

December 15, 2015



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001

**FROM:** Molly Shea  
Contracting Officer  
U.S. Census Bureau

**TO:** 2020 Census Questionnaire Assistance (CQA) Prospective Offerors

**SUBJECT:** 2020 CQA PRE-PROPOSAL CONFERENCE

**ATTACHMENTS:** Pre-Proposal Conference Logistics

Dear Prospective Offeror:

The U.S. Census Bureau (USCB) invites you to attend a Pre-Proposal Conference for 2020 Census Questionnaire Assistance (CQA). The Pre-Proposal Conference will be held on Monday, January 11, 2016, at the USCB Headquarters facility located at 4600 Silver Hill Road, Suitland, MD 20746. The Pre-Proposal Conference presentation will include an overview of the USCB's mission, the objectives of the 2020 CQA program, a high-level description of the acquisition process and a period for questions and answers.

After the presentation, the Pre-Proposal Conference will conclude with a Vendor Networking Session. The Vendor Networking Session is open to all interested attendees and will be an open forum for your company to connect with prospective teaming partners. The Government will not be available for any type of communication regarding this acquisition during the Vendor Networking Session.

Attached to this letter are the logistics and instructions for the Pre-Proposal Conference. Please be advised that this is a large event and time must be allotted for clearing security, as the presentation will begin promptly at 9:00 AM. Additionally, please take note of the other details relating to pre-registration requirements, modes of transportation, arrival gates, and related procedures for the day of the event.

We appreciate your interest in doing business with the U.S. Census Bureau and look forward to your participation in 2020 Census Questionnaire Assistance.

Sincerely,

A handwritten signature in blue ink that reads "Molly Shea".

Molly Shea  
Contracting Officer

# 2020 Census Questionnaire Assistance (CQA) Pre-Proposal Conference

## Logistics

### General

The USCB invites vendors interested in participating in Step Two of 2020 CQA to a Pre-Proposal Conference. Due to space and security logistics, vendors that are interested in attending the Pre-Proposal Conference **MUST pre-register per the instructions below**. Vendor attendees that are not pre-registered will not be permitted to enter the facility or attend the event under any circumstances.

Attendance at this event is NOT mandatory for participating in later phases of the acquisition.

**Please carefully review all of the information provided below.** Any general Pre-Proposal Conference questions shall be submitted to the following email address: [DCMD.2020.CQA@census.gov](mailto:DCMD.2020.CQA@census.gov). The subject line must read, "Question – [Vendor Name]". Only questions specifically related to the Pre-Proposal Conference logistics will be answered by the Government.

### Pre-Registration (via email, no later than 3:00pm on Monday 1/4/2016)

1. Only two (2) attendees from each vendor are permitted to attend the Pre-Proposal Conference due to space constraints. **The Government reserves the right to reduce the number of vendor attendees to one (1) once a final head count is determined.** Vendors will be notified before the Pre-Proposal Conference if a reduction in the number of registered attendees is necessary.
2. The Government is requiring that all 2020 CQA Pre-Proposal attendees are U.S. Citizens.
3. Interested vendors must pre-register their attendees by sending an email to [DCMD.2020.CQA@census.gov](mailto:DCMD.2020.CQA@census.gov) no later than 3:00pm on Monday, January 4, 2016. The subject line of the email must read "2020 CQA Pre-Proposal Conference Attendees – [Insert Vendor Name]". The body of the email must include the name, title and email address of both attendees, as well as the gate # the attendees will arrive at (Gate 5 if by car, Gate 7 if by Metro or Metro parking lot). Please review and consider the very important information contained in the "Travel to and Arrival at the Facility" information section below prior to submitting a pre-registration email. Please note if an attendee is hearing impaired and requires an interpreter.
4. Pre-registered attendees will receive a registration confirmation via email no later than 4:00 PM on Friday, January 8, 2016, to the email addresses provided in the original vendor pre-registration request.
5. Due to the anticipated size of the event, and the related security logistics, **it is not possible to make changes to the attendee list or extend the deadline for registration.** Therefore, **requests for changes and/or late registrations will not be accepted** by the Government. Individuals that arrive at the facility and/or Conference Rooms 1-3 on the day of the event that were not pre-registered will be denied access. There are **no exceptions** to this policy.

## **Travel to and Arrival at the Facility (Starting at 7:30am on Monday 1/11/2016)**

1. Attendees **MUST** arrive at the entrance gate that was specified in their pre-registration email (no exceptions). For maps and directions to the USCB, please visit <http://www.census.gov/about/contact-us/cbmaps.html>
2. Attendees are **STRONGLY encouraged to utilize the Metro** (Green Line, Suitland Metro Station) and/or Suitland Metro parking lot which is adjacent to the USCB. Attendees arriving by Metro, or parking in the Metro parking lot, will enter the USCB on foot at Gate 7. When arriving at Gate 7, attendees should be prepared to provide a valid government-issued photo-id and inform the guards that their name is on the 2020 CQA Pre-Proposal Conference Attendee List.
3. Attendees choosing not to access the USCB through Gate 7 are required to use Gate 5 on Silver Hill Road. Private vehicles entering the USCB via Gate 5 are required to undergo a full-vehicle security inspection prior to entering the facility. There are no exceptions to this policy, and the security officers are not able to deviate from established procedures in the event that a large number of attendees arrive via private vehicle. When arriving at Gate 5, attendees should be prepared to provide a valid government-issued photo-id and inform the guards that their name is on the 2020 CQA Pre-Proposal Conference Attendee List.
4. **Attendees should take into account that the USCB is a secure facility, and time must be allotted for being cleared through Security upon arrival.** Although the formal event starts precisely at 9:00 AM, attendees may arrive starting at 7:30am and are **STRONGLY** encouraged to do so.
5. Attendees may park in the visitor parking lot or the outside employee parking lot designated for overflow vehicles. Parking is available on a first come, first serve basis. Therefore, attendees are again encouraged to arrive via Metro, or to consider parking their private vehicles in the Suitland Metro parking garage and entering on foot via Gate 7 to eliminate any capacity issues. Attendees are encouraged to carpool in the event that they choose to enter via Gate 5 in a private vehicle.

## **Inside the Facility Prior to the Start of the Pre-Proposal Conference (7:30am – 9:00am)**

1. Once attendees are cleared by security and have entered the building, they shall follow the signs to the cafeteria or Conference Rooms 1-3, depending on arrival time. A team of Census Bureau personnel will also be available to direct attendees.
2. Refreshments are available for purchase in the cafeteria until 9AM and Sunny Spot Café and Au Bon Pain.
3. Final check-in to Conference Rooms 1-3 will begin at 7:30 AM, at the entrance to Conference Rooms 1-3. Attendees are free to return to the cafeteria after checking in at Conference Rooms 1-3.
4. All attendees shall be in their seats in Conference Rooms 1-3 no later than 8:55am.
5. Under no circumstances shall attendees attempt to leave the ground floor of the Census Bureau. Attendees are only authorized for access to the ground floor, and must have their **visitor badges clearly displayed at all times**. Deviations from this policy shall be treated as security incidents and will be referred to the Office of Security.

### **Pre-Proposal Conference (9:00am – 10:45am) - Conference Rooms 1-3**

1. The Pre-Proposal Conference presentation will begin promptly at 9 AM and end no later than 10:45 AM.
2. The USCB will not provide any materials during the Pre-Proposal Conference. However, an electronic version of the presentation will be provided via email to attendees by 4:00 PM on Friday, January 8, 2016.
3. No recording (audio or visual) is permitted at any time during the session. The Government will record the morning session for its own use but will not post the recording for viewing by vendors.
4. Attendees shall hold all questions until the end of the session during the timeslot on the agenda designated for Questions and Answers.

### **Vendor Networking Session (10:45am – 12:45pm) - Conference Rooms 1-3**

1. Interested vendors may participate in the Vendor Networking Session from 10:45am to 12:45pm.
2. The networking session is an opportunity for vendors to connect with prospective teaming partners.
3. No Government personnel will be available during this session.
4. Attendees may purchase meals in the cafeteria, or refreshments at the Sunny Spot café.
5. Under no circumstances shall attendees attempt to leave the ground floor of the Census Bureau. Attendees are only authorized for access to the ground floor, and must have their visitor badges clearly displayed at all times.

### **Departing the Facility (no later than 1:30 pm)**

1. Attendees are not permitted to remain in the facility after 1:30pm. Attendees shall depart the facility no later than 1:30pm via the main lobby.

### **Additional Notes and Recommendations**

1. Equipment - Attendees are highly discouraged from bringing unnecessary equipment to the Pre-Proposal Conference. It should be noted that equipment (i.e., laptops) brought into the facility must be checked-in and checked-out which will cause unnecessary delays.
2. Please refrain from requesting deviations from the procedures in this document. Government personnel (security personnel as well as those hosting the event) have been instructed that no deviations are permitted.