



**REQUEST FOR PROPOSALS:
DECEMBER 1, 2025**

**PERIOD OF PROPOSAL SUBMISSION ENDS:
JANUARY 9, 2026**

1. ABOUT THE COMMISSION. The U.S.-China Economic and Security Review Commission (hereafter “the Commission”) is a legislative branch commission established by Congress in 2000 to monitor and report to Congress on the national security implications of the bilateral trade and economic relationship between the United States and the People’s Republic of China. Further details about the Commission are available on its website at: www.uscc.gov.
2. ABOUT PROPOSALS. The Commission invites submission of proposals to establish an Indefinite Delivery, Indefinite Quantity (IDIQ) contract to support the Commission in conducting research pursuant to its statutory mandate (contained in Pub. L. No. 113-291, Section 1259B). The Commission will determine whether to make a single award or multiple awards under this request for proposals based on its evaluation of proposals.
3. CONTRACT OVERVIEW. This IDIQ contract shall be for a period of up to one (1) year from the date of the award with the option for two (2) one-year extensions. Each award shall be up to \$150,000 per year, not to exceed \$450,000 over the course of the contract, including any awards passed through to subcontractors. There would be no minimum order requirement under this contract.
4. SCOPE OF WORK. Over the course of the contract term, the Commission will submit Research Requests to the contractor(s) on an as needed basis. A Research Request may be a research topic or research question to support the Commission’s work. The requested deliverable may be a written research report, a dataset that the Commission will then use in its own written product(s), or some other deliverable as specified in the Research Request. Requested deliverables may vary in page length from shorter briefs to longer research reports and vary in timeline from a few weeks to several months.
 - a. Upon receipt of a Research Request, the contractor(s), working with the Commission, shall develop a Research Plan. The Research Plan shall include:
 - i. The research question(s) to be answered and a proposed scope to be addressed by the deliverable;
 - ii. A brief summary of existing policy-oriented literature on the topic(s) covered in the Research Request;

- iii. One or more researchers best qualified to prepare the deliverable, whether that be the contractor's own personnel or that of a subcontractor;
 - iv. The proposed page length necessary for a high-quality deliverable (not inclusive of endnotes and appendices);
 - v. The proposed timeline for the completion of the deliverable; and
 - vi. The proposed cost of the deliverable.
- b. Once details of the Research Plan are agreed upon by the Commission and the contractor, the Commission shall execute a task order against the contract to fund the work and for the work to be initiated. The timeline from the Commission's submitting the Research Request to the Commission's issuance of a task order should be no more than four (4) weeks.
 - c. The contractor shall then, as applicable, oversee a subcontractor's completion of the deliverable or complete the work itself under the terms of the task order.

5. ADDITIONAL REQUIREMENTS.

- a. Prior to the award of any contract, the contractor must be registered in the federal System for Award Management (SAM).
- b. Once the Commission selects a contractor or multiple contractors for this project and a contract is signed, public notice of this may be made on the Commission's website.
- c. As work on each deliverable ordered under this contract progresses, the Commission's Research Manager shall act as the Commission's representative in monitoring the progress, quality, and responsiveness of the deliverable to the Commission's Research Request. The Research Manager shall, on request to the contractor, be entitled to updates on the status of the research work and to copies of any outline or draft in progress.
- d. At the Commission's discretion, each deliverable ordered under this contract may be posted on the Commission's website unless otherwise provided by contract terms for a specific deliverable.
- e. Unless otherwise provided by contract terms for a specific deliverable, any deliverable ordered under this contract must be completed solely for the Commission, and the deliverable may not be shared with other parties without the prior written consent of the Commission.
- f. Unless otherwise provided by contract terms for a specific deliverable, a statement that any research report ordered under this contract will not also be funded, in whole or in part by another other entity or individual unless the Commission waives this requirement in writing.

- g. Contractors may be required to participate in briefings or public hearings in the Washington, DC area before Commission Members and staff and/or Members of Congress and staff in connection with certain task orders.
6. PROPOSAL SUBMISSION INSTRUCTIONS. Offerors should submit a proposal that includes the following:
- a. A description of the offeror's technical approach explaining how they would execute the Scope of Work. Specifically, the description should:
 - i. Identify the areas in the Commission's statutory mandate in which the offeror is generally capable of conducting research and the areas the offeror would likely subcontract with third parties to produce;
 - ii. Discuss the offeror's ability to produce deliverables of various lengths and on various timelines;
 - iii. If applicable, discuss the offeror's network to which it would be able to subcontract to third parties, and the offeror's past experience subcontracting to third parties for research products; and
 - iv. If applicable, discuss the offeror's past performance in the execution or involvement in a similar IDIQ contract.
 - b. Identification of and curricula vitae for key personnel who will be responsible for executing the Scope of Work. This designation of key personnel is a critical element of the proposal and any changes regarding which individuals will be involved in executing the Scope of Work must be approved by the Commission in advance and in writing. The curricula vitae of the key personnel may be included as an appendix to the submitted proposal.
 - c. A pricing proposal, which includes labor categories and rates for personnel, an explanation of how the offeror will calculate the cost of deliverables ordered under this contract, and any other costs the offeror proposes to charge under this contract for executing the Scope of Work.
 - d. A disclosure regarding whether the offeror is presently receiving compensation, directly or indirectly, from a foreign government, foreign corporation, foreign political party, foreign individual, or other foreign entity.
 - e. For offerors who are already registered in the federal System for Award Management (SAM), the offeror's Unique Entity ID (UEI). For offerors who are not already registered in the SAM, the offeror's responses to FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (November 2021) available at: https://www.acquisition.gov/far/52.204-24#FAR_52_204_24 and to FAR 52.204-26, Covered Telecommunications Equipment or Services—Representation (October 2020) available at: https://www.acquisition.gov/far/52.204-26#FAR_52_204_26.

- f. The proposal shall not exceed ten (10) pages and may be shorter. Appendices do not count toward the page limit.
- g. All submissions must be submitted electronically to contact@uscc.gov by January 9, 2026 at 5:00 p.m. Eastern or they will not be accepted or considered. Emails must be submitted with the following subject line: “ATTN IDIQ”.
- h. The Commission will acknowledge receipt of all submissions. Hard copies will not be accepted.

7. SELECTION CRITERIA.

- a. The Commission will determine which offeror(s) responding to this request will be awarded a contract based on a comprehensive “best value” analysis of the proposals received, to include:
 - i. The proposal’s technical value and approach;
 - ii. The proposed costs and cost methodology for deliverables;
 - iii. The assessed qualifications and ability of the offeror to fulfill the Scope of Work satisfactorily and on time;
 - iv. The offeror’s relevant past performance in the execution or involvement in a similar IDIQ contract; and
 - v. The offeror’s past performance with the Commission, if applicable.
- b. The Commission is a legislative branch commission not subject to the Federal Acquisition Regulation (FAR).

8. POINTS OF CONTACT. Inquires or any other correspondence related to this matter should be directed to the Research Manager at the following email: contact@uscc.gov. Emails must include the following subject line: “ATTN IDIQ Inquiry”.