

REQUEST FOR QUOTATION (RFQ)

Device Development for Scientists Training

NAICS Code: 611430 Size Standard: \$15M PSC: U099

1. GENERAL INFORMATION

This is a Request for Quotation (RFQ) for commercial training services issued under Federal Acquisition Regulation (FAR) Part 12, Acquisition of Commercial Products and Commercial Services, using the simplified procedures at FAR 12.201-1.

The Government intends to issue one Firm-Fixed-Price (FFP) purchase order to the responsible quoter whose quotation represents the best value to the Government.

A quotation submitted in response to this RFQ is not an offer. Contract formation will occur in accordance with FAR 12.201-1.

Small Business Set-Aside

This acquisition is set aside 100 percent for small business concerns. Quoters must qualify as a small business under the NAICS code and size standard identified in this RFQ.

The Government previously conducted market research through a Sources Sought notice posted to SAM.gov. The results identified capable small business sources and support the Government's decision to set aside this acquisition for small business concerns.

This RFQ is posted to SAM.gov. All responsible small business concerns meeting the requirements of this RFQ may submit a quotation for consideration.

2. QUOTATION DUE DATE AND SUBMISSION

Quotations are due Friday, October 9, 2026, at 1:00 PM Eastern Time.

Quotations shall be submitted electronically to:

Contracting Officer: La Vivian Peasant;

Email: lavivian.peasant@hhs.gov

Email Subject: Quote - Device Development for Scientists Training

Questions regarding this RFQ shall be submitted to the Contracting Officer no later than Tuesday, October 6, 2026, at 10:00 AM Eastern Time.

Responses to questions that materially affect quotations preparation will be made available to all potential quoters.

3. QUOTATION REQUIREMENTS

3.1 Technical Approach

Maximum: Two (2) pages, excluding the proposed course agenda.

Provide a brief description of the approach to performing the two-day training required by Attachment 1, Performance Work Statement (PWS), including:

- A proposed two-day course agenda addressing the required PWS subject areas;
- The instructional approach, including proposed case studies, examples, exercises, or other interactive methods;

- A brief description of the course materials the vendor would provide such as hand outs, reference materials, decision guides as participant resources to keep for future use; and
- Confirmation of availability to conduct the in-person training on November 2-3, 2026.

The quotation should provide sufficient information for the Government to understand and evaluate the proposed approach. Quoters do not need to restate the PWS.

3.2 Instructor Qualifications

Provide a resume or CV for each proposed instructor demonstrating the minimum qualifications identified in PWS Section 6, including:

- At least five years of relevant professional experience in medical device development;
- Education and professional experience demonstrating knowledge of the PWS subject areas; and
- A master's degree or higher in a field related to the course subject matter.

The Government will also consider the depth and relevance of the proposed instructor's medical-device-development, subject-matter, and training experience.

3.3 Price

Provide one all-inclusive Firm-Fixed-Price for performing the PWS. The quoted price shall include all costs necessary to perform the requirement, including preparation, instruction, course materials, travel, transportation, lodging, and other expenses. No separately reimbursable travel costs are contemplated.

3.4 Business Information

- Legal business name;
- Unique Entity Identifier (UEI);
- Business address;
- Point of contact and contact information;
- Confirmation that the quoter is a small business under the NAICS code and size standard identified in this RFQ; and
- Confirmation of applicable SAM.gov registration.

4. EVALUATION AND BASIS FOR AWARD

The Government will conduct a comparative evaluation of quotations in accordance with FAR 12.203.

Award will be made to the responsible small business whose quotation represents the best value to the Government, considering:

- Factor 1 - Technical Approach
- Factor 2 - Instructor Qualifications and Relevant Experience
- Factor 3 - Price

Technical Approach and Instructor Qualifications and Relevant Experience, when combined, are more important than Price.

Factor 1 - Technical Approach

The Government will comparatively evaluate the quality, organization, and technical depth of the proposed curriculum; its appropriateness for scientists and technical professionals; the use of practical examples, case studies, exercises, or other interactive methods; and the quality and usefulness of proposed course materials and participant resources.

Factor 2 - Instructor Qualifications and Relevant Experience

The Government will determine whether the proposed instructor(s) meet the minimum qualifications in PWS Section 6. For instructors meeting the minimum qualifications, the Government will comparatively evaluate the

depth and relevance of their medical-device-development experience, subject-matter expertise, and training/instructional experience.

Factor 3 - Price

The Government will evaluate the total Firm-Fixed-Price and determine whether the price is fair and reasonable.

Best-Value Determination

The Government may select a higher-priced quotation when the additional technical benefits justify the additional price or a lower-priced quotation when the additional benefits of a higher-priced quotation do not justify the price difference. The Government intends to issue a purchase order based on initial quotations but may request clarification or revised quotations if necessary.

5. PRICE SCHEDULE

CLIN	Description	Qty.	Unit	Firm-Fixed-Price
0001	Two-Day, In-Person Device Development for Scientists Training for up to 30 participants, November 2-3, 2026 (preferred), IAW Attachment 1, PWS. If necessary, the training may instead be conducted on mutually agreed-upon dates in January 2027	1	Job	\$ _____

TOTAL FIRM-FIXED-PRICE: \$ _____

The price shall include all costs necessary to perform the requirement, including preparation, instruction, course materials, and travel.

6. PERIOD AND PLACE OF PERFORMANCE

Training Dates: November 2-3, 2026. The Government’s preferred training dates are November 2-3, 2026. If the preferred dates are not feasible, the training may be conducted on mutually agreed-upon dates in January 2027. The final training dates will be established by mutual agreement between the Government and contractor.

Place of Performance:

Constitution Center, Washington, DC
400 7th Street, SW
Washington DC 20024

7. FACILITY ACCESS AND SECURITY

Contractor personnel shall comply with applicable Government facility-access and security requirements.

Contractor instructors who are not U.S. citizens may be required to provide additional information for security vetting in accordance with the requirements of the PWS. Required information shall be submitted through the Government-designated secure method.

Quoters shall not submit passport information, Social Security numbers, dates of birth, or other sensitive personally identifiable information with their quotations unless specifically requested through an authorized secure method.

8. INVOICING AND PAYMENT

The Contractor may submit one invoice following completion and Government acceptance of the required training and deliverables.

The Contractor shall submit its invoice electronically through the Department of the Treasury **Invoice Processing Platform (IPP)** at www.ipp.gov, in accordance with **HHSAR 352.232-71, Electronic Submission of Payment Requests (APR 2026) (RFO Deviation)**.

The invoice shall identify, at a minimum:

- Purchase order number;
- Contractor name and Unique Entity Identifier (UEI);
- CLIN 0001;
- Description of the services provided;
- Date(s) of performance; and
- Total Firm-Fixed-Price invoiced.

The invoice shall comply with the applicable invoice and payment requirements of the resulting purchase order. The Government will provide any additional IPP enrollment or invoicing information necessary for payment following award.

9. SOLICITATION PROVISIONS AND CONTRACT CLAUSES

The following provisions and clauses apply to this acquisition as prescribed:

- FAR 52.212-1 - Instructions to Offerors-Commercial Products and Commercial Services
- FAR 52.212-4 - Terms and Conditions-Commercial Products and Commercial Services
- FAR 52.219-6 - Notice of Total Small Business Set-Aside
- HHSAR 352.232-71 - Electronic Submission of Payment Requests (APR 2026) (RFO Deviation)
- Other applicable FAR and HHSAR provisions will be incorporated as required.

10. REGISTRATION AND RESPONSIBILITY

The quoter shall satisfy applicable registration and responsibility requirements for award. The Government may verify SAM.gov registration, small-business eligibility, exclusion/debarment status, and other information necessary to determine responsibility.

11. POINTS OF CONTACT

Contracting Officer: La Vivian Peasant, Email: lavivian.peasant@hhs.gov

ATTACHMENT

Attachment 1 - Performance Work Statement (PWS), Device Development for Scientists Training