



United States  
Department of  
Agriculture

Food and  
Consumer  
Services

3101 Park  
Center Drive

Alexandria, VA  
22302

**ISSUE DATE:** July 14, 2005

Ladies and Gentlemen:

You are invited to submit a proposal in accordance with the requirements of this solicitation Number RFP FNS-05-0054SAM.

**TITLE: Monitoring of Commodity Letter of Credit (CLOC) Sites**

Your proposal must be received by the Contracting Officer no later than 4:00 p.m. local prevailing time,

**ON: August 12, 2005**

**AT:** U.S. Department of Agriculture  
Food and Nutrition Service  
Administrative Services Division  
Contract Management Branch  
3101 Park Center Drive, Room 228  
Alexandria, VA 22302  
Attention: Sabrina Mathis

Telegraphic proposals or proposals sent by facsimile transmission are not acceptable and, if submitted will be rejected as non-responsive. Your proposal must be prepared in accordance with the instructions provided in Section "L", paragraph L-9 of the solicitation entitled "Instructions for the Preparation of Technical and Business Proposals."

Your attention is directed to the solicitation provision L-2 entitled "Instructions to Offerors—Competitive Acquisition," which addresses such issues as late submissions, modifications, and withdrawal of proposals. Please review this provision so that you will be fully aware of the time requirement of your proposal.

Your proposal must be signed by an official authorized to bind your organization. It must stipulate that it is predicated upon all the terms and conditions of this RFP (unless) you are taking exception to any portion of the solicitation, then you must clearly identify the affected portion and mark your proposal accordingly. In addition, your proposal shall contain a statement, to the effect, that it is firm for period of at least 120 days from the date set for receipt of proposals.

Please be advised that this solicitation does not commit the Government to pay any costs associated with the preparation and submission of a proposal. Be further advised that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this acquisition.

The following key information is provided to assist you in preparation of your proposal:

1. Estimated period of performance: Base Period—September 16, 2005 – June 30, 2006 plus four option years.
2. Contract Type: Labor Hour Contract
3. Required Number of technical and business proposals: Original and 4 copies.  
Offerors are also required to submit a complete copy of the narrative portion of the technical and the complete cost proposal on a CD noting which software application name and version, preferably Microsoft Suite Application Software, etc. See Section L-9 of the solicitation document.
4. Past performance information is required in advance of the proposal due date; no later than August 1, 2005. See Section L-11 of the solicitation document.
5. This is a Total Small Business Set Aside. For purpose of this solicitation, North American Industry Classification System Code 541618 and the following standard applies: “a concern is small if its average annual receipts for its preceding three (3) fiscal years do not exceed 6 million dollars”

Thank you for your interest in this acquisition. Questions can be directed via Email to Sabrina Mathis, Contract Specialist at [Sabrina.mathis@fns.usda.gov](mailto:Sabrina.mathis@fns.usda.gov) and cc'd to Leonard Green, Contracting Officer at [leonard.green@fns.usda.gov](mailto:leonard.green@fns.usda.gov) . All questions must be received by August 5, 2005.

Sincerely,

/s/

Leonard Green  
Contracting Officer

