**PROPOSAL INSTRUCTIONS – 2018 FAD SERVICES SOLICITATION**

**PLEASE UNDERSTAND THAT ANY APPLICANT WHO DOES NOT FOLLOW THE PROPOSAL INSTRUCTIONS WILL NOT BE CONSIDERED FOR 2018 FAD SERVICES SOLICITATION. NO EXCEPTIONS.**

**A. General Information**

The U.S. Postal Service (USPS) is soliciting individuals with the right skill sets and interested in investing numerous hours per week to write Final Agency Decisions (FADs) in accordance with EEOC regulations and USPS quality and timeliness standards. Selected individuals will be independent contractors, located throughout the United States, who will enter into Ordering Agreements with the USPS to provide FAD writing services in accordance with the Terms and Conditions set forth in the Ordering Agreement. Individual Task Orders assigning the writing of particular FADs will be issued under the Ordering Agreement in a "fee for service" arrangement. There is no guarantee of work or the number of cases assigned.

An ordering agreement is not itself a contract. It is a written agreement negotiated between the Postal Service and a supplier that contains terms and conditions applying to future contracts (i.e., task orders) between the parties. The contracts are established when task orders are issued and accepted by the parties.

A FAD writer is paid on a “per case” basis, generally $450, on successful completion of the case. FAD writer performance will be evaluated by USPS NEEOISO management based on quality, writing style and timeliness. Depending on work load and case complexity, FAD writers may average from 8 to 10 cases per month. Note: The information regarding average number of cases assigned to FAD writers is provided to offerors for workload estimation purposes only, and does not provide any guarantee that an awardee will be assigned the same number, a similar number, or *any* number of cases.

**B. Proposal Preparation Instructions**

These instructions establish the acceptable minimum requirements for the format and content of proposals. The Technical Proposal and Past Performance (Provision 4-2) shall be limited to a total of **7** pages. Cover Page, Table of Contents, Provision 4-2, Provision 4-3, References, and Resume will be separate documents. Provisions 4-2 and 4-3 can be found within the Solicitation Terms and Conditions. A page is defined as an 8 -1/2 inch by 11 inch sheet of paper with one inch margins on all four sides. **Ensure each of the Evaluation Factors or Supplier Capability and Supplier Past Performance elements are addressed.**

Please ensure pages are numbered to eliminate any confusion. In the event of an ambiguity in the numbering of pages, the USPS will exercise its own discretion in the counting of pages. **Pages in excess of the set limitations will not be evaluated.**

Proposals must set forth full, accurate and complete information as required by this solicitation (including attachments). The making of any false, fictitious, or fraudulent statements in the Offeror’s proposal is prohibited by federal law and may render the Offeror subject to criminal prosecution under section 1001, Title 18, United States Code.

The Proposal must be sufficiently detailed and complete to demonstrate an understanding of the ability to comply with the requirements of 2018 FAD Services Solicitation. Offerors must demonstrate capability of performing all tasks outlined in the Statement of Work.

**C. Proposal Submission Instructions**

**The following documents are provided and the ones designated as “Required” must be used as part of the proposal (any deviations will not be considered):**

* **Cover Page (Optional)**
* **Table of Contents (Optional)**
* **Provision 4-2 (Required)**
* **Provision 4-3 (Required)**
* **References (Required)**
* **Resume (Required)**

**When submitting, use the following naming conventions and submit as “separate” files:**

* **(Last Name)\_Cover Page**
* **(Last Name)\_Table of Contents**
* **(Last Name)\_Provision 4-2**
* **(Last Name)\_Provision 4-3**
* **(Last Name)\_References**
* **(Last Name)\_Resume**

Electronic submissions within the provided documents will be the only acceptable submission format for this requirement. **The electronic submission MUST be in the original Microsoft Word format only; ANY OTHER FORMAT WILL NOT BE ACCEPTED.** **The electronic submission shall not exceed a size limit of 10 megabytes (10MB).** It is the responsibility of each offeror to confirm transmission and receipt of their Proposal. Offerors shall allow sufficient time for transmission through the USPS’s Information Technology (IT) firewall. Delays encountered due to the offeror’s IT system DO NOT constitute excusable delays. Proposals must be received by the Purchasing Specialist, no later than the exact time specified below, to be considered for award. E-mail messages should have “**Request for Proposal 2018 FAD Solicitation** in the subject line. Proposals shall be submitted no later than **Thursday, January 31, 2019 at 11:59 PM MST.**

**NOTE**: Proposals must be submitted to: *X2ST00@usps.gov*

**LATE PROPOSALS WILL NOT BE ACCEPTED Facsimile submissions are not authorized for this solicitation.**

**Payment of Proposal Costs**

This Solicitation does not commit the USPS to pay for any costs incurred in the submission of the offer or in making necessary studies or designs for the preparation thereof, nor to contract for services or supplies.

**Questions or Clarifications**

All questions or request for clarifications shall be submitted electronically to *X2ST00@usps.gov* no later than **Wednesday, January 16, 2019 at 12:00 PM MST.**  Questions received after this date and time will not be addressed.

The Postal Service has established the fee schedule for the services required for FAD Writer services listed below.

 **Fee Schedule**:

Fee per FAD $450.00

Fee per Consolidated FAD $550.00

Fee per incentive for expedited FAD $100.00\*

\*with approval from EEO Management

**2. Competency Rating**

The applicant’s response to Provision 4-2, will be evaluated for each proposal based on the discrete evaluation factors and weights listed. Then assign an overall competency rating using a numerical 4-point (0-1-2-3) competency rating scale described below:

0 = Not Demonstrated at Minimal Level – This indicates that the qualifications presented by the supplier do not meet the demands of the service needed

1 = Minimally Acceptable – This indicates that the supplier would most likely be an adequate performer

 2 = Strong – This indicates that the supplier would most likely be a more-than-adequate performer

 3 = Excellent – This indicates that the supplier would most likely be a superior performer

**3. All Awards are Conditional on Successful Completion of any required EEO FAD Writer Skills Training.**

Successful completion of any training course(s) and receipt of a security clearance issued by the United States Postal Inspection Service will qualify a selected applicant for the EEO FAD Writer contracting opportunity. It is customary to award an Ordering Agreement if the applicant successfully passes the EEO FAD Writer Skills class. Please note, the USPS **cannot** reimburse selected applicants for any travel expenses associated with attending the EEO FAD Writer Skills class, even in the event that a selected applicant does not complete the class successfully and thereby becomes ineligible for performing EEO FAD Writing.

**4. Supplier Disqualifying Factors**

The following factors will disqualify offerors:

* The Postal Service does not award an Ordering Agreement or contract to suppliers who are listed as disbarred, suspended or ineligible on (1) SYSTEM FOR AWARD MANAGEMENT (SAM) available at www.sam.gov.
* The USPS does not award ordering agreements or contracts to current Federal and USPS employees.
* The USPS does not award ordering agreements or contracts where doing so would create a perception of bias or appear to compromise confidentiality.

**5. Notification to Unsuccessful Offerors**

The Unsuccessful Offeror Notification Letter will be transmitted electronically or by First Class Mail to applicants who are not selected.