**Phases and Submission Requirements**

This solicitation follows a phased approach: Phase 1 begins with a Draft RFQ, a question-and-answer period (QAS), and an opt-in opportunity. Phase 2 evaluates Demonstrated Prior Experience, while Phase 3 focuses on XXX Factor(s). The Phase 1 activities aim to help potential Quoters decide whether to participate by offering transparent information before they invest time and effort in preparing solicitation responses.

**Phase 1 - Question & Answer Session /Opt-in**

The government will post the Draft RFQ and related documents on GSA eBuy. Each Quoter **must** email the designated contracting POCs to confirm their intent to submit a quote before the QAS deadline. Failure to do so will prevent the Quoter from receiving the Final RFQ, even if they participated in the QAS by submitting questions. Additional details on the QAS and Opt-in requirement are provided below.

**QAS:** The Government will issue a Draft RFQ before the Final RFQ release. All documents will be provided as drafts, with the traditional QAS occurring **exclusively** during the Draft RFQ phase. There will be no additional session for asking questions after responses are given in this phase, including after the Final RFQ is issued. However, the Government reserves the right to hold an additional QAS if significant changes occur between the draft and final documents and if deemed in the Government’s best interest.

***Please use this Draft RFQ and QAS to submit your questions and provide your Opt-in notification now, rather than waiting for the Final RFQ release.***

**Due Date/Time**: Questions relevant to this Draft RFQ must be submitted via email to the contracting POCs: [fslim@doc.gov](mailto:fslim@doc.gov) and [anelson@doc.gov](mailto:anelson@doc.gov). Questions are due no later than XX:00 PM Eastern Time on XX XX, 2025.

The Government does not intend to provide a response to questions submitted after the due date, and quoters will not receive a Government response until all questions have been received by the date due.

While the Government will not attribute questions to specific Quoters, the text of the questions and answers may be published and shared with Quoters who have submitted the required Opt-In notification. Please note that any changes to the RFQ document will be made within the document itself. Responses within the Q&A document do not have the full force and effect of an amendment to the draft solicitation and is provided as a courtesy for clarity. If any changes from the QAS are determined by the government are required, they will be reflected within the final solicitation. The quoter is responsible for thoroughly reviewing and understanding all solicitation documents.

**Opt-In: Please note:** If a Quoter fails to provide the Opt-In notification (Attachment 1) by the listed due date/time to the contracting POCs, then that Quoter will NOT be permitted to submit a Quotation against this RFQ. FAR 8.405-3, which governs the issuance of blanket purchase agreements, does not require the Government to provide the RFQ to every schedule contractor that requests it. Instead, FAR 8.405-3(b)(2)(iii) mandates that the RFQ be provided only to schedule contractors offering services that meet the agency’s needs. Additionally, FAR 8.405-3(b)(2)(v)(B) allows the Government to narrow the pool of quoters, provided it ensures that quotes are received from at least three contractors capable of fulfilling the requirements, based on market research. **Accordingly, for this RFQ, the Government is using the Draft RFQ, QAS, and Opt-In as Phase 1 to identify the subset of prospective quoters who qualify.**

**Opt-In limitations:**

1. The Quoter who submits the Opt-In notification, and who holds an active MAS with the appropriate SIN, is the only quoter permitted to submit a quotation. The Quoter is not permitted to abruptly transition into a subcontractor while designating another contractor as the Prime Quoter. **Only the contractors who submit the required Opt-In notification by the due date/time will be eligible to receive the Final RFQ.**
2. This process does not apply to any Quoter’s eligibility to become a subcontractor or teammate to another contractor.
3. Contractors who Opt-In are not required to submit questions.
4. Contractors who Opt-Out are not required to submit anything to the Government.
5. The Government will only consider QAS responses from those contractors who have decided to Opt-In.
6. If electing to submit as part of an MAS Contractor Teaming Arrangement (MAS CTA), as defined under the [GSA MAS program](https://www.gsa.gov/buy-through-us/purchasing-programs/multiple-award-schedule/help-with-mas-contracts-to-sell-to-government/team-up-with-other-mas-contractors), then both the **MAS CTA Lead** and all **MAS CTA members** would be required to Opt-In.

**Attachment 1 – Opt-In Notification**

The Opt-In requirement is limited to a one-page cover letter only, containing the following information:

* Quoter Name and UEI
* GSA MAS Schedule/Contract Number
* Point of Contact information:
  + Name
  + Phone Number
  + Email address
* An opt-in statement as follows: [Quoter Name] elects to Opt-In for this procurement and receive the Final RFQ and related documents.

This document must not include any advertising or marketing material nor any information beyond what is explicitly required. Failure to comply will result in the removal of these items from consideration.