who will send the investigative packet to the Office of Personnel Management.

1.1.1.1 2. Contract employees employed in Low Risk non-IT service contracts for less than 180 days require a Special Agreement Check (SAC), Form OFI-86C, to be processed. The Contracting Officer's Representative (COR) will forward a completed Form OFI-86C, FD-258, Fingerprint Chart, and Credit Release Authorization to the servicing Security Officer, who will send the investigative packet to the Office of Personnel Management for processing.

3. Any contract employee with a favorable Special Agreement Check who remains on the contract over 180 days will be required to have a NACI conducted to continue working on the job site.

4. For Low Risk non-IT service contracts, the scope of the SAC will include checks of the Security/Suitability Investigations Index (SII), other agency files (INVA), Defense Clearance Investigations Index (DCII), FBI Fingerprint (FBIF), and the FBI Information Management Division (FBIN).

5. In addition, for those individuals who are not U.S. citizens (lawful permanent residents), the COR must request a CIS (Customs and Immigration Service) check on the SAC, Form OF-86C, by checking Block #7, Item I. In Block 13, the COR should enter the employee's Alien Registration Receipt Card number to aid in verification.

6. Copies of the appropriate forms can be obtained from the COR or the Office of Security. Upon receipt of the required forms, the COR will forward the forms to the servicing Security Officer. The Security Officer will process the forms and advise the COR whether work can commence prior to the completion of the suitability determination based on the type of work and risk to the facility (i.e., adequate controls and restrictions are in place). The COR will notify the Contractor of an approved contract start date as well as favorable or unfavorable finding of the suitability determinations.

D. Security Processing Requirements for Low Risk IT Service Contracts

Processing requirements for Low Risk IT Service Contracts are as follows.

1. Contract employees employed in all Low Risk IT service contracts will require a National Agency Check and Inquiries (NACI) to be processed. The COR will forward a completed Form SF-85, Form FD-258, Fingerprint Chart, and Credit Release Authorization to the servicing Security Officer within three working days from start of work, who will send the investigative packet to the Office of Personnel Management.

2. For Low Risk IT service contracts, individuals who are not U.S. citizens (lawful permanent residents) must undergo a NACI that includes an agency check conducted by the Customs and Immigration Service (CIS). The COR must request the CIS check as a part of the NAC.

E. Notification of Disqualifying Information

If the Office of Security receives disqualifying information on a contract employee, the COR will be notified. The COR, in coordination with the Contracting Officer, will immediately remove the employee from duty requiring access to Departmental facilities or IT systems. Contract employees may be barred from working on the premises of a facility for any of the following reasons:

- **Conviction of a felony of a crime of violence or of a misdemeanor involving moral turpitude.**
- Falsification of information entered on security screening forms or of other documents submitted to the Department.
- Improper conduct once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government regardless of whether the conduct directly related to the contract.
- Any behavior judged to pose a potential threat to Departmental information systems, personnel, property, or other assets.

NOTE: Failure to comply with the requirements may result in termination of the contract or removal of some contract employees from Department of Commerce facilities.

F. Access to National Security Information

Compliance with these requirements shall not be construed as providing a contract employee clearance to have access to national security information.

G. The Contractor shall include the substance of this clause, including this paragraph, in all subcontracts.

2.10 FUNDING

Issuance of delivery orders will be subject to the availability of funds in accordance with Federal Acquisition Regulation Clause 52.232-18.

2.11 INVOICING

Invoices shall be submitted in accordance with the instructions set forth in Attachment A to this RFQ.

2.12 PURCHASE ORDER CLAUSES

FAR 52.252-2. CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

The 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:

<http://www.arnet.gov/far>

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.203-5	Covenant Against Contingent Fees (APR 1984)
52.203-6	Anti-Kickback Procedures (JUL 1995)
52.204-3	Taxpayer Identification (OCT 1998)
52.204-4	Printed or Copied double-Sided on Recycled Paper (AUG 2000)
52.214-3	Amendments to Invitations to Bids (DEC 1989)
52.214-4	Terms and Conditions – Simplified Acquisitions (Other than Commercial Items (JAN 2005)
52.223-6	Drug Free Workplace (MAY 2001)
52.227-17	Rights to Data – Special Works (JUN 1987)
53.232-18	Availability of Funds (APR 1984)
52.233-3	Protest After Award (AUG 1996)
52.243-1	Changes – Fixed Price (AUG 1987)
52.245-2	Government Property (Fixed Price Contracts (JUN 2003)
52.246-1	Contractor Inspection Requirements (APR 1984)
52.247-34	F.O.B. Destination (NOV 1991)
52.249-1	Termination for Convenience of the Government (Fixed Price) (Short form) (APR 1984)

PAYMENT OF POSTAGE AND FEES

All postage and fees related to the submission of information, including forms, reports, etc., to the Contracting Officer, the Contracting Officer's Technical Representative (COTR), or the person(s) designated to receive deliverables, shall be the responsibility of the Contractor.

FEDERAL ACQUISITION REGULATION CLAUSES

CAR 1352.247-70 PACKING FOR DOMESTIC SHIPMENT (MARCH 2000)

Material shall be packed for shipment in such a manner that will ensure acceptance by common carriers and safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission regulations, Uniform Freight Classification rules, or regulations of other carriers as applicable to the mode of transportation.

CAR 1352.247-72 MARKING DELIVERABLES (MARCH 2000)

The contract number shall be placed on or adjacent to all exterior mailing or shipping labels of deliverable items called for by the contract, except for reports. Mark deliverables, except for reports, for the appropriate office and person.

CAR 1352.246-70 INSPECTION AND ACCEPTANCE (MARCH 2000)

The Contracting Officer or the duly authorized representative will perform inspection and acceptance of supplies and services to be provided under this contract. Inspection and acceptance will be performed at the United States Census Bureau, Suitland, Maryland.

CAR 1352.201-70 CONTRACTING OFFICER'S AUTHORITY (MARCH 2000)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract terms and conditions, including price.

CAR 1352.231-70 DUPLICATION OF EFFORT (MAR 2000)

The Contractor hereby certifies that costs for work to be performed under this contract and any subcontracts hereunder are not duplicative of any cost charged against any other Government contract, subcontract, or other Government source. The Contractor agrees to advise the Contracting Officer, in writing, of any other Government contract or subcontract it has performed or is performing which involves work directly related to the purpose of this contract. The Contractor also certifies and agrees that any and all work performed under this contract shall be directly and exclusively for the use and benefit of the Government, and not incidental to any other work, pursuit, research, or purpose of the Contractor, whose responsibility it will be to account for it accordingly.

SECTION 3
TERMS AND CONDITIONS

3.1 The Contracting Officer's (CO's) Contact Information and Modification Authority

Address	
Name	Albert E. Kennedy
Address:	U.S. Census Bureau Acquisitions Division 4600 Silver Hill Road Room #3J447 Washington, DC 20233-1700
Phone	(301) 763-4420
Fax	(301) 763-4624
Email	albert.ernest.kennedy@census.gov

Modification Authority: Notwithstanding any of the other provisions of this purchase order, the CO shall be the only individual authorized to:

1. Accept nonconforming work
2. Waive any requirements
3. Modify any terms or conditions

3.2 Task Manager (TM) - Contact Information and Responsibilities

Contact Information

Name Jason Devine – Team Leader, Housing Unit-Based Estimates Research Team
Address U.S. Census Bureau, 4600 Silver Hill Road, Room 5H484, Washington, DC 20233
Phone (301) 763-6070
Fax (301) 457-4576
Email jason.e.devine@census.gov

Responsibilities: Performance of work under the delivery orders shall be subject to the technical direction of the task manager. The term “technical direction” is defined to include:

- Directions to the contracted personnel, which provide clarification of the requirements described in the statement of work.
- Inspection and acceptance of deliverables.

3.3 Progress Payments

The delivery orders may allow for monthly progress payments in accordance with Federal Acquisition Regulation (FAR) Clauses 52.232-16 and 32.501-1. The progress payments will be negotiated for each delivery order.

3.4 Responsibilities of the Contractor

The Contractor awarded the delivery order(s) shall be held responsible for the procurement of all services required under the issued delivery order(s). The Contractor alone shall be held responsible by the Government for the performance of all obligations under any terms of the delivery orders resulting from their quotations. The Government, in turn, shall render all payments due for services performed solely to the Contractor.

**SECTION 4
ACQUISITION PROCESS AND TIMELINE**

4.1 Explanation of Steps in Acquisition Process

4.1.1 Release RFQ

The request for quotations (RFQ) and any amendments to the RFQ will be posted to the Acquisition Division's website at <http://www.census.gov/procur/www/housing-solutions>.

4.1.2 Submission of and Responses to Comments, Suggestions and Questions from Contractor About RFQ

Comments, Suggestions, and Questions concerning the contractual aspects of this RFQ shall be submitted to Abe Kennedy (Contracting Officer) via email address albert.ernest.kennedy@census.gov or at telephone number 301/763-4420.

The subject line of the submitted email will include the following title:

Housing Solutions – YA1323-RFQ-07-0612

4.1.3 Submissions of Quotations

Contractor(s) shall prepare their quotations in accordance with the instructions in Section 5 of this RFQ.

SECTION 5
QUOTATION PREPARATION INSTRUCTIONS

5.1 Quotation Preparation Instructions

Contractors shall prepare their quotations/application materials in accordance with the instructions outlined in this section.

All proposals must be received at the U.S. Census Bureau by 3 p.m. (Local time) on July 6, 2007.

5.2 Submission of Quotations/Application Materials

Deliver the quotations as indicated below:

Send One (1) copy of the entire quotation via email to Albert E. Kennedy (Contracting Officer) at the below address:

Address	
Name	Albert E. Kennedy
Address:	U.S. Census Bureau Acquisitions Division 4600 Silver Hill Road Room G-314, FB 3, Mail Stop 1700 Washington, DC 20233-1700
Phone	(301) 763-4420
Fax	(301) 763-4624
Email	albert.ernest.kennedy@census.gov

Also send One (1) original of the entire quotation via email to Jason Devine at the below address:

Address	
Name	Jason Devine
Address:	HUBERT Team Leader U.S. Census Bureau Population Division 5H484 4600 Silver Hill Road Washington, DC 20233-9100
Phone:	(301) 763-6070
Email Address:	jason.e.devine@census.gov

5.3 Contents of Proposal

5.3.1 General

The Contractor shall submit its Technical quotation in one file, and its Cost and Business quotations in another file.

5.3.2 Contents of the Submission Letter

A coverletter for each proposal is required, and shall include:

- The title of the project – “Services in Support of the U.S. Census Bureau’s Housing Unit-Based Estimates Research Project”
- Name and address of Contractor
- Date of submission
- The Request for Quotation Number – YA1323-RFQ-07-0612
- A statement from the Contractor that will address which of the Research Topics they have submitted quotations for consideration.
- A list of the Contractor’s representatives who can negotiate for the contractor. The list will include the name, telephone number, and email address of the representatives.

5.3.3 Technical Proposal (Application Package)

The technical quotation shall consist of the following information under the indicated tabs:

Tab 1 – Proposed research plan. [The proposal must include a timeline for completing the research, specific research topic, approach, and expected result(s). (Proposal shall be limited to five (5) pages, double-spaced.)]

Tab 2 – A curriculum vitae or resume of the personnel offered by the Contractor.

5.3.4 Cost/Business Quotation

Tab 1 – Proposed firm fixed price for services (Estimate of labor, travel, materials).

Tab 2 – Proposed progress payment schedule.

Tabs 3 and 4 - The requested information is needed prior to contract award and payment of invoices.

Tab 3 - Vendor Registration Form – Complete and provide the attached vendor registration form (Attachment B).

Tab 4 - Ensure Contractor is registered in the Central Contractor Registration System (CCR) as required by the attached Department of Commerce letter, dated September 3, 2003 (Attachment C). Provide statement that Contractor is registered.

SECTION 6 EVALUATION FACTORS AND BASIS FOR AWARD

6.1 Basis for Award

The Government intends to award multiple delivery orders for the services. Each technical proposal will be evaluated to determine the qualifications of the Contractor and proposed personnel. Each cost proposal will be evaluated to determine whether the proposed cost is fair and reasonable.

6.2 Evaluation of Technical and Cost Proposals

6.2.1 Evaluation of Technical Proposal(s)

The Government will evaluate the proposal(s) to:

- Determine the quality of the proposed research program as it compares with other work being conducted in a similar research field.
- Determine if the Contractor has the capabilities to provide qualified personnel and a successful oversight and management system.
- Determine if the proposed research plan adequately addresses one of the research topics identified by the Census Bureau.
- Determine how well the proposed research builds on or compliments research being carried out by the Census Bureau on each of the research topics.
- Determine whether the proposed research is at the forefront of scientific knowledge.
- Determine the quality of the research record in the relevant field.
- Determine if the personnel offered by the Contractor are qualified.
- Determine if the data required to conduct the proposed research are either publicly available or accessible by the Contractor through the Census Bureau.

6.3.2 Evaluation of Cost Proposal

The Government will evaluate the Contractor's price proposal(s) to determine if they are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the technical proposal.