

FEDERAL BUREAU OF PRISONS

SERVICE CONTRACT BUSINESS MANAGEMENT QUESTIONNAIRE

PURPOSE

The Federal Bureau of Prisons (BOP) encourages qualified organizations lawfully engaged in providing the services required by the Government to submit statements of qualifications and performance information.

This questionnaire shall be submitted only when required by the terms of a solicitation, requested by the Contracting Officer, or otherwise authorized by public notice. The information provided may be used to evaluate an organization's qualifications, responsibility, experience, financial capability, and past performance. The questionnaire may also be used to assist in determining whether an organization should be considered for further evaluation, discussions, or submission of additional information.

DEFINITIONS

- (a) **Principal(s):** Individuals who possess legal authority and responsibility for the management and operation of a business entity. Principals may include officers, directors, owners, partners, or individuals with primary management or supervisory responsibilities.
- (b) **Parent Company:** The highest-level organization that owns or controls the firm completing this questionnaire, either directly or indirectly.
- (c) **Joint Venture:** An association of two or more persons or business entities formed to undertake a specific business enterprise or contract, with the participants sharing responsibility, risks, and contractual obligations.
- (d) **Consultant:** An individual or firm possessing specialized expertise that provides professional advice, guidance, or services contributing significantly to successful contract performance.
- (e) **Specialists and Individual Consultants:** Individuals possessing specialized qualifications, certifications, skills, or experience who will provide substantial project support or unique capabilities relevant to the services being acquired.
- (f) **Discipline:** A professional field, occupation, specialty, or area of expertise representing an individual's primary qualifications or functional responsibilities.
- (g) **Prime Contractor (Prime):** The organization that enters into a contractual relationship with the Government and assumes overall responsibility for contract performance, including the management and oversight of subcontractors.

INSTRUCTIONS FOR FILING

All information submitted in response to this questionnaire shall be current, accurate, complete, and factual. Provide responses to Items 1 through 5 as attachments, if necessary.

1. Identify the solicitation, project, or requirement for which this questionnaire is being submitted.
2. Provide the legal name of the organization (or joint venture), business address, ZIP Code, and date of preparation.

- (a) Identify no more than two principals who will serve as points of contact. These individuals must be authorized to speak on behalf of the organization regarding contractual and business matters.
 - (b) Provide the address of the office that will be responsible for performance of the contract requirements.
- 3. Provide the number of personnel currently employed at the office identified in Item 2(b), organized by discipline. Each individual shall be counted only once according to his or her primary function. Clerical personnel should be identified as administrative personnel.
- 4. Identify all proposed subcontractors, team members, consultants, and affiliated organizations expected to participate in contract performance. Describe their areas of responsibility.
 - (a) Indicate whether the identified entities have previously worked together on other contracts or projects and provide a brief description of that experience.
- 5. List the **five** most recent and relevant contracts, agreements, or services/projects (federal, state, local government, as well as commercial) performed within the past **three** years demonstrate the organization's ability to perform requirements similar to those being solicited. Consideration will be given to projects which illustrate respondent's positive capability for performing work similar to that being sought, in relation to criteria located in Section M.

Required information must be provided:

- (a) Project name and location.
- (b) Description of services performed.
- (c) Contract number.
- (d) Contract type (e.g., Firm-Fixed-Price, Cost-Reimbursement, Time-and-Materials, Labor-Hour, or Other).
- (e) Relative complexity of work (Low, Moderate, or High).
- (f) Name, address, telephone number, and email address of the customer or responsible office.
- (g) Contract value.
- (h) Contract status (Active or Completed).
- (i) Date of award and completion date, including extensions.
- (j) Brief description of subcontracting performed.
- (k) Name, address, telephone number, and email address of the Contracting Officer's Representative (COR), if applicable.

A separate project summary shall be submitted for each contract identified. The Government reserves the right to obtain and consider information from sources other than those identified by the offeror.

ORGANIZATIONAL INFORMATION

- 1. Organization Name.
- 2. Number of years the organization has provided residential reentry, community corrections, or related services.
- 3. Other names under which the organization has operated.
- 4. If the organization is a corporation, provide:

- (a) Date of incorporation.
- (b) State of incorporation.
- (c) Names and titles of principal corporate officers.
- 5. If the organization is a partnership, provide:
 - (a) Date established.
 - (b) Type of partnership.
 - (c) Names of general partners.
- 6. If the organization is individually owned, provide:
 - (a) Date established.
 - (b) Name of owner.
 - (c) If organized under another legal structure, describe the organizational form and identify the principals.
- 7. LICENSING
 - (a) List all jurisdictions in which the organization is licensed, registered, or authorized to conduct business and provide applicable license numbers.
 - (b) List all jurisdictions in which the organization's trade name is registered.
- 8. EXPERIENCE
 - (a) Identify the categories of work performed by the organization.
 - (b) Claims and Litigation. If the answer to any of the following is yes, provide details:
 - (1) Has the organization failed to complete any contract or project awarded to it?
 - (2) Are there any judgments, claims, arbitration proceedings, investigations, or lawsuits pending or outstanding against the organization or its principals?
 - (3) Has the organization or any principal initiated litigation or arbitration relating to a contract within the past five years?
 - (c) Has any principal or key employee served as an officer of another organization that failed to complete a contract? If yes, provide details.
 - (d) Has the organization or any principal filed for bankruptcy within the past seven years? If yes, provide details.
 - (e) List all relevant Federal contracts performed during the past five years by the organization or its principals.
- 9. FINANCIAL INFORMATION
 - (a) Trade References.
 - (b) Bank References.
- 10. PROOF OF FINANCIAL CAPABILITY
 - (a) Provide the organization's most recent Financial Statements (audited, reviewed, or certified CPA prepared), including at a minimum:
 - Balance Sheet
 - Income Statement
 - Statement of Cash Flows (if available)
 - (b) Identify the organization that prepared the financial statements and the date prepared.
 - (c) If the financial statements are for an entity other than the organization identified in this questionnaire, explain the relationship and financial responsibility between the entities.

11. CERTIFICATION

The undersigned certifies that the information provided in this questionnaire is true, accurate, complete, and not misleading.

Pursuant to 18 U.S.C. § 1001, knowingly and willfully making materially false, fictitious, or fraudulent statements or representations in any matter within the jurisdiction of the United States Government may subject the individual or organization to criminal and civil penalties.

Organization Name: _____

By: _____

Title: _____

Date: _____