

August 25, 2025

To: Support, Technical, Oversight, Review, and Monitoring (STORM), Blanket Purchase Agreement (BPA) Holder

From: U.S. Department of Transportation (DOT), Federal Railroad Administration (FRA) on behalf of the Office of Secretary's (OST) Office of Grants & Financial Assistance (GFA)

Subject: Request for Quote (RFQ) 693JK425Q600003, for Support, Technical, Oversight, Review, and Monitoring (STORM), to support the DOT, Office of Administration (OST-M), Grants Systems Transformation Office.

FRA will conduct this acquisition using the procedures in Federal Acquisition Regulation (FAR) Subpart 8.4 and the instructions outlined in this RFQ. FRA anticipates awarding a single BPA Order after receipt and evaluation of quotations.

It is the Government's intent to award a single BPA Order to the responsible BPA Holder whose quotation, in conforming to the RFQ, provides the overall best value to the Government, considering price and non-price factors.

The Government reserves the right to cancel this RFQ without award if the needs of the requirement are not met. This RFQ does not commit the Government to pay for the preparation and submission of a quotation.

The quotations will be evaluated by Government Officials to determine whether the STORM BPA Holder has a complete understanding of the scope of this effort and has the capability to provide a complete solution as described in its Offeror-Developed Performance Work Statement (PWS). Any quotation that is incomplete or non-compliant with any requested submission requirement of this RFQ may immediately be removed from further consideration.

If you are interested in this procurement, you may participate by submitting your response in accordance with this RFQ.

1. SERVICES REQUIRED

This BPA Order shall provide transformation management office support for all business-side tasks for the transformation of the DOT's decentralized grants systems into a unified grants management system. The Contractor shall support a variety of ongoing and imminent activities and deliverables for the Office of Grants and Financial Assistance (GFA) and the GSSC in the Office of the Secretary (OST). The Contractor shall support the planning, coordination, outreach, and facilitation activities required to implement and operate the overall grants unification program.

2. PERIOD OF PERFORMANCE

This BPA Order shall include the following period of performance:

Base: 09/30/2025 - 09/29/2026

Option Y1: 09/30/2026 - 09/29/2027

Option Y2: 09/30/2027 - 09/29/2028

3. SPECIFIC REQUIREMENT(S)

See RFQ Attachment 1 – Statement of Objectives

4. QUESTIONS

If your company has questions regarding this procurement, please submit your inquiries immediately via email, no later than by the date and time listed to the Contracting Officer identified below:

Name: Paul Szymanski
Contracting Officer
E-mail: paul.szymanski@dot.gov

- Questions submitted by a method other than email will not be accepted or answered.
- Any questions received after the above specified cut-off date and time will not be accepted or answered.
- All email inquiries must have “**Questions – RFQ # 693JK425Q600003**” in the subject line.
- The Government intends to respond to questions via an RFQ amendment on/about **September 5, 2025**.

5. ANTICIPATED CONTRACT TYPE

Quoters must select one (1) of the following contract type options under which to quote:

- Option A: Firm Fixed Price (FFP) for all CLINs (except travel)
- Option B: A combination of FFP and Labor Hour (LH) CLINs (except travel)

Quoters must clearly indicate their chosen option in their cover letter and in each quotation volume. Quoters that attempt to submit under both options will not be considered. As appropriate, after award, Labor Hour CLINs may be converted to Firm Fixed Price CLINs through mutual agreement of the Government and Contractor via BPA order modification, based on labor categories and rates negotiated at time of award. The Government also reserves the right to allow renegotiation at time of BPA order modification.

RFQ RESPONSE DUE DATES & RFQ TIMELINES

Written responses to this RFQ must be submitted by the date and time listed in Table 1 of this section to the Contracting Officer (CO) by the deadline dates and times. The Contracting Officer shall provide a confirmation email if the Quotation was received.

All correspondence must have **RFQ # 693JK425Q600003** included in the subject line.

NOTE: It is the Interested BPA Holder's responsibility to read the RFQ and all related documents carefully. Additionally, it is the BPA Holder's responsibility to ensure/verify that the Government receives its submission on or before the date/time specified. **The Government reserves the right to not accept any late quotes. Please do not wait until the deadline to submit your quotation.**

ANTICIPATED RFQ TIMELINE: The following table provides due dates for RFQ events. These dates are subject to change.

Table 1

Events	Dates	Times
Questions Due from Interested BPA Holders	August 29, 2025	1600 ET
Answers provided to Interested BPA Holders via RFQ Amendment	on or about September 5, 2025	1600 ET
Quotes Due: Volume 1: Cover Page Volume 2: Technical Volume 3: Pricing	September 12, 2025	1600 ET
Oral Presentations (In-person or Virtual)	September 15th-19th	TBD
Note: Additional instructions will be provided		
Award Decision	On or about September 26, 2025	

Late submissions will not be evaluated unless the Contracting Officer determines that it is in the best interest of the Government.

6. VOLUMES, PAGE LIMITATIONS, CONTENT & SUBMISSION REQUIREMENTS

All submissions shall be submitted electronically via email on or before the RFQ closing date as stated in Section 6, Table 1.

A submission of a quotation shall be considered the STORM BPA Holder's official quotation and will be considered binding.

A. Quotation Content:

Naming Convention	Title	Associated Evaluation Criterion
Volume 1	Cover Letter	
Volume 2	Factor 1: Offeror Developed Performance Work Statement (PWS) and PWS attachments (followed by Oral Presentation)	1

Volume 3	Factor 2: Price	2
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B. Submission Requirements

- The STORM BPA Holder must have an **active** registration in the System for Award Management (SAM) at <http://www.sam.gov>.
- The STORM BPA Holder's General Services Administration (GSA) Multiple Award Schedule (MAS), under Special Item Number (SIN) 541330ENG for Engineering Services must be **active**.
- By submitting a quotation, the STORM BPA Holder agrees to comply with all terms and conditions set forth in this Request for Quotations (RFQ).
- STORM BPA Holder's must email an electronic copy of each Volume to the Contracting Officer no later than the specified dates and times specified in Section 6, RFQ Response Due Dates & RFQ Timelines.
- DOT will not provide any technical assistance.
- DOT will not reimburse quote submission costs.

7. REQUIRED COMPONENTS OF EACH VOLUME AND SECTION

Volume 1: Cover Letter – Content

(Note: No cost/pricing information shall appear in this volume)

The Cover Letter shall be submitted in PDF and shall not exceed 2 pages.

An authorized official who can obligate the Contractor shall sign a Cover Letter submitted on the Contractor's letterhead demonstrating the Contractor's intent to be bound to the BPA and the BPA Order terms and conditions. The cover letter shall include the following information:

1. The RFQ number.
2. STORM BPA Number
3. UEI number.
4. Taxpayer Identification Number (TIN).
5. GSA Contract Number
6. GSA Socio-Economic Status
7. The name, complete address, telephone number, and email address of the authorized official with the authority to enter into an agreement with the DOT. Provide the name and contact information for more than one representative in the event of unforeseen events.
8. If applicable, acknowledgement of all RFQ amendments issued, by clearly acknowledging each amendment in the cover letter **and** submitting a fully executed copy of each of the Standard Form (SF) 30 Amendments.
9. The RFQ form (SF 1449, Solicitation/contract/order for commercial products and commercial services) fully executed.
10. Include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the RFQ.
11. Identify any exceptions or deviations to clauses, provisions, attachments, etc. which have been incorporated into this RFQ.

Volume 2 - Factor 1: Offeror-Developed Performance Work Statement (PWS)

The STORM BPA Holder shall provide a written comprehensive solution in the Offeror-Developed PWS followed by a virtual or in-person presentation in response to the following Criteria:

Factor 1 – Offeror Developed Performance Work Statement

STORM BPA Holders shall develop their proposed solution based on the following high-level objectives:

1. Program Management and Oversight
2. Change Management, Stakeholder Readiness, and Communication
3. Unified Grants Process Support
4. Grants Transformation Management

STORM BPA Holders shall use the attached SOO to develop their own:

- Performance Work Statement (PWS) that includes:
 - Proposed **tasks and activities** designed to achieve the outcomes.
 - Proposed **deliverables and performance objectives/metrics** aligned to their approach.
 - A clear demonstration of how the proposed solution supports DOT's mission objectives for Grants Systems Unification.

In addition to the Offeror-Developed PWS, the STORM BPA Holders shall also provide the following PWS attachments:

- Task Work Breakdown Structure
 - Proposed labor categories and staffing mix (Quoters are permitted to propose any labor category available under their GSA MAS contract(s))
- Offeror Developed Quality Assurance Surveillance Plan (QASP)
- Offeror-Developed Performance Requirements Summary (PRS)

STORM BPA Holders are encouraged to propose innovative, cost-effective solutions that align with industry best practices. Quotes, including the Oral Presentations, must demonstrate the following:

- How the STORM BPA Holder's approach meets or exceeds the stated objectives.
- Value-added features, innovations, or efficiencies that enhance performance, schedule, or quality within the established price.
- Proposed labor categories, skill mix, and staffing.

- If proposing Contract Type Option B (combination of FFP + LH CLINs): How the Contractor will maximize use of the resultant BPA order's mechanism for converting LH CLINs to FFP CLINs during performance period. It shall describe the proposed process by which the Contractor and the Government will assess the feasibility of and, subsequently, execute the conversion whenever appropriate throughout the life of the BPA order.

STORM BPA Holders shall ensure its quote submissions align with the following definitions:

The Performance Work Statement (PWS) is a statement of work for performance-based acquisitions that describes the required results in clear, specific, and objective terms with measurable outcomes (FAR 2.101). The PWS defines – directly and by reference to other documents – all requirements for contractor performance.

The Performance Requirements Summary (PRS) generally identifies each performance requirement, applicable PWS section, performance standard and acceptable quality level (AQL), method of surveillance, and any applicable incentives or remedies.

The Quality Assurance Surveillance Plan (QASP) states how, when, and by whom the government will evaluate contractor performance to determine whether the contractor has met the specified performance standards.

Technical Assumptions – STORM BPA Holders must indicate, in this section only, if any *technical* related assumptions have been made, conditions have been stipulated, or technical exceptions have been taken. If technical assumptions are not noted in this Volume and this section of the quote, it will be assumed that the STORM BPA Holder's quotation reflects no technical assumptions for award, and the STORM BPA Holder agrees to comply with all the terms and conditions set forth herein. It is not the responsibility of the Government to seek out and identify assumptions, conditions, or technical exceptions buried within the Offeror's quote. Accordingly, any technical related assumptions listed in any other volume or section shall be null and void.

Any technical exceptions taken to the terms and conditions of the RFQ shall be stated in this Section. The STORM BPA Holder is advised that any exception taken to the terms and conditions of the RFQ may adversely impact their evaluation. Any assumptions that are considered unacceptable by the Government and cannot be resolved may result in the Offeror being removed from consideration.

Volume 3: Factor 2, Price

The Government intends to award a contract using the **Set Price with Highest Evaluated Ratings (SPHERE)** methodology. Under this approach, the Government establishes a not-to-exceed price for the requirement. Quoters shall compete based on the quality and merit of their technical submissions.

All Quoters will submit quotes based on a **pre-established not-to-exceed (NTE) price of \$10,000,000.00** for a 12-month base period and two 12-month Options. The award will be made to the Quoter whose quote receives the **highest technical rating**, as determined by the evaluation criteria outlined below.

Quoter must submit proposals at the total price of \$10,000,000.00 NTE. No deviation from this price will be accepted. Quoters shall acknowledge and accept the NTE price established by the Government. Price quotes will be reviewed for compliance only; they will not be scored.

Base Period Affordability Statement: DOT seeks quotes with a 12-month base period price that is less than \$2.1M. This information is provided as a courtesy to prospective Quoters. For Contract Type Option B (Combination of FFP + LH CLINs), Quoters must also submit proposed fully burdened labor rates for designated LH CLINs. These rates will be used for contract administration purposes only and are not part of the evaluation.

8. EVALUATION CRITERIA

Confidence Ratings evaluation technique will be utilized with the following ratings:

Confidence Ratings	
High Confidence	The Government has high confidence that the STORM BPA Holder understands the requirement, proposes a sound approach, and will be successful in performing the contract.
Some Confidence	The Government has some confidence that the STORM BPA Holder understands the requirement, proposes an acceptable approach, and will be successful in performing the contract.
Low Confidence	The Government has low confidence that the STORM BPA Holder understands the requirement, proposes an adequate approach, and will be successful in performing the contract.

Volume 1 – Cover Letter

The Government will assess whether the interested STORM BPA Holder provided all required components of this volume as Specified in Section 8, Required Components of Each Volume and Section.

Volume 2 – Factor 1: Performance Work Statement (PWS)

The Government will assess whether the STORM BPA Holder's response to the SOO is in the best value to the Government, by evaluating the following in the STORM BPA Holder's submitted quotation:

- Degree to which the approach demonstrates the ability to meet or exceed the Government's objectives
- Additional value, innovation, or features offered beyond the minimum requirements

The responsibility for providing a thorough, persuasive response to the Government as part of a quote is the responsibility of the STORM BPA Holder. Once the quote has been reviewed and the Oral Presentation have been delivered, the Government may ask clarifying questions, and engage in Interactive Dialogue, as an exchange of information.

Volume 3 – Factor 2: Price

Price is not a discriminator in this evaluation. Only quotes rated among the highest technically will be considered for award. This method allows the Government to maximize value within an established budget by selecting the quote that offers the most robust and innovative solution.

9. BASIS FOR AWARD

It is the Government's intent to award a single BPA Order against an existing STORM BPA to the responsible STORM BPA Holder that:

- Achieves the highest technical rating, and
- Demonstrates the most advantageous value-added features and lowest performance risk, all within the total NTE price established by the Government.

Price is not a discriminator in this evaluation. The evaluation will be based on the proposed approaches, and the overall merit of the solution proposed by the prospective STORM BPA Holder in relation to the needs of the project as set forth in this RFQ. The merits of each quote will be evaluated carefully.

The Government may reject any quote that is evaluated to be non-compliant with the RFQ requirement or reflects a failure to comprehend the complexity and risks of the work to be performed.

Should initial quotes not provide the Government with a satisfactory total solution, the Government reserves the right to engage with quoting STORM BPA Holders to obtain a better understand and to reach a best value determination. The Government reserves the right to engage all, some, or none of the STORM BPA Holders submitting quotations in response to this RFQ. Evaluations will be based solely on the information included in the quote. Therefore, the Quoter's initial quote should contain the Quoter's best terms. After receipt of quotes, the Government will conduct an evaluation. At any time prior to selection, including upon receipt of quotes, the Government may exclude a quote from further consideration for any material failure to follow instructions, including the omission of required information.

Once the government determines that a STORM BPA Holder is the best-suited (e.g., the apparent successful awardee), the government reserves the right to engage with only that STORM BPA Holder to address any remaining issues, if necessary, and finalize a BPA Order to that STORM BPA Holder. These issues may include technical and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the government, the government reserves the right to engage other best-suited STORM BPA Holders based on the original analysis and address any remaining issues. Once the government has engaged the other best-suited STORM BPA Holder, no further engagements with the previous STORM BPA Holder will be entertained until after the BPA Order have been awarded. This process will continue until an agreement is successfully reached

and the resulting BPA Order is awarded. This does not constitute a competitive range in accordance with FAR15.306(c).

10. PROVISIONS

FEDERAL ACQUISITION REGULATIONS

52.216-1 Type of Contract (APR 1984)

The Government contemplates award of a single BPA Order resulting from this solicitation. The type shall be Firm Fixed Price OR a combination of Firm Fixed Price and Labor Hour.

As appropriate, after award, Labor Hour CLINs may be converted to Firm Fixed Price CLINs through mutual agreement of the Government and Contractor via task order modification, based on labor categories and rates negotiated at time of award. The Government also reserves the right to allow renegotiation at time of task order modification.

(End of provision)

11. CLAUSES

Reserved