

31 October 2017

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: **Contract Specialist: LT Craig J. Carlton**
PHONE: 301-222-6708
Email: craig.j.carlton.mil@mail.mil
Project Title: Planning for Retirement Seminar

SUBJECT: Request for Quote (RFQ) to purchase Retirement Planning Training

1. My office is accepting RFQ a two day retirement seminar for 60 government employees. The following seminar content must be included:

- Federal Retirement Benefits
- Insurances
- Social Security
- Medicare
- TSP
- Financial Planning
- Income Tax Planning

The proposed price must include the seminar fee, instructor fees, instructor travel expenses and per diem (if applicable). In addition, the above price includes up to sixty (60) sets of training materials for each class. Ground shipping must be included in the price. DMA will provide the location/facilities for the training on Ft. Meade MD grounds. Course syllabus/agenda must be provided in this RFQ.

2. This is a Request for Quote. This is **NOT** an order. ALL quotes are due by **November 9th, 2017 at 12:00 p.m.** via e-mail to: craig.j.carlton.mil@mail.mil. **LATE QUOTES WILL NOT BE ACCEPTED UNLESS IN THE BEST INTEREST OF THE GOVERNMENT AS DETERMINED BY THE CONTRACTING OFFICER.** If you are unable to submit a proposal, please indicate the types of goods and services you provide on this form along with contact information and I will keep your company in mind for future business opportunities. This document is not legally binding and does not commit the US Government in any way.

3. If you are interested in submitting a proposal with my office, please submit documents before the due date. Offerors should propose the most advantageous price available as discussions are not anticipated for this requirement. While discussions are not anticipated, the government reserves the right to hold discussions with offerors at our sole discretion. Award may be made based on Lowest Priced Technically Acceptable (LTPA). Additionally, the Contracting Officer reserves the right to:

- a. Make no awards from this RFQ or proposals submitted.
- b. Award to multiple bidders if in the best interest of the government.
- c. Award to other than the low bidder based on quality of the items proposed, delivery time and any other factors determined to be important at the discretion of the Contracting Officer.

4. Email your proposal with your pricing to **craig.j.carlton.mil@mail.mil** no later than **November 9th, 2017 at 12:00 p.m.** as I intend to have this in place and effective beginning November 13th. If your company is selected, I will forward you additional information to complete to include SF1449; which established contract. ***The Contracting Officer is the only authorized representative that may obligate funds on behalf of the US Government. Work accomplished under the direction of any other individual is not authorized and is accomplished at the sole liability of the contractor.***

Shadonna D. Minnis
Contracting Officer