

QUOTATION/BID FORM

All fields below must be complete or will not be considered for award.

Date of Quote Submission: \_\_\_\_\_

Daily Fee: \$ \_\_\_\_\_ Number of Days: \_\_\_\_\_ Travel Costs: \$ \_\_\_\_\_

Total Quote Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

SSN or TIN: \_\_\_\_\_ *[If you prefer to have your purchase order issued to your business, you must place the Taxpayer Identification Number (TIN) in the space above.]*

Unique Entity ID (UEI): \_\_\_\_\_

Date of Course: \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Location (Place X in appropriate box):

Emmitsburg, MD

Other. If location is known, please enter location: \_\_\_\_\_

Quote submission for Module/Position/Title/Specific Discipline Area(s):

\_\_\_\_\_

Housing required on the NETC campus: Yes  No

Arrival date \_\_\_\_\_ and Departure date \_\_\_\_\_

Specific Housing requirements: Yes  (Specify below) No

\_\_\_\_\_

For more information, to confirm receipt of your bid and to email your bids, please use the following email address: [FEMA-EMI-InstructorBidding@fema.dhs.gov](mailto:FEMA-EMI-InstructorBidding@fema.dhs.gov). Thank you.

## Dual Pay and Conflicts of Interest

FEMA contracts awarded to instructors below the micro-purchase threshold must be compliant with all laws and regulations pertaining to Dual Pay and Conflicts of Interest.

If you are a Federal employee receiving salary and benefits from another Federal agency, you may not also contract with FEMA to be an instructor for EMI. This prohibition also applies to individuals hired by FEMA as Disaster Assistance Employees (DAE). Individuals employed by a non-Federal entity, but whose employers are reimbursed for their work through a Federal assistance program (i.e., *grant-funded* employees), may still receive micro-purchase contracts to teach at EMI. However, in order to ensure that EMI instructors are fully committed and available to perform under their contract, these individuals must be on authorized leave from their employer while instructing for EMI.

Special Government Employees (SGE) also are ineligible to receive instructor contracts from EMI under most circumstances. If you are currently appointed by any Federal agency as an SGE, you must explain the nature of your SGE appointment in your bid package. Additional information may be required from SGEs to determine eligibility after your package has been submitted.

As prescribed in (HSAR) [48 CFR 3009.507](https://www.ecfr.gov/current/title-48/chapter-30/subchapter-B/part-3009/subpart-3009.5) (<https://www.ecfr.gov/current/title-48/chapter-30/subchapter-B/part-3009/subpart-3009.5>), insert the following provision: Disclosure of Conflicts of Interest (DED 2003) The Department of Homeland Security (DHS) will award contracts only to those offerors whose objectivity is not impaired by conflicting interests. Based on this policy, (a) The offeror shall provide a statement in its proposal which describes in a concise manner all past, present, or planned organizational, financial, contractual or other interest(s) with an organization whose interests may be substantially affected by Departmental activities, and which is related to the work under this solicitation. The interest(s) described shall include those of the proposer, its affiliates, proposed consultants, proposed subcontractors for more than 20% of the work and key personnel of the offeror and any subcontractor accounting for more than 20% of the contract. Past interest shall be limited to within 1 year of the date of the offeror's technical proposal. Key personnel, for purposes of this clause, shall include any person owning more than 20% interest in the company, and the company's corporate officers, its senior managers, and any employees responsible for making a decision or taking an action on this contract where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

(b) The offeror shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed contract can be accomplished in an impartial and objective manner.

(c) In the absence of any relevant interest identified in (a) above, the offeror shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The offeror must obtain the same information from potential subcontractors prior to award of a subcontract.

(d) The Contracting Officer will review the statement submitted and may require additional relevant information from the offeror. All such information, and any other relevant information known to DHS, will be used to determine whether an award to the offeror may create a conflict of interest. If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.

(e) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If, after award, the Contractor discovers a conflict of interest with respect to the contract awarded as a result of this solicitation, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict, a description of the action the contractor has taken, or proposes to take, to avoid or mitigate such conflict. The Contracting Officer may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the Government.

SIGNATURE: \_\_\_\_\_