



REQUEST FOR PROPOSALS

U.S. CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

March 20, 2008

PERIOD FOR PROPOSAL SUBMISSION ENDS 5:30 P.M. ON WEDNESDAY, APRIL 30, 2008

SUMMARY. The U.S.-China Economic and Security Review Commission (“The Commission”) invites submission of proposals to provide to the Commission recommended administrative and operational policies and procedures, explanatory manuals for Commissioners and employees, training and training materials pertaining to implementation of the policies and procedures, and recommendations for structuring the Commission’s administrative staff.

ABOUT THE COMMISSION. The Commission was established by Congress in 2000 to monitor and report to Congress on the economic and military national security implications for the United States of its trade and economic ties with China. Further details about the Commission are available on its website: www.uscc.gov. The bipartisan Commission consists of 12 Commissioners appointed by the Congressional leadership of both parties. The Commission has a full-time staff of 15 employees.

PROPOSALS SOLICITED. The Commission solicits proposals from contractors capable of providing recommendations for Commission administrative and operational policies and procedures, explanatory operating and reference manuals for Commissioners and employees, training materials and training pertaining to implementation of the policies and procedures, and recommendations for structuring the Commission’s administrative staff.

The topical areas that must be addressed in this effort are as follows:

- 1. Personnel Policies and Procedures**
 - Recruitment and hiring
 - Time and attendance
 - Employee training
 - ▲ Analytical staff
 - Language skills
 - Job-related skills/knowledge
 - ▲ Administrative staff
 - Use of Commission’s travel card
 - Use of purchase card

- Job-related skills/knowledge
- Equal employment opportunity/nondiscrimination
- Knowledge, experience, and competence required by administrative staff involved in various personnel-related activities

2. Procurement Policies and Procedures

- Research contracts
- Non-research goods and services, including
 - ▲ Office supplies and equipment
 - ▲ Information technology equipment and software
 - ▲ Furniture/furnishings
 - ▲ Office space
 - ▲ Hearing arrangements
 - ▲ Consulting services
- Use of purchase card
- Use of Commission's travel card
- Required recordkeeping
- Acceptance of goods and services without remuneration
- Assignment of key functions:
 - ▲ Negotiate contracts
 - ▲ Approve and sign contracts
 - ▲ Accept goods and services on behalf of the Commission
 - ▲ Determine that contract terms have been satisfied and payment is justified
 - ▲ Contracting officer
 - ▲ Maintain associated records
 - ▲ Monitor procurement decisions and activities
- Knowledge, experience, and competence required by staff involved in procurement matters

3. Financial Management Policies and Procedures (including Budget Preparation, Financial Accounting, Financial Reporting, Payroll Accounting, and Travel Expenses Accounting)

- Proper management review/approval for all transactions
- Record keeping and submission requirements
- Travel finances, including
 - ▲ Reimbursable and nonreimbursable expenditures
 - ▲ What USCC can and will pay for directly (vice for what travelers will pay and obtain reimbursement)
 - ▲ Recordkeeping and submission requirements
- Official representation fund expenses

- Time and attendance recordkeeping, certification, and submission to GSA
- Knowledge, experience, and competence required by staff involved in various facets of Commission financial management

4. Ethics Policies, Rules, and Procedures

- Requirements for Commissioners, including
 - ▲ Speaking engagements, and acceptance of reimbursement for associated expenses
 - ▲ Filing of financial disclosure statements
 - ▲ Annual review and acknowledgement of all requirements
- Requirements for Staff, including
 - ▲ Filing of financial disclosure statements
 - ▲ Annual review and acknowledgement of all requirements
- Knowledge, experience, and competence required by the staff member designated the Commission's ethics officer

5. Official Representation Policy and Procedures, and Policy and Procedures for Other Food and Beverage Purchase/Provision

- Determine what qualifies under law as "official representation" expense
- Prohibit expenditure of appropriated funds (except the representation allowance) for all other food and beverages
- Policy/procedure for paying for meals provided to Commissioners and staff during Commission activities to ensure appropriated funds are not used for their purchase
- Policy/procedure for paying for refreshments for guests, Commissioners, and staff participating in meetings in USCC offices to ensure appropriated funds are not used for their purchase (unless legitimately covered by "official representation" policy)

6. Emergency Operations Policy and Procedures (pertaining to operations and staff work at remote locations in the event of a public health, weather, or terrorism emergency that makes work in the office difficult, impossible, or unwise)

- Providing computers and connectivity to employee homes and/or other remote location(s)

- ▲ Cybersecurity assurance
- ▲ Financial arrangements between USCC and employees
- Training
- Regular drills/practice in work from home and/or remote location(s)
- Assuring appropriate/necessary supervision and management and employee accountability

DELIVERABLES. Deliverables from the effort shall include:

1. Recommended written policies and procedures, in both electronic and hard copy, that will satisfy Government Accountability Office (GAO) standards in all areas denoted above.
2. One or more Operational and/or Reference Manuals for Commissioners and Commission employees, in both electronic and hard copy, containing descriptive and explanatory materials pertaining to all Commission operational/administrative policies and procedures.
3. Training materials for use in training Commissioners and Commission employees in the contents and appropriate means for applying Commission policies and procedures, in both electronic and hard copy.
4. Training for both Commissioners and Commission employees, as applicable, in the contents and appropriate means for applying Commission policies and procedures.
5. A recommendation of the number of administrative employees or contractors the Commission needs, and the hierarchical structure into which they should be placed, to (a) enable the Commission to accomplish its statutory mission; and (b) ensure that all applicable GAO standards for agency administrative/management activities can be met, notably including segregation of key duties among staff members, and that the staff can effectively and successfully administer all the policies and procedures developed and recommended to the Commission in response to this proposal. This recommended administrative staffing structure is to be accompanied by—
 - A detailed position description for each recommended administrative staff position
 - A statement of the knowledge, capabilities, and experience needed for each recommended administrative staff position.
6. A recommendation concerning the best and most cost effective way for the Commission to ensure all its policies and procedures, proposed revisions to those policies and procedures, and all significant Commission actions and activities are competently and timely reviewed for legality and appropriateness.

MATTERS TO BE REVIEWED AND TAKEN INTO ACCOUNT BY THE CONTRACTOR: Among the matters to be examined in this effort, taken into account by

the Contractor in all the deliverables it supplies to the Commission, and addressed in those deliverables as the Contractor believes necessary and appropriate are:

- The Commission's currently existing policies and procedures, both written and unwritten.
- The pertinent criticisms and recommendations of the GAO in its September 2007 report to the Commission.
- GAO's recommended standards for the operating policies and procedures of federal agencies.
- Statutory provisions pertaining to the Commission's administrative operations, particularly the flexibilities provided in the Commission's enabling legislation.
- Standards of operation of other Legislative Branch agencies.

PROPOSAL CONTENTS. Each proposal submitted in response to this RFP shall include:

- A statement of the offeror's relevant qualifications to satisfy the terms of this RFP;
- The date by which the offeror will complete the required work and submit all deliverables set forth in this RFP (*which must be no later than July 31, 2008*);
- The proposed price for completion of the work set forth in this RFP.

CRITERIA FOR SELECTION OF CONTRACTOR. The Commission will select the successful offeror for contract award by utilizing a "best value" analysis of the proposals received. In determining "best value," which shall include cost, technical value, and ability to complete the work satisfactorily and submit all the required deliverables on time, cost will be equal to the sum of all other factors. The Commission's intention is to award this contract by May 20, 2008.

EXCLUSIVITY REQUIREMENT. Each organization or individual responding to this request must warrant that it/he/she is performing this work solely for the Commission and that the resulting products will not be shared with other parties without the prior written consent of the Commission.

DEADLINE FOR SUBMISSION OF PROPOSALS. Firms and individuals wishing to submit a proposal in response to this Request for Proposal must ensure that the response arrives at the following location by 5:30 p.m. on Wednesday, April 30, 2008, or it will not be accepted or considered.

Only paper submissions are acceptable.

T. Scott Bunton
Executive Director
U.S.-China Economic and Security Review Commission
Room 602

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QUESTIONS. Questions may be submitted by e-mail to Mr. Bunton at sbunton@uscc.gov.