

Universal Service Administrative Co. (USAC)  
Request for Quotes  
IT-22-137 –Website archiving service 2022-2025

## I. OVERVIEW

USAC requires a software publishing vendor to provide the websites listed below with the archiving solution for USAC’s web content.

- <https://www.usac.org/>
- <https://www.lifelinesupport.org/>
- <https://www.emergencyconnectivityfund.org/>
- <https://www.acpbenefit.org/> (Redirect to <https://www.affordableconnectivity.gov/>)

## II. TYPE OF CONTRACT

This is a firm fixed price, single-award contract (“Contract”). The firm fixed price for this work (total project and all line items) is set forth on the Bid Sheet (See Attachment 1). The firm fixed price includes all direct and indirect costs, including equipment, product support, supplies, general and administrative expenses, overhead, materials, travel, labor, taxes, shipping, and profit.

## III. CONTRACT TERM

The term of this Contract will be for three (3) years (October 18, 2022 – October 17, 2025).

The Contract shall have two (2) additional option years, executed at the discretion of USAC for a possible total of five Contract years.

## IV. WHERE THE WORK TAKES PLACE

Universal Service Administrative Company (USAC)  
One Metro Center  
700 12<sup>th</sup> St NW Suite 900  
Washington, DC 20005

USAC shall provide appropriate work space for duties performed at USAC headquarters. Contractor personnel working onsite at USAC shall comply with USAC’s standard workplace rules and policies, and will only be allowed onsite during USAC’s normal business hours, unless otherwise agreed to in advance.

## V. COMPANY PROFILE

USAC is not a Federal agency, a government corporation, a government controlled corporation or other establishment in the Executive Branch of the United States Government. USAC is not a contractor to the Federal Government. The contract awarded as a result of this RFQ will not be a subcontract under a Federal prime contract. However, USAC conducts its procurements in

accordance with the terms of a Memorandum of Understanding with the FCC, which requires USAC to adhere to the following provisions from the Code of Federal Regulations, 2 C.F.R. §§ 200.318-321, 200.323, 200.325-326 and App. II to C.F.R. Part 200 (collectively “Procurement Regulations”). Contractor shall comply with the procurement regulations and all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this Agreement, including [USAC’s Standard Terms and Conditions](#).

## VI. PERFORMANCE REQUIREMENTS

Contractor shall provide the website archiving services, adhering to the technical and support service requirements set forth in Section VII – Services and Deliverables.

## VII. SERVICES AND DELIVERABLES

- Crawl and archive web content automatically on a schedule established in advance, preferably on a daily basis in order to capture each content change.
- Access to captured web content through any web browser with keyword and date-based searches.
- Display the difference between two consecutive versions of a particular web page, calculating text-based changes. Vendor shall provide change reports that show changes from crawl to crawl as well as show new pages and deleted pages.
- USAC shall have ownership of all archived web content.
- Easily exported archived web content in the event of the completion of USAC's engagement with the web archiving vendor. USAC shall be able to move content between platforms allowing for easily interchangeable data.
- View/use archived web content in exactly the same way live content appeared. This shall include dynamic content such as video and multimedia.
- Ability to search content by keyword(s), as well as dates, titles, etc.

## VIII. PROPOSAL INSTRUCTIONS

Offeror’s quote should include the following:

1. Solicitation number.
2. A completed and signed copy of the Bid Sheet included as **Attachment 1**.
3. A description of services, technical approach and resource, and etc. being offered in sufficient detail to evaluate compliance with the requirements in the solicitation.
4. Name, address and telephone number of the Offeror.
5. Company TIN and DUNS number.

Although the quote form breaks out different items, this is a firm-fixed-price contract and, ultimately, the total firm-fixed-price amount is the amount taken into consideration when reviewing the quotes. The quote form provides for the following:

1. A breakdown of the components of the quote on a line item basis, if applicable.
2. All applicable federal, state, and local sales, use, and excise taxes.
3. All costs for configuration of equipment, if applicable.
4. All other costs (i.e. labeling, packaging, packing, loading, storage, insurance, etc.).
5. All blanks shall be filled in accordingly. Any alteration or erasure must be initialed by the signer of the quote.

**Please email quotes to [Dania.Powers@usac.org](mailto:Dania.Powers@usac.org). Quotes must be received by USAC no later than Wednesday, September 7, 2022 at 11:00 AM ET.** USAC reserves the right to amend, revise or cancel this RFQ at any time at the sole discretion of USAC and no legal or other obligations are assumed by USAC by virtue of the issuance of this RFQ, including any commitment to procure the products or services sought herein.

USAC will evaluate all Quotes that are submitted in compliance with the requirements of this RFQ. USAC will issue a purchase order to the responsible Offeror(s) submitting the lowest priced technically acceptable Quote.

In order to be deemed responsible, a prospective contractor must have adequate resources to perform the contract, or the ability to obtain them, and a satisfactory record of integrity and business ethics. A responsible offeror will be deemed technically acceptable if: it proposes to provide, and has the apparent capability to provide, all the items identified in the scope of work in accordance with the terms of this RFQ, including the [USAC's Standard Terms and Conditions](#) hereto.