



AMERICAN BATTLE MONUMENTS COMMISSION

Overseas Operations Office

Date: 23rd May 2025

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

Subject: Request for Proposals (RFP), Blanket Purchase Agreement for Headstone Engraving Services, RFP # 74330225R0052.

General. The American Battle Monuments Commission, established by Congress in 1923, is an agency of the executive branch of the federal government. ABMC - guardian of America's overseas commemorative cemeteries and memorials - honors the service, achievements and sacrifice of U.S. armed forces. ABMC administers, operates, and maintains 26 permanent American military cemeteries, and 32 federal memorials, Monuments, and markers, which are in 17 foreign countries.

There are 124,117 headstones across the designated cemeteries that require regular maintenance and preservation to ensure inscriptions remain legible and meet established appearance standards. This includes periodic re-inscription and touch-up engraving, as outlined in the scope of work.

ANTICIPATED AWARD TYPE

ABMC is seeking qualified vendors to provide (re)engraving services on headstones, the Walls of the Missing and other stone surfaces, under a Blanket Purchase Agreement (BPA). The intent is to establish a flexible agreement through which task orders will be issued on an as-needed basis over a potential five-year period (a base year plus four one-year option periods), subject to the availability of funds and satisfactory performance.

SCOPE OF WORK

All scope documents, including drawings, photographs, and technical specifications are available for download at the following link: [RFP #74330225R0052 Engraving Services for ABMC](#)

Offerors are strongly encouraged to review these materials thoroughly, as they form an integral part of the Statement of Work and will be essential in preparing responsive proposals.

BPA STRUCTURE

- **Base Year:** One year from the date of award.
- **Option Years:** Four additional one-year periods, exercised at the discretion of ABMC.

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- **Ordering Mechanism:** Individual **task orders** will be issued under the BPA. Each task order will specify the location, quantity, and required completion date.
- **Pricing:** Unit pricing (unit price for engraving one headstone) shall be submitted in the proposal and will form the basis of each task order's pricing. Prices proposed must remain fixed for the base year, with options to revise in each subsequent year upon mutual agreement.
- **Task order:** Each task order will be separately priced, based on the applicable unit prices in effect at that time. Each task order will include two Contract Line-Item Numbers (CLINs):

CLIN 0001 will cover the cost of engraving services calculated as the unit price per headstone multiplied by the number of headstones specified in the order.

CLIN 0002 will provide funding to reimburse authorized travel expenses incurred during the performance of the task in accordance with applicable travel regulations (FTR).

- **Payment terms:** Advance payments for BPA task order are not authorized. Payments will be made after services have been rendered and accepted. ABMC is subject to the Prompt Payment Act whereby it must pay contractors within 30 days after receipt of proper invoice or acceptance of services rendered, whichever is later.

PROPOSAL INSTRUCTIONS

1. **Submission Deadline:** 24th June 2025
 2. **Submission Method:** Please submit your proposals via e-mail to Raminta Grigunaite at grigunaiter@abmc.gov
 3. **Required Documents:**
 - Cover letter (Ref. RFP number, include your company's name, address, telephone number and a brief presentation, acknowledge RFP amendments, if applicable)
 - Technical Proposal (describe your approach, methodology, proposed tools/machinery)
 - Pricing Sheet (with unit prices per inscription)
 - Region(s) of Interest
 - Company qualifications and past performance references
- Offerors may submit proposals for one or more of the specified geographic regions.**
4. **Evaluation Criteria (not listed in order of importance):**
 - Technical capability and relevant experience
 - Time management & commitment plan (include your responsiveness strategy, detailing timelines for meeting task order's objectives and explaining your firm's ability to work under a constrained schedule).
 - Capacity to cover selected region(s)
 - Past performance
 - Pricing

ABMC reserves the right to award multiple BPAs to different contractors. Task orders will be issued in accordance with the terms of the BPA to the contractors offering the best value to the government.

QUESTIONS AND CLARIFICATIONS

All inquiries regarding this RFP must be submitted in writing **by 7th June 2025**, to Raminta Grigunaite (grigunaiter@abmc.gov). Answers will be provided to all known prospective offerors.

We thank you for your interest and look forward to receiving your proposal in due course and no later than 24th June 2025.