

## **Part I OVERVIEW**

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### **1.0 INTRODUCTION**

#### **1.1 Background**

Incorporated Research Institutions for Seismology (IRIS) is a 501 (c) (3) nonprofit organization which serves as a consortium of over 100 U.S. universities dedicated to the operation of science facilities for the acquisition, management, and distribution of seismological data. IRIS programs contribute to scholarly research, education, earthquake hazard mitigation, and verification of the Comprehensive Nuclear-Test-Ban Treaty.

IRIS is issuing this Request For Proposal (RFP) to procure seismic sensors for multiple IRIS programs. Approximately 67 sensors will be needed for the Alaska Transportable Array (ATA) in early 2014. In early 2015, ATA will require approximately 90 additional sensors and the total for ATA to be purchased through this contract vehicle could be up to 210 over 3 years totaling up to \$8 million. Other IRIS programs will need additional, yet unspecified, number of sensors.

In 2014, the IRIS ATA will deploy up to 295 seismic stations in a grid-like pattern with approximately 85 km spacing, covering all of interior Alaska and westernmost Canada. Each station will include a three-component broadband seismometer, infrasound microphone and barometer, data logging and communications equipment, and electric power supply. The stations are expected to continue operating until 2019.

Other IRIS programs that will require additional sensors are the Global Seismographic Network (GSN) and the Portable Array Seismic Studies of the Continental Lithosphere (PASSCAL). The GSN's 153 stations are sited on all seven continents, from the South Pole to the high Arctic. The GSN is a vital source of data used by researchers and government agencies. GSN stations are designed to record seismic signals ranging from high-frequency strong motions to ultra-long period free oscillations and tidal motions. Recording this broad seismic energy spectrum requires specialized sensors, high-fidelity recording systems, and an infrastructure that minimizes natural and cultural noise and provides thermally stable and physically secure operating environments.

PASSCAL provides instrumentation and expertise to support Principal Investigator-driven seismic data acquisition projects. The facility mobilizes equipment and personnel to support field experiments ranging from high-resolution subsurface imaging of fault scarps and groundwater resources to continent-scale investigation of tectonics and upper mantle dynamics including observations in polar regions. The facility provides professionally supported, state-of-the-art equipment, tools for standardized data retrieval and archiving, and advice and support in experiment logistics and planning. Since its inception in 1984, PASSCAL has supported over 900 experiments.

## **2.0 AWARD METHOD**

### **2.1 Contract Vehicle**

IRIS intends to establish multiple Indefinite Delivery, Indefinite Quantity Contracts (IDIQ) under which IRIS may make repetitive purchases of specified products in a streamlined, pre-negotiated manner, to facilitate the missions of IRIS. The result of this competition will be the award of a contract enforcing the requirements of this RFP. The Contractors that are awarded a contract will be asked to quote on specific orders. Selected suppliers will be issued a Master IDIQ Contract Agreement. An example of the Master IDIQ Contract Agreement is provided in Attachment D.

IRIS funding for this comes from the National Science Foundation (NSF). IRIS has a Cooperative Agreement with NSF which imposes the procurement requirements of 2 CFR 215.

### **2.2 Award Type**

This IDIQ shall establish a limited products schedule and terms for subsequent IRIS issuance of commercial item purchase orders based on the terms and conditions of this IDIQ. IRIS may award IDIQ Task Orders, as required, on a firm-fixed price basis.

### **2.3 Extent of Obligation**

This IDIQ does not create an obligation. IRIS reserves the right to re-compete this IDIQ after the base year, if deemed necessary. IRIS is obligated only to the extent of authorized purchases actually made under this IDIQ.

### **2.4 Minimum And Maximum Contract Amounts**

The minimum for this indefinite quantity contract shall be 20 posthole broadband sensors. The maximum number of sensors for this indefinite quantity contract (including options) shall be 350 sensors.

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## **Part II PRODUCT REQUIREMENTS**

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## **3.0 PRODUCTS**

### **3.1 Product Requirements**

The Contractor shall furnish the following products in accordance with this Agreement if and when requested by IRIS. Contract Line Item Number (CLIN) 001 and 002 are Brand Name or Equal items. If multiple models are available, the Contractor may propose more than one model.

<b><u>CLIN</u></b>	<b><u>Product Description</u></b>
001	Broadband Tri-Axial Seismometer in Posthole Package
002	Broadband Tri-Axial Seismometer in Surface Vault Package

## **4.0 PRICING**

### **4.1 Price Table**

The Contractor shall use *Attachment C – Contract Line Item and Price List* to provide unit prices for each contract line item based on the estimated quantities. All prices provided on Attachment C shall be the maximum price that IRIS will be charged for the product. Specific prices and discounts will be provided in the Task Order response. The quantities of products specified in Attachment C, are estimates only and are not necessarily the quantities that will be purchased under this contract.

## **5.0 PACKAGING AND MARKING**

### **5.1 Packing List(s)**

A packing list shall accompany each shipment, shall be attached to the outside (not inside) of an outermost box or container, and shall include the following information:

- a) Name and address of consignor
- b) Name and address of consignee
- c) IRIS Purchase Order Number
- d) Description of each item shipped as contained within boxes or containers, including item number, quantity, number of containers, and package number, if any
- e) If multiple order line items have been assembled into a major component, packing list must show information from item (e) above for each individual order item within the major component
- f) Pallet count and box count
- g) County of Origin
- h) Import/Export Information

## **6.0 INSPECTION AND ACCEPTANCE**

### **6.1 Inspection and Acceptance**

An authorized representative of IRIS shall make inspection and acceptance at destination.

### **6.2 Warranty**

- a) The Contractor shall warrant each item delivered under this Contract for a period of three (3) calendar years after date of IRIS acceptance.
- b) The Contractor shall provide an international warranty for parts on all components.
- c) If the Contractor is a non-manufacturer, the Contractor shall coordinate with the manufacturer for all manufacturer warranty repairs/concerns.

### **6.2.1 Warranty Notification**

The Contractor shall stamp or mark the products delivered, or otherwise furnish notice with the products, of the existence of a warranty, if any. Sufficient information shall be presented for products personnel and users to identify warranted products. Warranty information shall include the terms and duration of the warranty and the name and telephone number of the Point of Contact to be notified if the products are found to be defective.

### **6.3 No Substitutions**

The Contractor may not substitute products listed on this Agreement without prior written approval by IRIS. No individual is authorized to change part numbers, manufacturers, quantities, delivery dates or other requirements of this Agreement either verbally or in writing.

Upon contract award, the Contractor shall ensure that no modifications will be made to the product's form, fit, and/or function. The Contractor shall discuss any and all product changes with IRIS prior to product delivery. The Contractor may not substitute products, change part numbers, manufacturers, quantities, delivery dates or other requirements on this Agreement without prior written approval by IRIS.

### **6.4 Quality Assurance**

IRIS may conduct random quality assurance checks upon delivery of products to ensure conformance and compliance.

### **6.5 Remedies**

Delivered products, including configuration components and arrangement, that do not conform to the descriptions and part numbers on the Agreement will be rejected at the time of delivery at Contractor's risk and expense. Products not in compliance will be returned to the Contractor at no additional cost to IRIS.

## **7.0 DELIVERIES/PERFORMANCE**

### **7.1 Period of Performance**

This Contract is performance based, shall be effective on the date of the IRIS authorized personnel's signature, and shall remain in effect for (1) base year plus (2) one year option periods.

### **7.2 Place of Performance**

IRIS shall specify the place of performance (i.e. place of delivery, F.O.B. point) at the Task Order level. Place of performance shall be F.O.B. Destination Continental U.S. unless otherwise mutually agreed upon at the order level by IRIS and the Contractor.

### **7.3 Shipping/Delivery**

Unless otherwise specified within the Task Order, the shipping and delivery requirements shall be as follows for all orders.

#### **For International Deliveries:**

Delivered Duty Paid (DDP) is preferred.

If vendor is unable to obtain the import license, vendor may quote:

Deliver at Terminal: Dallas-Ft. Worth International Airport (DAT: DFW).

#### **For U.S. Deliveries:**

PASSCAL Instrument Center  
100 East Road  
Socorro, New Mexico 87801  
Phone: 575-835-5070

## **8.0 CONTRACT ADMINISTRATION**

### **8.1 Contract Administration**

Ms. Ruth Sobel, Awards and Procurement Administrator  
1200 New York Ave. NW, Suite 400  
Washington, DC 20005  
(202) 682-2220 Ext. 203

### **8.2 Invoicing**

Invoice submission must be submitted via email at [admin@iris.edu](mailto:admin@iris.edu) unless otherwise indicated. Each invoice must be transmitted separately. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

- a) Name and Address of the Contractor
- b) Date of invoice
- c) Contract Number
- d) Remittance Contact Information
- e) Payment Terms
- f) Total Quantity of Items
- g) Total Invoice Amount
- h) Requisition Number, Contract Number and Order/Award Number, with Modification Number if applicable

### **8.3 Excluded Contractors and Subcontractors**

Contractors or Subcontractors who have assisted IRIS, directly or indirectly, in the preparation or evaluation of the RFP leading to this Agreement; shall not submit a proposal, assist any other Contractor in the preparation of a proposal, or perform under this Agreement either as a prime Contractor or any tier Subcontractor.

Contractors or Subcontractors who are presently debarred, suspended, proposed for debarment, or declared ineligible for an award of contracts by any Federal agency are not eligible to submit a proposal.

### **9.0 QUESTIONS**

IRIS will accept RFP questions in writing by e-mail only. All communications in reference to this RFP shall cite **RFP#: 20131111** and be directed to the following individual:

**Name:** Mr. Rob Woolley  
**Title:** Director of Program Support and Special Projects  
**Phone:** 202-682-2220 ext. 211  
**E-mail:** spo@iris.edu

Questions should be received by **6:00 p.m. Eastern Standard Time (EST) on November 20, 2013**, to ensure a timely response. Questions received after that date may not be answered prior to the date established for the receipt of proposals.

IRIS will hold a pre-proposal conference for interested Contractors on **November 15, 2013 at 2:00 p.m. EST**. The pre-proposal conference will be conducted via teleconference.

**The conference call information is 1-559-546-1200, Meeting ID: 427048.**

### **10.0 COMMUNICATION REGARDING RFP**

Contractors may only contact the Director of Program Support and Special Projects listed in Section 9.0, regarding this RFP. Communication concerning this RFP with other IRIS personnel, including contractor support personnel, is prohibited unless specifically authorized elsewhere herein. If such contact occurs, the Contractor making such contact may be excluded from award consideration.

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**Part III** **SUBMISSION INSTRUCTIONS**

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**11.0 PROPOSAL SUBMISSION INSTRUCTIONS**

**11.1 Technical and Cost/Price Volumes**

IRIS will review and evaluate Contractor's proposals submitted in response to this RFP. IRIS will review proposals to ensure preparation in accordance with instructions in this RFP, compliance with the requirements specified in the RFP, and accuracy of price.

**11.2 Proposal Delivery**

Contractors shall submit proposals no later than **December 6, 2013 at 4:00 p.m. EST** via e-mail to [spo@iris.edu](mailto:spo@iris.edu). Failure to submit responses in the proper format, to the proper address, or by the deadline specified will result in a nonresponsive proposals and removal from award consideration.

**11.3 Organization of Volumes**

The Contractor shall organize the proposal response in the following volumes, as described below.

**Volume I - Technical Proposal**

- (a) Cover Page
- (b) Contractor-Completed *Attachment A – Vendor Proposed Configuration Worksheet*
- (c) Contractor-Completed *Attachment B - Similar Experience Contract Profile*
- (d) Technical Specification Sheets
- (e) Quality Assurance Plan
- (f) Warranty
- (g) Delivery Place, Terms (DDP, DAT) and Schedule

The Contractor shall not submit any cost/price information in Volume I – Technical.

**Volume II - Cost/Price Proposal**

- (a) Cover Page
- (b) Contractor-completed *Attachment C - Contract Line Item and Price List*

**11.4 Cover Page**

Each volume shall contain a Cover Page with the following information:

- (a) Title of Acquisition: "IRIS Seismic Sensor IDIQ"
- (b) Volume Category (Technical or Cost/Price)
- (c) Volume Number
- (d) RFP Number (RFP#: 20131111)
- (e) Name and address of the Contractor submitting the response
- (f) Name, title, telephone number, and e-mail address of the individual authorized to submit and bind the company/organization.

### 11.5 Proposal Format

- a) The Contractor shall submit electronically Volume I - Technical Proposal and Volume II - Cost/Price Proposal as two (2) separate attachments to a single e-mail, using Microsoft Word, Microsoft Excel, or Adobe Acrobat formats.
- b) Font size shall be 12 point, and style shall be Regular - Times New Roman.
- c) Contractor shall format pages to print on standard 8.5" x 11" paper, without requiring file manipulation.
- d) Margins shall be one inch at top/bottom and left/right of the page and pages may not be reduced form. Headers and footers are permitted in the margins and their font size may be no smaller than 10 point.
- e) Page limitations:

SECTION	PAGE LIMIT
Cover Page	1 Page
Attachment A – Vendor Proposed Configuration Worksheet	3 Pages
Attachment B - Similar Experience Contract Profile (1 page each)	3 Pages
Technical Specification Sheets	4 Pages
Quality Assurance Plan	5 Pages
Warranty	3 Pages
Delivery Schedule	2 Pages
<b>TOTAL:</b>	<b>21 Pages</b>

### 11.6 Contractor-completed *Attachment A – Vendor Proposed Configuration Worksheet*

The Contractor shall enter the specifications of the proposed products for each line item. The Contractor shall enter specification data for all data cells for which there is an entry in the "Required Specs" column. The Contractor shall not alter the provided data ("Required Specs"). Submission of *Attachment A – Vendor Proposed Configuration Worksheet* with altered data cell content ("Required Specs") may result in a non-responsive proposal and removal from award consideration.

Failure to deliver *Attachment A – Vendor Proposed Configuration Worksheet* as part of the Technical Proposal may result in a non-responsive submission and removal from award consideration. Omitted or incomplete data may result in a non-responsive proposal and removal from award consideration.



### 11.7 Past Performance Forms

Using *Attachment B - Similar Experience Contract Profile*, the Contractor shall provide pertinent examples to substantiate its recent experience in delivering the same products on time and under similar circumstances. The Contractor shall describe three (3) past federal/state Government or commercial/private sector contracts where existing products have been sold into the market of similar size (dollar value), scope (substantially the same products) and complexity (degree of difficulty) awarded within the past three (3) calendar years.

### 11.8 Technical Specification Sheets

As an attachment, the Contractor shall provide any and all technical, warranty, or product documentation pertinent to the products proposed.

### 11.9 Quality Assurance Plan

- a) The Contractor shall explain how the products proposed will be tested for quality and functionality prior to shipping. Documented examples should be provided.
- b) The Contractor shall explain how the Contractor ensured that all the proposed products meet the specifications identified on *Attachment A – Vendor Proposed Configuration Worksheet*.

### 11.10 Warranty

The Contractor shall provide complete details of the warranty provisions applicable to the proposed sensor(s).

### 11.11 Delivery Schedule

The Contractor shall provide a sample plan of how the sample delivery schedule of products listed below will be fulfilled.

SAMPLE DELIVERY SCHEDULE				
CLIN	Products	Quantity	Estimated Order Date	Estimated Delivery Date
001	Posthole Sensor	40	January 15, 2014	February 28, 2014
	Posthole Sensor	60	July 15, 2014	September 30, 2014
	Posthole Sensor	70	November 30, 2014	April 15, 2015
	Posthole Sensor	40	November 30, 2015	April 15, 2016

### 11.12 Volume II: Cost/Price Proposal

The Contractor shall submit as Volume II - Cost/Price Proposal the completed *Attachment C - Contract Line Item and Price List*. For each CLIN listed, the Contractor shall enter a single unit price, which shall include all components listed within the CLIN, warranty, FOB destination shipping, and other logistics considerations as applicable in order to ensure adherence to the requirements of this RFP.

All prices provided on Attachment C shall be the maximum cost IRIS may pay for the product. Specific prices and discounts will be provided in the Task Order response. It is important that Contractors provide their most competitive pricing on Attachment C and on all Task Order responses. The quantities of products specified in Attachment C, are estimates only and are not necessarily the quantities to be purchased under this contract.

Proposed unit prices shall be in U.S. Dollars and shall round to the nearest whole cent. The Contractor shall not submit any technical or non-cost/price information in Volume II - Cost/Price Proposal.

## **12.0 PROPOSAL VALIDITY PERIOD**

All proposals shall be valid for a minimum of 120 calendar days from the closing date for this RFP.

# **Part IV**

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## **EVALUATION OF OFFERORS**

### **13.0 BASIS FOR AWARD**

IRIS intends to award multiple IDIQ contracts to responsive and responsible Contractors whose proposal, conforming to the RFP, is the best value to IRIS. Proposals will be reviewed using a three-step evaluation process. First, proposals will be reviewed for technical acceptability. Secondly, technically acceptable proposals from step one will be evaluated for past performance acceptability. Third, the proposals that are deemed technically and past performance acceptable will be reviewed for the most advantageous value to IRIS. For this RFP, technical acceptability, quality, and past performance are more important than price. IRIS intends to evaluate proposals and award without discussions. Therefore, the initial proposal should contain the Contractor's best terms from a price and technical standpoint. However, IRIS reserves the right to conduct discussions if later determined to be necessary. IRIS may reject any or all proposals if deemed necessary. Discussions, if held, may take the form of written questions, teleconference, or face-to-face meetings to which the Contractors shall be required to respond as requested.

### **14.0 TECHNICAL EVALUATION**

IRIS will evaluate whether the proposed products meet IRIS' technical specifications based on the Contractor-completed *Attachment A – Vendor Proposed Configuration Worksheet*. IRIS will also determine technical risks presented by the proposed products, considering the expected technical life of the products. Examples of technical risks include, but are not limited to:

- a) Functional Risks
  - i. Susceptibility to damage in commercial shipping
  - ii. Susceptibility to corrosion of sensor case, cabling, and /or connectors during extended deployment
  - iii. Sensitivity to adverse signal artifacts due to pressure, magnetic, or RF disturbance

b) Logistical Risks

- i. Inaccuracy of delivery estimates can lead to planning stress, significant project delays, increased shipping costs or loss of opportunities
- ii. Recall or warranty repair is impractical for equipment deployed in remote environments with high costs to recover or replace the instrument

IRIS will use the following adjectival ratings to evaluate the Technical Specifications factor:

**Evaluation Factor: Technical Specifications**

Rating	Description
Acceptable	Proposed products meet all required technical specifications. Based on the technical specifications, essentially no doubt exists that the proposed products/products will function without technical risk to IRIS.
Unacceptable	Proposed products/products do not meet all required technical specifications.

**15.0 SIMILAR EXPERIENCE**

(a) Similar experience will be evaluated on the basis of the Contractor's relevant experience during the last three (3) years. Using Contractor-completed *Attachment B - Similar Experience Contract Profile*, IRIS will evaluate the extent of the Contractor's experience, including supplying products for contracts of similar size, scope, and complexity to the required products outlined in the RFP. IRIS may also contact references, in addition to other sources of experience information available to IRIS, including its own experience with the vendor. Similar experience from current or previous contracts will be compared with the products required in the RFP.

(b) The information presented in the Contractor's proposal, together with information from any other sources available to IRIS, will provide the primary input for evaluation of this factor. IRIS reserves the right to verify the specifics of current or previous contracts described by the Contractor's proposal. IRIS also reserves the right to consider information from other contracts that the Contractor has performed.

(c) IRIS will evaluate the Contractor's similar experience as it relates to the products defined in the RFP. Greater consideration will be given to responses that demonstrate successful procurement and delivery of products similar in size, scope and complexity to the products requested in the RFP.

<b>Rating</b>	<b>Description</b>
<b>Acceptable</b>	The Contractor has demonstrated experience performing contracts similar in size, scope and complexity within the past three (3) years.
<b>Unacceptable</b>	The Contractor does not have demonstrated experience performing contracts similar in size, scope and complexity within the past three (3) years.

## **16.0 COST/PRICE**

### **16.1 Final Price**

Each Contractor should submit its most competitive proposal, including any available price reductions.

### **16.2 Cost/Price Proposal Evaluation**

IRIS will review and evaluate all cost/price information submitted in accordance with Section 11.12 of this RFP.

## **17.0 USE OF NON-IRIS SUPPORT FOR EVALUATION**

IRIS may use contractor support services to assist IRIS in performing technical evaluations of proposals submitted in response to this RFP. Support contractors, if used, will be authorized access only to those portions of the responses and discussions that are necessary to enable them to provide advice on specialized matter or on particular problems. Support contractors may participate as technical advisors to a source selection board. However, in no event shall support contractors participate as voting members of any source selection board.