

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>			This RFQ ☐ is ☒ is not a small Business set-aside			Page 1 of 4	
1.REQUEST NO AB133M-09-RQ-6293		2.DATE ISSUED Jul 9, 2009		3.REQUISITION/PURCHASE REQ NO. NCNM7300-9-16293		4. CERT FOR NAT. DEF. UNDER BDSA REG 2 AND/OR DMS REQ. 1	
5a. ISSUED BY WESTERN REGIONAL ACQUISITION DIVISION 7600 SAND POINT WAY NE/WC3 SEATTLE, WA 98115-6349						6. DELIVERY BY (Date) Jul 20, 2009	
						7. DELIVERY ☒ FOB Destination ☐ Other (See Schedule)	
5b. FOR MORE INFORMATION CALL (No Collect Calls)						9. DESTINATION ND600001	
NAME MELVIN N. FONDUE		Area Code MNF 206		Telephone 526-6043		a. NAME OF CONSIGNEE NOAA/PMNM	
8. TO a. NAME						b. STREET ADDRESS 6600 KALANIANA'OLE HWY. SUITE 300	
b. COMPANY						c. CITY HONOLULU	
c. STREET ADDRESS						d. STATE HI	
d. CITY				e. STATE		f. ZIP CODE 96825	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (DATE) Jul 24, 2009		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by Any representations and/or certifications to this Request for Quotations must be completed by the quoter.					
11. SCHEDULE (Indicate applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	WORK-PRODUCTION FOR WORLD HERITAGE VIDEO AND VIDEO EDITING FOR SAFEHAVEN VIDEO. PER THE ATTACHED STATEMENT OF WORK PERIOD OF PERFORMANCE IS 90 DAYS FROM AWARD DATE.			1	EA		
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 Calendar Days (%)		b. 20 Calendar Days (%)		c.30 Calendar Days (%)	
						D. CALENDAR DAYS	
						NUMBER PERCENTAGE	
NOTE: Additional provisions and representations ☒ are				are not attached.			
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER							
b. STREET ADDRESS				16. SIGNER			
c. COUNTY				a. NAME (Type or print)			b. TELEPHONE
							AREA CODE
d. CITY		e. STATE		f. ZIP CODE		c. TITLE (Type or print)	
						NUMBER	

STATEMENT OF WORK

Video Editing and Production Services for the Papahānaumokuākea Marine National Monument

Introduction

Federal agency dedicated to understanding and predicting changes in the Earth's environment and to conserve and manage coastal and marine resources to meet United States economic, social, and environmental needs. NOAA is the steward of national coastal and marine environments. In coordination with federal, state, local, tribal and international authorities, NOAA manages the use of these environments, regulating fisheries and marine protected areas as well as protecting threatened and endangered marine species.

The National Marine Sanctuary Program (NMSP), established in 1972 by the National Marine Sanctuaries Act (NMSA) and administered by NOAA, protects a network of 13 special marine and freshwater areas. The goal of the NMSA is to set aside and manage areas for resource protection, research, enhanced public education, and compatible public and private uses. Management activities for each sanctuary are detailed in site-specific management plans which outline regulatory goals, describe boundaries, and identify staffing and budget needs, set priorities and performance measures for resource protection, research, and education programs.

In 2001, NOAA initiated a process to consider designating the waters surrounding the Northwestern Hawaiian Islands (NWHI) as a National Marine Sanctuary. On June 15, 2006, George Bush established the Papahānaumokuākea Marine National Monument (Monument) by Proclamation 8031 to ensure the comprehensive, strong, and lasting protection of the coral reef ecosystem and related marine resources and species of the region. These waters contain a large portion of all coral reefs found in the United States' jurisdiction and support more than 7,000 marine species, of which one quarter are unique to the Hawaiian Islands chain. The 1200-mile stretch of remote islands, atolls and reefs, is also the most remote archipelago in the world.

At a time when ocean resources around the world are in major decline, the designation of the Monument enabled nearly 140,000 square miles of the region to receive the highest form of marine

environmental protection in the United States, creating the largest protected marine area in the world.

Video Production and Editing

The Papahānaumokuākea Marine National Monument (monument) is seeking to revise an existing video on the Monument and to create a new video for the Monument's World Heritage nomination. The existing 7-minute video, called "Safe Haven" needs to be close captioned, to revise one of the titles, and make several revisions to the narration that reflect the new name for the Monument and several other small changes. There will be no additional filming, only editing, revised narration and re-synchronization of the music score.

The second task for this contract is to develop a new 7-10 minute film on the monument's World Heritage nomination. This film will also need to be close captioned. Film production will not involve any additional filming in the monument but may involve interviews within the main Hawaiian Islands. There will be no cost for video and images provided by the monument. The film will seek to promote the World Heritage nomination for the monument and will utilize materials contained within the World Heritage nomination application and other promotional materials previously developed by the monument for content.

Scope of Work

The Contractor will provide video production services to modify the existing 7-minute "Safe Haven" video to:

1. Modify any titles to reflect the current name of the monument;
2. Modify narration to reflect the new name of the monument and changes in facts since the time the film was created;
 - a. Add line about Particularly Sensitive Sea Area;
 - b. Add enforcement information;
 - c. Change "largest MPA" to one of the largest in the world;
 - d. Add climate change, ocean acidification info line.
3. Re-synchronize the music score to the video;
4. Add close captioning;
5. No reproduction, just the video edits.

The Contractor will develop a new 7-10 minute video for Papahānaumokuākea World Heritage nomination using existing stock video and images provided by NOAA, with the potential for filming of additional interviews in the main Hawaiian Islands.

For more information on the monument's World Heritage application see:

<http://www.papahanaumokuakea.gov/management/worldheritage.html>

1. The film will cover the mixed (natural and cultural) nomination of Papahanaumokuakea as a World Heritage site;
2. Contractor will work with monument Education Coordinator to develop a script and screen shot list for a 7-10 minute video;
 - a. The film will need to cover primary talking points on World Heritage as provided by the monument;
 - b. The film will emphasize the cultural aspects for the application;
 - c. The film will be close captioned.
3. Contractor will provide narration and soundtrack for the video;
4. Following script approval, undertake production and provide a rough cut of the video for review and approval prior to final post-production;
5. Produce final video and duplication, including design for DVD box packaging, labeling, and boxes for 100 DVDs.
6. Provide a final report, along with a detailed breakdown of how funds were spent.

The contracting party will perform or provide the following duties and services, within 90 days from award date. Priority is for the production of the World Heritage video first, then revisions to "Safe Haven."

Period of Performance

The period of performance for this contract is 90 days from the award date, unless extended by written mutual agreement.

Deliverables

A completed product is expected at these specific milestones, and anticipated dates (below). The percentages indicate the approximate distribution of effort required throughout the process.

The contractor will provide the following:

1. Finalize creative concept, scripts and storyboards, video outline for World Heritage video, and revisions to "Safe Haven"
15 days from award date (10%)
2. Finalize first draft of WH video (30%)
45 days from award date
3. Submit final WH video and revisions to Safe Haven video in uncompressed and DVD formats, including all materials used to produce the film, uncompressed digitized video, soundtracks and other materials (45%)
60 days from award date
4. Provide (100) copies of new WH video and DVD boxes with artwork. (5%)
70 days from award date
5. Provide a final report detailing how funds were spent (10%)
90 days from award date

Printing

No printing services will apply to this contract.

Government Cost Estimate

7-10 Minute World Heritage Video	\$ _____
Revision to Safe Haven Video	\$ _____

Inspection and Acceptance

Before starting work on any given task under this contract, the contractor will submit a brief plan (including estimated labor, costs and timetable) to make sure that any changes that need to be made from the original contract proposal are agreed upon and clear to all parties. Upon completion of a task, one original and two copies of all invoices shall be submitted to the Contracting Representative (see below). Invoices should have a unique invoice number, contract number, and provide a detailed breakdown of the money spent and work completed.

COTR DESIGNATION

B. Moani Pai is hereby designated as the Government's Contracting Officer's Technical Representative (COTR). In this

capacity, this person will inspect and accept services rendered in this contract on behalf of the Government. The COTR is located at:

Contracting Officer's Technical Representative (COTR):

Moani Pai, Administrative Officer
Papahanaumokuakea Marine National Monument
6600 Kalaniana'ole Hwy. Suite 300
Honolulu, HI 96825
Phone: 808-397-2660 x228
Fax: 808-397-2662

The responsibilities and limitation of the COTR are as follows:

The COTR is responsible for the technical aspects of the project and technical liaison with the Contractor. The COTR is also responsible for the final acceptance of all reports, and such other responsibilities as may be specified in this contract.

The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes, which affect the contract price, scope of work or terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the prior authorization of the Contracting Officer. The COTR may designate an assistant COTR to act for them by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.

Point of Contact for Technical Information and/or Questions:

Andy Collins is hereby designated as the government's point of contact for technical information and/or questions. In this capacity, this will inspect and accept services rendered in this contract on behalf of the Government. The POC is located at:

Andy Collins
Papahanaumokuakea Marine National Monument
6600 Kalaniana'ole Hwy. Suite 300
Honolulu, HI 96825
Phone: 808-397-2660 x 222
Cell: 808-347-8144
Fax: 808-397-2662

The responsibilities and limitation of the above designated POC are as follows:

Responsible for the technical aspects of the project and technical liaison with the Contractor and for the final acceptance of all reports and such other responsibilities as may be specified in this contract.

The above designated POC is not authorized to make any commitments or otherwise obligate the Government or authorize any changes, which affect the contract price, scope of work, or terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the above designated POC. No such changes shall be made without the prior authorization of the Contracting Officer. The above designated POC may designate an assistant to act for them by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.

Place of Performance

Contractors will provide their own office space. On certain occasions when necessary, and under the approval of the COTR, contractor may use office space in the Monument Honolulu office.

More Information

For more information about the Papahānaumokuākea Marine National Monument, visit <http://www.papahānaumokuākea.gov>

Proposal Evaluation Criteria

The contractor must demonstrate professional expertise in conducting similar types of data needs assessments as well as a successful track record of producing reports that have well served past clientele. Contractors should submit a resume which summarizes their skill and qualifications, work samples that demonstrate their creative and technical proficiency, and a work proposal that lays out a recommended strategy.

Proposals will be evaluated on the basis of creativity, professional competency and effectiveness of past work serving clients as indicated in the quality evident in sample works submitted and distribution strategy proposed. Proposals will also be judged according to the best value offered for the scope of work described wherein experience, skill, quality of work and the ability to meet tight deadlines may be given more weight than price.

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1. 52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (MAR 2009)
(Reference 13.302-5)

2. 52.243-1 I CHANGES--FIXED-PRICE (AUG 1987)--ALTERNATE I (APR 1984)
(Reference 43.205)

3. 1352.239-73 SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY RESOURCES (DEC 2006)

(a) Applicability.

This clause is applicable to all contracts that require Contractor electronic access to Department of Commerce sensitive non-national security or national security information contained in systems, or administrative control of systems that process or store information, that directly support the mission of the Agency.

(b) Definitions.

For purposes of this clause the term "Sensitive" is defined by the guidance set forth in:

(1) Sensitive information "... any information, the loss, misuse, or unauthorized access, to or modification of which could adversely affect the national interest or the, conduct of federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (The Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy."

(2) For purposes of this clause, the term "National Security" is defined by the guidance set forth in:

(i) The DOC IT Security Program Policy and Minimum Implementation Standards, Section 4.3 (<http://www.ossec.doc.gov/cio/ITSIT/DOC-IT-Security-Program-Policy.htm>).

(ii) The DOC Security Manual, Chapter 18
(<http://home.commerce.gov/osy/SecurityManual/Security%20Manual%20Contents2.pdf>)

(iii) Executive Order 12958, as amended, Classified National Security Information. Classified or national security information is information that has been specifically authorized to be protected from unauthorized disclosure in the interest of national defense or foreign policy under an Executive Order or Act of Congress.

(3) Information technology resources include, but are not limited to, hardware, application software, system software, and information (data). Information technology services include, but are not limited to, the management, operation (including input, processing, transmission, and output), maintenance, programming, and system administration of computer systems, networks, and telecommunications systems.

(c) The Contractor shall be responsible for implementing sufficient Information Technology security, to reasonably prevent the compromise of DOC IT resources for all of the contractor's systems that are interconnected with a DOC network or DOC systems that are operated by the Contractor.

(d) All Contractor personnel performing under this contract and Contractor equipment used to process or store DOC data, or to connect to DOC networks, must comply with the requirements contained in the DOC Information Technology Management Handbook (http://www.ossec.doc.gov/cio/cio_it_policy_page.htm), or equivalent/more specific agency or bureau guidance as specified immediately hereafter: _____

(e) Contractor personnel requiring a user account for access to systems operated by the Contractor for DOC or interconnected to a DOC network to perform contract services shall be screened at an appropriate level in accordance with Commerce Acquisition Manual 1337.70, Security Processing Requirements for Service Contracts.

(f) Within 5 days after contract award, the Contractor shall certify in writing to the COR that its employees, in performance of the contract, have completed initial IT security orientation training in DOC IT Security policies,

procedures, computer ethics, and best practices, in accordance with DOC IT Security Program Policy, chapter 15, section 15.3. The COR will inform the Contractor of any other available DOC training resources. Annually thereafter the Contractor shall certify in writing to the COR that its employees, in performance of the contract, have completed annual refresher training as required by section 15.4 of the DOC IT Security Program Policy.

(g) Within 5 days of contract award, the Contractor shall provide the COR with signed acknowledgement of the provisions as contained in Commerce Acquisition Regulation (CAR), 1352.209-72, Restrictions Against Disclosures.

(h) The Contractor shall afford DOC, including the Office of Inspector General, access to the Contractor's and subcontractor's facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of DOC data or to the function of computer systems operated on behalf of DOC, and to preserve evidence of computer crime.

(i) For all Contractor-owned systems for which performance of the contract requires interconnection with a DOC network or that DOC data be stored or processed on them, the Contractor shall provide, implement, and maintain a System Accreditation Package in accordance with chapter 6 of the DOC IT Security Program Policy. Specifically, the Contractor shall:

(1) Within 14 days after contract award, the contractor shall submit for DOC approval a System Certification Work Plan, including project management information (at a minimum the tasks, resources, and milestones) for the certification effort, in accordance with DOC IT Security Program Policy, Section 6.5.2 and _____. The Certification Work Plan, approved by the COR, in consultation with the DOC IT Security Officer, or Agency/Bureau IT Security Manager/Officer, shall be incorporated as part of the contract and used by the COR to monitor performance of certification activities by the contractor of the system that will process DOC data or connect to DOC networks. Failure to submit and receive approval of the Certification Work Plan may result in termination of the contract.

(2) Upon approval, the Contractor shall follow the work plan schedule to complete system certification activities in accordance with DOC IT Security Program Policy section 6.2, and provide the COR with the completed System Security Plan and Certification Documentation Package portions of the System Accreditation Package for approval and system accreditation by an appointed DOC official.

(3) Upon receipt of the Security Assessment Report and Authorizing Official's written accreditation decision from the COR, the Contractor shall maintain the approved level of system security as documented in the Security Accreditation Package, and assist the COR in annual assessments of control effectiveness in accordance with DOC IT Security Program Policy, section 6.3.1.2.

(j) The Contractor shall incorporate this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(End of clause)