



## AMERICAN BATTLE MONUMENTS COMMISSION

Overseas Operations Office

### REQUEST FOR PROPOSALS (RFP)

#### Contract Specialist Support Services

**RFP #** 74330226R0026

**Date:** 3 February 2026

**From:** American Battle Monuments Commission (ABMC), Overseas Operations Office, headquartered at 32 rue Monceau, 75008 Paris, France.

**The issuance of this Request for Proposals does not guarantee that a contract will be awarded. The Agency reserves the right to cancel, withdraw, or modify the RFP at any time, and any potential award may be cancelled depending on the Agency's needs.**

**General.** The American Battle Monuments Commission (ABMC), established by Congress in 1923, administers, operates, and maintains 26 overseas commemorative cemeteries and 32 memorials in 17 foreign countries. ABMC honors the service and sacrifice of U.S. Armed Forces by creating and maintaining memorial sites and educating future generations about their legacy.

ABMC requires Contract Specialist Support Services for its Overseas Operations Office in Paris, France. This support will include one (1) Contract Specialist personnel to provide cradle-to-grave acquisition assistance for services, supplies, and construction projects across ABMC cemeteries and memorials worldwide, in accordance with the Performance Work Statement.

The following attachments are an integral part of this Request for Proposal:

Attachment # 1: Performance Work Statement

#### ANTICIPATED AWARD TYPE

ABMC intends to award a Labor-Hour Contract consisting of:

- Base Year: 12 months from date of award
- Option Years: Four (4) additional 12-month option periods
- Labor: Offerors shall propose fully burdened hourly rates for the Base + 4 Option Years.
- Hourly rates must remain fixed for each respective contract year.

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Option years will be exercised and funded, subject to the availability of funds of the U.S. Government and based on ABMC's needs. All work will be assigned under the awarded labor-hour contract. The contract will consist of two contract line items:

**CLIN 0001** will cover labor expenses, based on fully burdened hourly rates and number of hours worked. ABMC guarantees a minimum of 35 hours per week, subject to ABMC's rights of termination. Any hours in excess of 40 hours a week must be approved by ABMC's Contracting Officer or COR in advance.

**CLIN 0002** will provide funding to reimburse authorized travel expenses to Paris or other ABMC sites, incurred during the performance of the contract, depending on geographical locations and in accordance with applicable travel regulations (Federal Travel Regulation).

## **PRICING INSTRUCTIONS**

Offerors shall submit a Pricing Sheet that includes:

- Fully burdened hourly rates for proposed labor category
- Rates for Base Year + Option Years 1–4
- Rates must include all direct and indirect costs, overhead, profit, and any other applicable expenses
- Travel is reimbursable separately and must comply with the Federal Travel Regulation.

## **PERIOD OF PERFORMANCE**

- ABMC anticipates contract starting date to be April-May 2026.
- Total Potential Duration: 5 Years (1 Base + 4 Option Years)

## **PLACE OF PERFORMANCE**

Work may be performed:

- Onsite Paris,
- Remotely within Europe,
- Or a hybrid of both.

The contractor shall align work hours with ABMC's Paris office operating schedule (CET).

## **APPLICABLE LAW**

This Request for Proposals is being released publicly to multiple companies. As such, the governing law and jurisdiction for the resulting contract will be determined following the selection of the successful Offeror. The legal framework will be established during contract finalization and communicated to the selected contractor.

All work performed under this Labor Hour contract must comply with all relevant laws and regulations, including but not limited to those governing working hours, employment conditions, social charges, and mandatory employer obligations, regardless of the final jurisdiction selected.

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## TERMINATION NOTICE AND EMPLOYER OBLIGATIONS

ABMC will not provide compensation, reimbursement, or financial adjustment for employment-related costs in the event the contract is terminated, an option to renew is not exercised, or a selected Contract Specialist is replaced. All obligations related to employment — including but not limited to termination notice (préavis) requirements, severance, accrued leave, social charges, payroll taxes, and any other employer liabilities under applicable labor law — shall remain the sole responsibility of the offeror.

Offerors must ensure that all such employment-related obligations are fully anticipated and incorporated into their proposed hourly rates for the Base Year and all Option Years. Under no circumstances will ABMC assume or reimburse costs arising from personnel turnover, dismissal, or any other employer responsibility defined by law.

## QUESTIONS AND CLARIFICATIONS

All inquiries regarding this RFP must be submitted in writing to Raminta Grigunaite at [grigunaiter@abmc.gov](mailto:grigunaiter@abmc.gov).

## PROPOSAL SUBMISSION INSTRUCTIONS

**Submission Deadline:** 27<sup>th</sup> February 2026. 3:00 pm Paris time.

**Submission Method:** via e-mail to Raminta Grigunaite at [grigunaiter@abmc.gov](mailto:grigunaiter@abmc.gov).

**Language of proposal:** Proposals must be submitted in English.

**Required Documents:**

1. Cover letter:

- Reference the RFP number (74330226R0026)
- Company name, address, phone number
- Acknowledge any RFP amendments

2. Technical Proposal. The proposal must include CVs of proposed candidates for the Contract Specialist position, demonstrating the qualifications, experience and required competencies of each individual. Each CV shall highlight:

- Relevant U.S. Federal contracting experience (minimum 8 years)
- Knowledge of the Federal Acquisition Regulation (FAR)
- Required certifications (FAC-P/Professional, previous FAC-C Level II, or DAU equivalent)
- Language skills (French desirable)
- Prior experience supporting similar acquisition or contract administration functions

Offerors shall ensure that the proposed candidates' experience aligns with the responsibilities outlined in the PWS and demonstrates the ability to provide high-quality acquisition support from planning through closeout. ABMC will select one of the proposed candidates for the Contract Specialist positions. ABMC may elect to interview candidates prior to selection. ABMC reserves the right not to select any of the proposed candidates, and to request additional candidates.

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**3. Management Plan & Work Plan:**

Offerors shall provide a comprehensive Management & Work Plan describing how they will organize, supervise, and deliver Contract Specialist Support services throughout the Base Year and all Option Years. The plan must clearly demonstrate the offeror's ability to ensure continuity of operations, maintain quality, and respond flexibly to ABMC's workload needs. At a minimum, the plan shall address the following:

- Staffing structure and roles
- Personnel management & Accountability
- Communication and Coordination
- Transition-In / Transition-Out Plan
- Quality Assurance Approach

**4. Pricing Sheet:**

- Fully burdened hourly rates for Base + Option Years

**5. Past Performance**

- At least 3 references for similar services

## **EVALUATION CRITERIA**

Award decision will be made based on the best value approach. Evaluation factors include (not listed in order of importance):

- Technical approach and demonstrated understanding of the PWS
- Qualifications & experience of proposed candidates
- Organizational capacity to meet ABMC needs
- Quality of past performance
- Pricing (hourly rates for all years)

## **PAYMENT TERMS**

- No advance payments authorized
- Payments will be made upon submission of proper invoices and acceptance of services
- ABMC complies with the U.S. Prompt Payment Act, whereby it must pay contractors within 30 days after receipt of proper invoice or acceptance of services rendered.

*We thank you for your interest and look forward to receiving your proposal in due course and no later than 27<sup>th</sup> February 2026.*

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