FICTITIOUS DEMONSTRATION SAMPLE

RFQ 2099D-01: Recovery Grant Portfolio Operations Support

FICTITIOUS INDEPENDENT DEMONSTRATION REQUEST. This request uses public GSA Multiple Award Schedule ordering and eBuy conventions to demonstrate response quality. It is not a real procurement, an anonymized client document, or a Government submission. The agency, office, workload, requirements, dates, and identifiers are invented.

1. Request summary

Field	Requirement
Ordering activity	National Community Resilience Agency, Office of Recovery Grants (fictional)
Request number	RFQ 2099D-01
Subject	Recovery Grant Portfolio Operations Support
Ordering procedure	GSA MAS task order under FAR 8.405-2
Schedule category	SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Competition	Total small-business set-aside among eligible Schedule contractors
Order type	Labor-hour, not to exceed
Performance period	Six-month base period plus two 12-month option periods
Performance location	Primarily remote in an agency-furnished system; quarterly meetings in Washington, DC may be attended virtually
Questions due	09 September 2026, 3:00 p.m. Eastern Time, through eBuy
Quotes due	18 September 2026, 3:00 p.m. Eastern Time, through eBuy
Award basis	Best-value tradeoff; non-price factors combined are significantly more important than Price

The agency will post amendments and answers through eBuy. A quote must acknowledge every amendment in its administrative volume and eBuy comments. Each attachment must be smaller than 100 MB, and the quote must remain valid for 60 calendar days after closing.

2. Mission and workload

The Office of Recovery Grants manages a fictional portfolio of 680 active infrastructure-recovery grants. The office receives approximately 55 new or modified cases each month and identifies about 140 closeout candidates each quarter. It requires contractor support to keep records complete, surface exceptions, prepare portfolio reporting, and assemble closeout-readiness packets.

The contractor supports records, analysis, reporting, and readiness work. Government officials retain eligibility, award, payment, enforcement, and final closeout decisions. The agency will provide system access, source exports, templates, and records after award. The demonstration contains synthetic data only and includes no controlled unclassified information.

3. Required staffing and labor basis

The quote shall provide the following 4.5-FTE labor mix. For this fictional request, one full-time equivalent equals 1,836 productive hours for a 12-month period (153 hours per month) and 918 hours for the six-month base period.

Government role	FTE	Base hours	Each option-year hours	Primary responsibility
Program Manager	0.5	459	918	Accountability, Government interface, risk, and staffing
Workflow Lead	1.0	918	1,836	Daily delivery, intake, exception, and closeout workflow
Workflow Analyst	1.0	918	1,836	Case intake, records review, and packet preparation
Data Quality Specialist	1.0	918	1,836	Reconciliation, sampling, metrics, and exception analysis

Government role	FTE	Base hours	Each option-year hours	Primary responsibility
Technical Writer	1.0	918	1,836	Procedures, knowledge articles, dashboards, and report narrative
Total	**4.5**	**4,131**	**8,262**	Complete task coverage

Each proposed labor category must be on the offeror's awarded Schedule. The price workbook must show the offered rate, applicable ceiling, hours, extended price, and formula-driven ceiling check for every category and period.

4. Performance work statement

4.1 Transition and portfolio baseline

Within 10 working days after kickoff, deliver a transition plan covering staffing, access, workflow ownership, quality checks, communication, and risks. Within 20 working days, account for every record in the initial agency export or place it on a dated exception list with an owner and next action.

4.2 Case intake and records control

Review incoming cases for required fields and documents, index the record, route deficiencies, and maintain current status. At least 95 percent of incoming cases must be triaged within two working days. Every case that misses that standard must appear in the weekly exception view with its age, owner, blocker, and next action.

4.3 Data integrity and exception management

Reconcile duplicate, incomplete, and inconsistent records; document corrections; and maintain an aged exception register. A monthly risk-based sample may contain no more than 1 percent material-field errors. Every unresolved exception must have an accountable owner, next action, and target date.

4.4 Portfolio monitoring and reporting

Deliver a weekly exception view and a monthly dashboard with a concise narrative. The monthly package is due by the fourth working day and must show intake, throughput, backlog age, closeout readiness, data-quality results, staffing, risks, corrective actions, and changes from the prior month. Every displayed number must trace to an identified agency export or approved calculation.

4.5 Closeout readiness and surge support

Assemble closeout-readiness packets, identify missing evidence, and route deficiencies before Government review. At least 95 percent of submitted packets must contain every item on the agency checklist. Maintain a surge plan that can be activated when monthly intake exceeds the stated baseline by 25 percent.

4.6 Program management and quality

Maintain the delivery calendar, staffing coverage, risk register, and quality record. Hold a monthly management review. Open a corrective action within one working day after a material defect is confirmed and document the cause, owner, due date, and closure evidence.

5. Deliverables

Deliverable	Due	Minimum content
Transition plan	Working day 10	Staffing, access, workflow, quality, communication, and risks
Portfolio baseline and exception list	Working day 20	Record inventory, exceptions, owners, next actions, and dates
Weekly exception view	Each Tuesday by 10:00 a.m. ET	Intake, aging, oldest items, owners, blockers, and next actions
Monthly portfolio dashboard and narrative	Fourth working day after month end	All measures in PWS 4.4 with source identification
Procedure and knowledge release log	Monthly with the dashboard	Version, change, reviewer, release date, and affected workflow

Deliverable	Due	Minimum content
Closeout-readiness packets	Rolling; schedule set at kickoff	Completed checklist, indexed evidence, exception notes, and routing
Management and corrective-action record	Monthly; material defects within one working day	Staffing, risk, quality, corrective actions, status, and closure evidence

6. Quote instructions

Submit exactly three files through eBuy in the order below. Use letter-size pages, one-inch margins, Arial 11-point or larger body text, and 9-point or larger table text. Page limits include covers, tables, figures, resumes, and past-performance material. No appendix or external link will be evaluated.

File	Required content	Format and limit
Offeror_Admin.pdf	Identity, UEI, Schedule and SIN, SAM and size status, representations, amendment acknowledgment, quote validity, OCI and teaming disclosures, exceptions, signature, and contact	Searchable PDF; two pages maximum
Offeror_Technical.pdf	Mission understanding; response to PWS 4.1 through 4.6 in order; staffing and qualification mapping; management and quality; two recent and relevant performance examples	Searchable PDF; eight pages maximum
Offeror_Price.xlsx	Base Period, Option Year 1, Option Year 2, and Summary tabs with labor mapping, hours, rates, ceilings, checks, and linked totals	Native XLSX; retain formulas and tab names

Do not include price in the technical volume. The eBuy line-item total must equal the workbook Summary. A live quote would use the agency-provided workbook; the demonstration workbook represents its required logic without claiming to reproduce a Government form.

7. Evaluation

The agency will first assess administrative acceptability, including Schedule eligibility, active SAM registration and UEI, set-aside status, current representations, amendment treatment, quote validity, on-Schedule labor, below-ceiling rates, required files, page limits, and signature.

Acceptable quotes will be evaluated in this order:

1. **Technical approach.** The agency will evaluate whether the method addresses every task, deliverable, performance standard, decision boundary, and transition result with practical controls and measurable outcomes.
2. **Management and staffing.** The agency will evaluate labor-category alignment, named personnel, availability, workload coverage, quality controls, continuity, and surge capacity.
3. **Relevant experience and past performance.** The agency will evaluate up to two examples for recency, scope, complexity, role, and documented quality. The quote must distinguish work performed as prime from work performed as a subcontractor.
4. **Price.** The agency will evaluate mathematical accuracy, labor mix, level of effort, rate and ceiling compliance, balance, and total price reasonableness.

Technical approach is more important than Management and Staffing, which is more important than Relevant Experience and Past Performance. Non-price factors combined are significantly more important than Price. The agency may select a higher-priced quote when the documented technical benefit reduces performance risk. Award may be made without discussions.

8. Submission boundary

The offeror is responsible for final factual and pricing approval, signature, eBuy submission, and saving the submission receipt. A draft in eBuy is not a submission. This fictional sample stops before those live portal actions and does not claim Government review, acceptance, or award.