REQUEST FOR QUOTES

REQUIREMENT: (FA664326Q6253) FY26 Interactive AI-Enabled Training Avatar

ISSUING AGENCY: Headquarters Air Force Reserves Command (HQ AFRC) / PKA
555 Robins Pkwy
Robins AFB, GA 31098

ISSUE DATE: Monday, 14 September 2026

CLOSING DATE/TIME: Friday, 18 September 2026, 2:00 PM (EST)

Q&A SUBMISSIONS: Tuesday, 15 September 2026, 4:00 PM (EST)

NAICS CODE: 611430 (Professional and Management Development Training)

SET-ASIDE: 100% Small Business Set-Aside

1. GENERAL INFORMATION & SCOPE

The United States Air Force Reserve Command (AFRC) has a requirement for The requirement is for a customized virtual training package featuring live-facilitated virtual simulation, customized military scenario creation, and real-time technical and administrative support. The contractor will deliver virtual interactive training utilizing an interactive, AI-enabled avatar solution designed to measure and improve critical conversational elicitation techniques.

The core service includes:

· **Live Interactive Training Session Execution:** Delivery of sixty-two (62) session units (hours) of live-facilitated virtual simulation.
· **Customized Scenario Creation:** Rapid development of specialized scenario parameters that match the unique, highly sensitive environment of military intelligence collection.
· **Standard Integration Tools:** Access to standard virtual libraries and admin dashboards allowing for flexible scheduling, learner management, and post-session performance feedback.

The technical and performance parameters required to satisfy the 655 ISRW mission include:

A. Live Interactive Training Session Execution (62 Session Units):

• Each session unit corresponds to exactly one hour of live simulation.

• Each one-hour block must accommodate up to three (3) individual avatar conversation scenarios.
• Each individual scenario must run approximately 10–12 minutes.

B. Live Technical Support:

• The contractor must perform a technical connectivity check beginning ten (10) minutes prior to the start of every scheduled session.

C. Technical Communication:

• Real-time text communication capabilities must be available between the user/instructor and the room manager/Interactive Live Simulation (ILS) operator during active sessions.

D. Concurrency:

• The platform must support at least one (1) concurrent active training room at any given time.

E. Library Access:

• Complete, unrestricted access to the standard library of avatars and conversation scenarios is required, with the right to edit ranks, titles, or locations within any standard library scenario at no additional charge.

F. Scenario Customization and Modification:
• Creation of one (1) new custom training scenario tailored to the specific operational elicitation requirements of the 655 ISRW.
• Hours Conversion Flexibility: The government, in coordination with the contractor, must retain the right to convert purchased session hours for alternative services during the period of performance:

  • Three (3) session hours may be converted to create an additional new custom scenario.
  • One (1) session hour may be converted to generate six (6) sessions' worth of AI-Enabled Feedback Reports.

• Custom Image Backgrounds: Capability to upload custom image backgrounds at no additional cost, provided the images are delivered at least ten (10) business days in advance.

G. Quality Control & Scheduling Adjustments:

• High visual realism, utilizing human-in-the-loop face adjustments to maintain natural conversational dynamics as technical standards develop.
• Cancellation or modification of scheduled sessions permitted up to seventy-two (72) business hours in advance without loss of session hours.

H. Reporting and Coordination:

• Delivery of AI-Enabled Feedback Reports measuring participant performance across empathy, verbal, and non-verbal cue vectors within five (5) business days of session completion (when selected via hours conversion).
• Maintenance of an updated usage log of utilized and remaining session units, provided upon request.

2. SCHEDULE OF SUPPLIES / PRICING

Quoters shall provide firm-fixed pricing for all Contract Line-Item Numbers (CLINs).

CLIN	Description	Est Qty
0001	AI-ENABLED SOFTWARE SESSION UNITS	62 ea

3. DELIVERY REQUIREMENTS

Required Delivery Date: All items must be delivered during the 12-month delivery period.

FOB Point: Destination

4. INSTRUCTIONS TO QUOTERS

1) **Submission**: All quotes must be submitted electronically to the Contracting Officer (CO), Rachel A. May, rachel.may.1@us.af.mil.

5. BASIS FOR AWARD

In accordance with RFO 12.201-1 Simplified procedures, the Government intends to award a single Firm-Fixed-Price (FFP) Purchase Order resulting from this solicitation.

Award will be made to the responsible Small Business contractor whose quote represents the **lowest total evaluated price of all quotes that conform to the solicitation's requirements.**

Evaluation Process:

1) **Conformance Review**: All quotes received will first be evaluated to determine if they conform to the material requirements of the solicitation on a pass/fail basis. To be rated "Conforming" and advance to Price Evaluation, a quote must clearly demonstrate all of the following:

> a. C**ompliance with all requirements**: Provide the exact requirements as listed in Section 1 of this RFQ.
>
> e. Delivery Schedule: Confirm the ability to meet the required delivery period of 12 months.

Quotes that fail to meet any of the above criteria will be rated "Non-Conforming" and will be eliminated from further consideration for award.

2) **Price Evaluation**: The Government will only evaluate the prices of quotes determined to be "Conforming" in the Conformance Review. For these conforming quotes, the Government will calculate a Total Evaluated Price (TEP) by multiplying the quoted unit prices by the estimated quantities for all CLINs.

3) **Award Determination**: The conforming quote with the lowest TEP will be selected for award, provided the Contracting Officer determines the price to be fair and reasonable based on adequate price competition.

6. CLAUSES / PROVISIONS & GENERAL INFORMATION

Standard Commercial Terms & Conditions will apply.

252.232-7006

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at 252.232-7003 , Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003 , Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at https://www.sam.gov; and

(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web Based Training Course and use the Practice Training Site before submitting payment Requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at https://wawf.eb.mil/

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

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(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

_N/A_

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	TBD
Issue By DoDAAC	FA6643
Admin DoDAAC**	FA6643
Inspect By DoDAAC	TBD
Ship To Code	TBD
Ship From Code	TBD
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert “See Schedule” or “Not applicable.”)

(**Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

__RACHEL.MAY.1@US.AF.MIL__

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

AFRC - Ombudsman

a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.

b) Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes(e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

c) If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, Ms. Amy York, AFRC/PKO, 555 Robins Parkway, Suite 263, Robins AFB GA 31098. Comm:478-327-1614. Email: amy.york.1@us.af.mil. Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/DRU/SMC ombudsman level, may be brought by the interested party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting),SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571)256-2395, facsimile number (571) 256-2431.

d) The ombudsman has no authority to render a decision that binds the agency.

e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer.