

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 74	
2. CONTRACT NO.		3. SOLICITATION NO. W9133L-18-R-0008		4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [X] NEGOTIATED (RFP)		5. DATE ISSUED 02 Jan 2018	
6. REQUISITION/PURCHASE NO.		7. ISSUED BY NGB-AQ - W9133L 111 SOUTH GEORGE MASON DR BLDG. 2, 4TH FLOOR ARLINGTON VA 22204-1373 CODE W9133L TEL: 703 604-4186 FAX: 703-607-1742		8. ADDRESS OFFER TO (If other than Item 7) <b>See Item 7</b> CODE TEL: FAX:			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

### SOLICITATION

9. Sealed offers in original and \_\_\_\_\_ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in \_\_\_\_\_ until \_\_\_\_\_ local time \_\_\_\_\_ (Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE (Include area code) (NO COLLECT CALLS)	C. E-MAIL ADDRESS
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### OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE
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### AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 0009) or additional surge labor in response to contingencies (CLIN 0002). FOB: Destination	12	Months		
					<hr/>
					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 0001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination				
					ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	OPERATIONS - OTHER COSTS COST Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN). FOB: Destination				
					ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0004

**ACQUIRED EQUIPMENT & INVENTORY  
COST**

Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 0006) for equipment, inventory, or repairs.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0005

**ACQUIRED SPECIALIZED & INVENTORY REPAIRS  
COST**

Actual unburdened cost (excluding shipping expense, CLIN 0006) of specialized equipment repairs not already included in any previous contract line item.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0006

**SHIPPING EXPENSE  
COST**

Actual unburdened cost for shipping of inventory, equipment, and repairs.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	TRAVEL & TRAINING COST				

TRAVEL & TRAINING  
COST

Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	CONTRACT MANPOWER REPORTING (CMRA) FFP	1	Each		

CONTRACT MANPOWER REPORTING (CMRA)  
FFP

The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: <https://www.ecmra.mil/> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at:

<https://www.ecmra.mil/>

FOB: Destination

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	LABOR - TRANSITION PERIOD COST Contractor services during a contractor transition period in response to a phasein/phase-out Task Order. FOB: Destination				
ESTIMATED COST					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001	LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 1009) or additional surge labor in response to contingencies (CLIN 1002). FOB: Destination	12	Months		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002	LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 1001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination				
ESTIMATED COST					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003	<p>OPERATIONS - OTHER COSTS            COST            Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN).            FOB: Destination</p>				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004	<p>ACQUIRED EQUIPMENT &amp; INVENTORY            COST            Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 1006) for equipment, inventory, or repairs.            FOB: Destination</p>				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005	<p>ACQUIRED SPECIALIZED &amp; INVENTORY REPAIRS            COST            Actual unburdened cost (excluding shipping expense, CLIN 1006) of specialized equipment repairs not already included in any previous contract line item.            FOB: Destination</p>				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006	<p>SHIPPING EXPENSE            COST            Actual unburdened cost for shipping of inventory, equipment, and repairs.            FOB: Destination</p>				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007	TRAVEL & TRAINING COST Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2. FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008	CONTRACT MANPOWER REPORTING (CMRA) FFP The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a> FOB: Destination	1	Each		

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 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009	LABOR - TRANSITION PERIOD COST Contractor services during a contractor transition period in response to a phasein/phase-out Task Order. FOB: Destination				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001	LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 2009) or additional surge labor in response to contingencies (CLIN 2002). FOB: Destination	12	Months		
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002	LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 2001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination				
				ESTIMATED COST	



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003					

OPERATIONS - OTHER COSTS  
COST

Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN).

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004					

ACQUIRED EQUIPMENT & INVENTORY  
COST

Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 2006) for equipment, inventory, or repairs.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005					

ACQUIRED SPECIALIZED & INVENTORY REPAIRS  
FFP

Actual unburdened cost (excluding shipping expense, CLIN 2006) of specialized equipment repairs not already included in any previous contract line item.

FOB: Destination

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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2006

## SHIPPING EXPENSE

## COST

Actual unburdened cost for shipping of inventory, equipment, and repairs.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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2007

## TRAVEL &amp; TRAINING

## COST

Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2008	CONTRACT MANPOWER REPORTING (CMRA) FFP The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a> FOB: Destination	1	Each		

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 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009	LABOR - TRANSITION PERIOD COST Contractor services during a contractor transition period in response to a phasein/phase-out Task Order. FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001	LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 3009) or additional surge labor in response to contingencies (CLIN 3002). FOB: Destination	12	Months		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002	LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 3001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003	OPERATIONS - OTHER COSTS COST Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN). FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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3004

ACQUIRED EQUIPMENT & INVENTORY  
COST

Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 3006) for equipment, inventory, or repairs.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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3005

ACQUIRED SPECIALIZED & INVENTORY REPAIRS  
COST

Actual unburdened cost (excluding shipping expense, CLIN 3006) of specialized equipment repairs not already included in any previous contract line item.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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3006

SHIPPING EXPENSE  
COST

Actual unburdened cost for shipping of inventory, equipment, and repairs.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3007	TRAVEL & TRAINING COST Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2. FOB: Destination				
ESTIMATED COST					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3008	CONTRACT MANPOWER REPORTING (CMRA) FFP The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a> FOB: Destination	1	Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009					

LABOR - TRANSITION PERIOD  
COST

Contractor services during a contractor transition period in response to a phasein/phase-out Task Order.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months		

LABOR - CORE LOGISTICS SUPPORT SERVICES  
FFP

Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 4009) or additional surge labor in response to contingencies (CLIN 4002).

FOB: Destination

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002					

LABOR - SURGE LOGISTICS SUPPORT  
COST

Contractor services in addition to CLIN 4001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003	OPERATIONS - OTHER COSTS COST Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN). FOB: Destination				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004	ACQUIRED EQUIPMENT & INVENTORY COST Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 4006) for equipment, inventory, or repairs. FOB: Destination				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005	ACQUIRED SPECIALIZED & INVENTORY REPAIRS COST Actual unburdened cost (excluding shipping expense, CLIN 4006) of specialized equipment repairs not already included in any previous contract line item. FOB: Destination				
				ESTIMATED COST	



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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4006

## SHIPPING EXPENSE

## COST

Actual unburdened cost for shipping of inventory, equipment, and repairs.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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4007

## TRAVEL &amp; TRAINING

## COST

Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4008	<p>CONTRACT MANPOWER REPORTING (CMRA)</p> <p>FFP</p> <p>The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: <a href="https://www.ecmra.mil/">https://www.ecmra.mil/</a></p> <p>FOB: Destination</p>	1	Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009	<p>LABOR - TRANSITION PERIOD</p> <p>COST</p> <p>Contractor services during a contractor transition period in response to a phasein/phase-out Task Order.</p> <p>FOB: Destination</p>				

ESTIMATED COST

#### CONTRACT MINIMUM/MAXIMUM QUANTITY AND CONTRACT VALUE

The minimum quantity and contract value for all orders issued against this contract shall not be less than the minimum quantity and contract value stated in the following table. The maximum quantity and contract value for all orders issued against this contract shall not exceed the maximum quantity and contract value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
	\$1,000.00		\$240,000,000.00

#### DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND ORDER VALUE

The minimum quantity and order value for each Delivery/Task Order issued shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for each Delivery/Task Order issued shall not exceed the maximum quantity and order value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
	\$1,000.00		\$40,000,000.00

#### CLIN DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND CLIN ORDER VALUE

The minimum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not exceed the maximum quantity and order value stated in the following table.

CLIN	MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
0001		\$		\$
0002		\$		\$
0003		\$		\$
0004		\$		\$
0005		\$		\$
0006		\$		\$
0007		\$		\$
0008		\$		\$
0009		\$		\$
1001		\$		\$
1002		\$		\$
1003		\$		\$
1004		\$		\$

1005	\$	\$
1006	\$	\$
1007	\$	\$
1008	\$	\$
1009	\$	\$
2001	\$	\$
2002	\$	\$
2003	\$	\$
2004	\$	\$
2005	\$	\$
2006	\$	\$
2007	\$	\$
2008	\$	\$
2009	\$	\$
3001	\$	\$
3002	\$	\$
3003	\$	\$
3004	\$	\$
3005	\$	\$
3006	\$	\$
3007	\$	\$
3008	\$	\$
3009	\$	\$
4001	\$	\$
4002	\$	\$
4003	\$	\$
4004	\$	\$

4005	\$	\$
4006	\$	\$
4007	\$	\$
4008	\$	\$
4009	\$	\$

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
0008	Destination	Government	Destination	Government
0009	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
1006	Destination	Government	Destination	Government
1007	Destination	Government	Destination	Government
1008	Destination	Government	Destination	Government
1009	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
2006	Destination	Government	Destination	Government
2007	Destination	Government	Destination	Government
2008	Destination	Government	Destination	Government
2009	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
3005	Destination	Government	Destination	Government
3006	Destination	Government	Destination	Government
3007	Destination	Government	Destination	Government
3008	Destination	Government	Destination	Government
3009	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government
4005	Destination	Government	Destination	Government
4006	Destination	Government	Destination	Government
4007	Destination	Government	Destination	Government

4008	Destination	Government	Destination	Government
4009	Destination	Government	Destination	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC
0001	N/A	N/A	N/A	N/A
0002	N/A	N/A	N/A	N/A
0003	N/A	N/A	N/A	N/A
0004	N/A	N/A	N/A	N/A
0005	N/A	N/A	N/A	N/A
0006	N/A	N/A	N/A	N/A
0007	N/A	N/A	N/A	N/A
0008	N/A	N/A	N/A	N/A
0009	N/A	N/A	N/A	N/A
1001	N/A	N/A	N/A	N/A
1002	N/A	N/A	N/A	N/A
1003	N/A	N/A	N/A	N/A
1004	N/A	N/A	N/A	N/A
1005	N/A	N/A	N/A	N/A
1006	N/A	N/A	N/A	N/A
1007	N/A	N/A	N/A	N/A
1008	N/A	N/A	N/A	N/A
1009	N/A	N/A	N/A	N/A
2001	N/A	N/A	N/A	N/A
2002	N/A	N/A	N/A	N/A
2003	N/A	N/A	N/A	N/A
2004	N/A	N/A	N/A	N/A
2005	N/A	N/A	N/A	N/A



2006	N/A	N/A	N/A	N/A
2007	N/A	N/A	N/A	N/A
2008	N/A	N/A	N/A	N/A
2009	N/A	N/A	N/A	N/A
3001	N/A	N/A	N/A	N/A
3002	N/A	N/A	N/A	N/A
3003	N/A	N/A	N/A	N/A
3004	N/A	N/A	N/A	N/A
3005	N/A	N/A	N/A	N/A
3006	N/A	N/A	N/A	N/A
3007	N/A	N/A	N/A	N/A
3008	N/A	N/A	N/A	N/A
3009	N/A	N/A	N/A	N/A
4001	N/A	N/A	N/A	N/A
4002	N/A	N/A	N/A	N/A
4003	N/A	N/A	N/A	N/A
4004	N/A	N/A	N/A	N/A
4005	N/A	N/A	N/A	N/A
4006	N/A	N/A	N/A	N/A
4007	N/A	N/A	N/A	N/A
4008	N/A	N/A	N/A	N/A
4009	N/A	N/A	N/A	N/A

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-8	Annual Representations and Certifications	JAN 2017
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2016
52.204-13	System for Award Management Maintenance	OCT 2016
52.204-15	Service Contract Reporting Requirements for Indefinite-Delivery Contracts	OCT 2016
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	JUN 2016
52.208-9	Contractor Use of Mandatory Sources of Supply or Services	MAY 2014
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.210-1	Market Research	APR 2011
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	AUG 2011
52.215-11	Price Reduction for Defective Certified Cost or Pricing Data--Modifications	AUG 2011
52.215-12	Subcontractor Certified Cost or Pricing Data	OCT 2010
52.215-13	Subcontractor Certified Cost or Pricing Data--Modifications	OCT 2010
52.215-15	Pension Adjustments and Asset Reversions	OCT 2010
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions	JUL 2005
52.215-19	Notification of Ownership Changes	OCT 1997
52.215-22	Limitations on Pass-Through Charges--Identification of Subcontract Effort	OCT 2009
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.217-5	Evaluation Of Options	JUL 1990
52.219-1	Small Business Program Representations	OCT 2014
52.219-1 Alt I	Small Business Program Representations (Sept 2015) Alternate I	SEP 2015
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011

52.219-8	Utilization of Small Business Concerns	NOV 2016
52.219-28	Post-Award Small Business Program Rerepresentation	JUL 2013
52.222-2	Payment For Overtime Premiums	JUL 1990
52.222-3	Convict Labor	JUN 2003
52.222-4	Contract Work Hours and Safety Standards- Overtime Compensation	MAY 2014
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-25	Affirmative Action Compliance	APR 1984
52.222-26	Equal Opportunity	SEP 2016
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	FEB 2016
52.222-38	Compliance With Veterans' Employment Reporting Requirements	FEB 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	OCT 2015
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015
52.222-62	Paid Sick Leave Under Executive Order 13706	JAN 2017
52.223-1	Biobased Product Certification	MAY 2012
52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts	SEP 2013
52.223-3	Hazardous Material Identification And Material Safety Data	JAN 1997
52.223-4	Recovered Material Certification	MAY 2008
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-11	Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons.	JUN 2016
52.223-12	Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners.	JUN 2016
52.223-13	Acquisition of EPEAT - Registered Imaging Equipment (Jun 2014)	JUN 2014
52.223-14	Acquisition of EPEAT -Registered Televisions	JUN 2014
52.223-15	Energy Efficiency in Energy-Consuming Products	DEC 2007
52.223-16	Acquisition of EPEAT (R) - Registered Personal Computer Products	OCT 2015
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.223-19	Compliance with Environmental Management Systems	MAY 2011
52.223-20	Aerosols	JUN 2016
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.224-3	Privacy Training	JAN 2017
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	FEB 2013
52.232-17	Interest	MAY 2014
52.232-18	Availability Of Funds	APR 1984
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013

52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1	Disputes	MAY 2014
52.233-1 Alt I	Disputes (May 2014) - Alternate I	DEC 1991
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.243-2	Changes--Cost-Reimbursement	AUG 1987
52.243-2 Alt II	Changes--Cost Reimbursement (Aug 1987) - Alternate II	APR 1984
52.244-2	Subcontracts	OCT 2010
52.244-6	Subcontracts for Commercial Items	JAN 2017
52.245-1	Government Property	JAN 2017
52.245-9	Use And Charges	APR 2012
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
52.246-24	Limitation Of Liability--High-Value Items	FEB 1997
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.251-1	Government Supply Sources	APR 2012
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.203-7004	Display of Hotline Posters	OCT 2016
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.204-7006	Billing Instructions	OCT 2005
252.204-7008	Compliance With Safeguarding Covered Defense Information Controls	OCT 2016
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	OCT 2016
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	OCT 2016
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.215-7000	Pricing Adjustments	DEC 2012
252.215-7008	Only One Offer	OCT 2013
252.215-7009	Proposal Adequacy Checklist	JAN 2014
252.216-7006	Ordering	MAY 2011

252.219-7010	Notification of Competition Limited to Eligible 8(A) Concerns--Partnership Agreement	MAR 2016
252.222-7007	Representation Regarding Combating Trafficking in Persons	JAN 2015
252.223-7001	Hazard Warning Labels	DEC 1991
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.225-7001	Buy American And Balance Of Payments Program-- Basic (Dec 2016)	DEC 2016
252.225-7012	Preference For Certain Domestic Commodities	DEC 2016
252.225-7031	Secondary Arab Boycott Of Israel	JUN 2005
252.225-7048	Export-Controlled Items	JUN 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2016
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.239-7010	Cloud Computing Services	OCT 2016
252.239-7017	Notice of Supply Chain Risk	NOV 2013
252.239-7018	Supply Chain Risk	OCT 2015
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.244-7001	Contractor Purchasing System Administration	MAY 2014
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	SEP 2016
252.247-7023	Transportation of Supplies by Sea	APR 2014

#### CLAUSES INCORPORATED BY FULL TEXT

#### 52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (OCT 2015)

##### (a) Definitions. As used in this clause--

Agent means any individual, including a director, an officer, an employee, or an independent Contractor, authorized to act on behalf of the organization.

Full cooperation—

(1) Means disclosure to the Government of the information sufficient for law enforcement to identify the nature and extent of the offense and the individuals responsible for the conduct. It includes providing timely and complete

response to Government auditors' and investigators' request for documents and access to employees with information;

(2) Does not foreclose any Contractor rights arising in law, the FAR, or the terms of the contract. It does not require--

(i) A Contractor to waive its attorney-client privilege or the protections afforded by the attorney work product doctrine; or

(ii) Any officer, director, owner, or employee of the Contractor, including a sole proprietor, to waive his or her attorney client privilege or Fifth Amendment rights; and

(3) Does not restrict a Contractor from--

(i) Conducting an internal investigation; or

(ii) Defending a proceeding or dispute arising under the contract or related to a potential or disclosed violation.

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

Subcontract means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract.

Subcontractor means any supplier, distributor, vendor, or firm that furnished supplies or services to or for a prime contractor or another subcontractor.

United States means the 50 States, the District of Columbia, and outlying areas.

(b) Code of business ethics and conduct. (1) Within 30 days after contract award, unless the Contracting Officer establishes a longer time period, the Contractor shall--

(i) Have a written code of business ethics and conduct;

(ii) Make a copy of the code available to each employee engaged in performance of the contract.

(2) The Contractor shall--

(i) Exercise due diligence to prevent and detect criminal conduct; and

(ii) Otherwise promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law.

(3)(i) The Contractor shall timely disclose, in writing, to the agency Office of the Inspector General (OIG), with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed--

(A) A violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code; or

(B) A violation of the civil False Claims Act (31 U.S.C. 3729-3733).

(ii) The Government, to the extent permitted by law and regulation, will safeguard and treat information obtained pursuant to the Contractor's disclosure as confidential where the information has been marked "confidential" or "proprietary" by the company. To the extent permitted by law and regulation, such information will not be released by the Government to the public pursuant to a Freedom of Information Act request, 5 U.S.C. Section 552, without prior notification to the Contractor. The Government may transfer documents provided by the Contractor to any department or agency within the Executive Branch if the information relates to matters within the organization's jurisdiction.

(iii) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the Contractor shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract.

(c) Business ethics awareness and compliance program and internal control system. This paragraph (c) does not apply if the Contractor has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101. The Contractor shall establish the following within 90 days after contract award, unless the Contracting Officer establishes a longer time period:

(1) An ongoing business ethics awareness and compliance program.

(i) This program shall include reasonable steps to communicate periodically and in a practical manner the Contractor's standards and procedures and other aspects of the Contractor's business ethics awareness and compliance program and internal control system, by conducting effective training programs and otherwise disseminating information appropriate to an individual's respective roles and responsibilities.

(ii) The training conducted under this program shall be provided to the Contractor's principals and employees, and as appropriate, the Contractor's agents and subcontractors.

(2) An internal control system.

(i) The Contractor's internal control system shall--

(A) Establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts; and

(B) Ensure corrective measures are promptly instituted and carried out.

(ii) At a minimum, the Contractor's internal control system shall provide for the following:

(A) Assignment of responsibility at a sufficiently high level and adequate resources to ensure effectiveness of the business ethics awareness and compliance program and internal control system.

(B) Reasonable efforts not to include an individual as a principal, whom due diligence would have exposed as having engaged in conduct that is in conflict with the Contractor's code of business ethics and conduct.

(C) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Contractor's code of business ethics and conduct and the special requirements of Government contracting, including--

(1) Monitoring and auditing to detect criminal conduct;

(2) Periodic evaluation of the effectiveness of the business ethics awareness and compliance program and internal control system, especially if criminal conduct has been detected; and

(3) Periodic assessment of the risk of criminal conduct, with appropriate steps to design, implement, or modify the business ethics awareness and compliance program and the internal control system as necessary to reduce the risk of criminal conduct identified through this process.

(D) An internal reporting mechanism, such as a hotline, which allows for anonymity or confidentiality, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports.

(E) Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct.

(F) Timely disclosure, in writing, to the agency OIG, with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by the Contractor or a subcontractor thereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 U.S.C. or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).

(1) If a violation relates to more than one Government contract, the Contractor may make the disclosure to the agency OIG and Contracting Officer responsible for the largest dollar value contract impacted by the violation.

(2) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the contractor shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract, and the respective agencies' contracting officers.

(3) The disclosure requirement for an individual contract continues until at least 3 years after final payment on the contract.

(4) The Government will safeguard such disclosures in accordance with paragraph (b)(3)(ii) of this clause.

(G) Full cooperation with any Government agencies responsible for audits, investigations, or corrective actions.

(d) Subcontracts.

(1) The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts that have a value in excess of \$5.5 million and a performance period of more than 120 days.

(2) In altering this clause to identify the appropriate parties, all disclosures of violation of the civil False Claims Act or of Federal criminal law shall be directed to the agency Office of the Inspector General, with a copy to the Contracting Officer.

(End of clause)

## 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$1,000.00**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor -

(1) Any order for a single item in excess of **\$40,000,000.00**;



(2) Any order for a combination of items in excess of \$40,000,000.00; or

(3) A series of orders from the same ordering office within 15 days that together call for quantities exceeding the limitation in paragraph (b) (1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

#### 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the end date of the D.O. period of performance.

(End of clause)

### CLAUSES INCORPORATED BY FULL TEXT

#### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance

hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

## CLAUSES INCORPORATED BY FULL TEXT

### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and 6 months.

(End of clause)

## CLAUSES INCORPORATED BY FULL TEXT

### 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION  
Employee Class Monetary Wage-Fringe Benefits

(End of clause)

### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/?q=browsefar>

(End of clause)

## 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/?q=browsefar>

(End of clause)

## 252.204-7011 ALTERNATIVE LINE-ITEM STRUCTURE (SEP 2011)

(a) Line items are the basic structural elements in a solicitation or contract that provide for the organization of contract requirements to facilitate pricing, delivery, inspection, acceptance and payment. Line items are organized into contract line items, subline items, and exhibit line items. Separate line items should be established to account for separate pricing, identification (see section 211.274 of the Defense Federal Acquisition Regulation Supplement), deliveries, or funding. The Government recognizes that the line item structure in this solicitation may not conform to every offeror's practices. Failure to correct these issues can result in difficulties in accounting for deliveries and processing payments. Therefore, offerors are invited to propose an alternative line item structure for items on which bids, proposals, or quotes are requested in this solicitation to ensure that the resulting contract structure is economically and administratively advantageous to the Government and the Contractor.

(b) If an alternative line item structure is proposed, the structure must be consistent with subpart 204.71 of the Defense Federal Acquisition Regulation Supplement and PGI 204.71. A sample solicitation line-item structure and a corresponding offer of a proposed alternative line-item structure follow.

Solicitation:

Item No.	Supplies/Service	Quantity	Unit	Unit price	Amount
0001.....	Computer, Desktop with CPU, Monitor, Keyboard and Mouse.	20	EA	.....	.....

Alternative line-item structure offer where monitors are shipped separately:

Item No.	Supplies/Service	Quantity	Unit	Unit Price	Amount
0001.....	Computer, Desktop with CPU, Keyboard and Mouse.	20	EA	.....	.....
0002.....	Monitor.....	20	EA	.....	.....

(End of provision)

## 252.216-7006 ORDERING (MAY 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued TBD after date of award.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c)(1) If issued electronically, the order is considered ``issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered ``issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

## 252.239-7009 REPRESENTATION OF USE OF CLOUD COMPUTING (SEPT 2015)

(a) Definition. Cloud computing, as used in this provision, means a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. This includes other commercial terms, such as on-demand self-service, broad network access, resource pooling, rapid elasticity, and measured service. It also includes commercial offerings for software-as-a-service, infrastructure-as-a-service, and platform-as-a-service.

(b) The Offeror shall indicate by checking the appropriate blank in paragraph (c) of this provision whether the use of cloud computing is anticipated under the resultant contract.

(c) Representation. The Offeror represents that it--

\_\_\_ Does anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

\_\_\_ Does not anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

(End of provision)

## Section J - List of Documents, Exhibits and Other Attachments

## Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Facility Layout		
Attachment 10	SCA Wage Determination 15-4683 - Rev 03		
Attachment 11	Performance Work Statement		
Attachment 2	Building Photographs		
Attachment 3	Mission Essential Equipment List		
Attachment 4	Authorized Stockage List		
Attachment 5	Government Furnished Equipment		
Attachment 6	Form DD200 - FLIPL		
Attachment 7	Historical Workload Data		
Attachment 8	Examples of Current Equipment Shelf-Life & Calibration Req's		
Attachment 9	Equipment Certifications		

## Section K - Representations, Certifications and Other Statements of Offerors

## CLAUSES INCORPORATED BY REFERENCE

52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	SEP 2007
52.204-7	System for Award Management	OCT 2016
52.204-16	Commercial and Government Entity Code Reporting	JUL 2016
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	NOV 2015
52.209-5	Certification Regarding Responsibility Matters	OCT 2015

## CLAUSES INCORPORATED BY FULL TEXT

## 52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)

(a) Definitions. As used in this provision--

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than \$10,000,000 means--

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror ( ) has ( ) does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in--

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

## Section L - Instructions, Conditions and Notices to Bidders

### L.1. INSTRUCTIONS TO OFFERORS

#### **GENERAL INFORMATION**

L.1.1. These instructions are a guide for preparing a proposal. These instructions describe the type and extent of information required, and emphasize the significant areas to be addressed in the proposal. Review the Performance Work Statement (PWS) contained in this Request for Proposal (RFP) for further insight into the areas that must be addressed within the proposal. Include detailed information sufficient to enable the Government evaluators to conduct a meaningful review and make a determination relative to the Offeror's understanding of the requirements in each of the evaluated areas. The Government intends to award a five (5) year, IDIQ, single-award, hybrid Firm Fixed-Price (FFP) contract consisting of one (1) base year and four (4) optional years with some non-fee bearing cost elements (e.g. Travel) which are ancillary to the services provided.

L.1.1.1. In accordance with FAR Subpart 19.8, this solicitation will be conducted as a competitive acquisition set-aside 100% for 8(a) Business concerns. All offerors must meet the requirements outlined in FAR 19.802 in order to be eligible to submit an offer under this solicitation.

L.1.1.2. The primary NAICS code 541614, Process, Physical Distribution, and Logistics Consulting Services. The size standard for this NAICS code is \$15.0M.

L.1.2. The offeror's proposal shall be clear, concise, and shall include sufficient detail for evaluation and substantiation of the validity of stated claims. The Government may consider the offeror's assertions or merely restating or paraphrasing the Government's requirements without further explanation, clarification, or context to be weaknesses or deficiencies. Therefore, the offeror should not simply rephrase or restate the Government's requirements, but shall provide a rationale or explanation to convince the Government that the offeror's approach will meet the Government requirements. Likewise, the Government will not consider assertions or representations without substantiation and context to be convincing or explanatory.

L.1.3 In accordance with Federal Acquisition Regulation (FAR) Clause 52.215-1, Instructions to Offerors - Competitive Acquisition (Jan 2004), the Government intends to evaluate proposals and award a contract without discussions with offerors, but reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In accordance with FAR 15.306(c)(2), if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may make a competitive range determination for purposes of efficiency, consisting of only those proposals that have a reasonable chance of award without a major rewrite. Any Offeror eliminated from further consideration will be notified in writing. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. Offerors are cautioned to examine this RFP in its entirety, inclusive of clauses and provisions incorporated by reference, and to ensure that proposals contain all necessary information, provide all required documentation, and are complete in all respects. The



Government is not obligated to make another request for the required information nor does the Government assume the duty to search for data to cure problems it finds in proposals. During the evaluation process, the Government may request clarifications as needed. Clarifications do not constitute discussions and an Offeror is not permitted to change its proposal in response to a request for clarification.

L.1.4. Offerors shall assume that the Government has no prior knowledge of the company's capability and experience. The basis of the Government's evaluation is the information offerors present in their proposals.

L.1.5. A proposal is presumed to represent the Offeror's best efforts in response to this RFP. Any inconsistency, whether real or apparent, between promised performance and the costs shall be explained in the proposal. For example, if a business policy decision was made to absorb a portion of the estimated costs, that approach shall be stated within the proposal (including any associated calculations). The burden of proof as to the cost credibility rests with the Offeror.

L.1.6. The proposal shall be valid for **180 days** from the required submission date.

L.1.7 Offers, modifications, revisions, or withdrawals of Offers received after the date established in this RFP for receipt of proposals will be handled in accordance with FAR Clause 52.215-1. Offerors are advised that they must notify the contracting officer immediately if there is any change to their proposal after submission (e.g. a proposed employee departs the company or is no longer available).

## **L2. NOTICE OF PRE-PROPOSAL CONFERENCE**

L.2.1. A pre-proposal conference will be conducted on Date TBD—on or about 2 weeks after release of Solicitation for the purposes of briefing on the proposal requirements and answering questions regarding this solicitation. This conference will be held at the CoMSupCen, Blue Grass Station - Bldg 415, 5751 Briar Hill Rd, Lexington, KY. Interested Contractors are highly encouraged to attend the Pre-Proposal Conference. The conference will include a tour of the facility.

L.2.2. Due to security conditions, all offerors must register in advance to attend this Conference. NGB requests no more than 3 employees per Offeror. Email the information required (see Section L Attachment 1) for all attendees to the following address: [cole.p.cook.civ@mail.mil](mailto:cole.p.cook.civ@mail.mil). Include the words CoMSupCen SOLICITATION PRE-PROPOSAL CONFERENCE in the subject line of the email request.

L.2.3. This information must be provided in advance, not later than 4:00 pm EST, TBD, 2017, in order to ensure access to the military base and Conference site; also ensuring adequate seating for the Conference attendees. Because of the coordination constraints involved in this requirement, no requests will be honored after that date. The time limits for this requirement cannot be extended. The furnishing of the above information is voluntary; however, your failure to furnish all or part of the requested information may result in the Government's denial of your access to the pre-proposal conference. This information will be provided to the Blue Grass

Station Security who will authorize your entrance to the site. You will be required to present the following information upon arrival at the gate: (1) Vehicle Registration, (2) Valid Driver's License, (3) Proof of Valid Insurance for vehicle, (4) Safety Inspection and Car Rental agreement if applicable. Any of the above information furnished by you is protected under the Privacy Act and shall not be released unless permitted by law and/or you have consented to such.

L.2.4. Information provided at this conference shall not qualify the terms and conditions of the solicitation. Terms of the solicitation remain unchanged unless the solicitation is amended in writing. If an amendment is issued, normal procedures relating to the acknowledgment and receipt of solicitation amendments shall apply.

L.2.5. A record of the conference shall be made and furnished to all prospective offerors via an amendment which will be posted on [www.fedbizopps.gov](http://www.fedbizopps.gov). The record will include a list of attendees, minutes of the conference, including questions (on a non-attribution basis) and answers.

### **L3. FORMAL COMMUNICATION, OFFEROR EXPLANATIONS**

L.3.1. The Contracting Officer is the **sole** point of contact for this acquisition. Any explanation desired by an offeror regarding the meaning or interpretation of the solicitation, for proposals, Performance Work Statement (PWS), etc., must be requested in writing and with sufficient time allowed for a reply to reach offerors before the submission of their offer. A cut-off date for receiving questions concerning the RFP has been established as 4:00 pm, EST, TBD, 2017. Responses will be posted not later than two days prior to closing. Because of the tight time constraints involved in this requirement, questions will not be addressed after that date. After TBD, 2017, sufficient time will not be available to answer questions and give ample time for the interested offerors to make changes or respond. At this time, the Government does not intend to extend the proposal due date.

L.3.1.1. The Contracting Officer reserves the right to address questions received after the cutoff date with those offers deemed responsive and/or in the competitive range (if established) after closing. OFFERORS ARE STRONGLY ENCOURAGED TO SUBMIT QUESTIONS EARLY IN THIS PROCESS. Any interpretations made will be in the form of an amendment of the solicitation and will be furnished to all prospective offerors via posting to [www.fedbizopps.gov](http://www.fedbizopps.gov). Explanations or instructions given in a form other than an amendment to the solicitation shall not be binding. Questions (on a non-attribution basis) and answers shall be furnished to all prospective offerors via the web site.

L.3.2. Submit proposal questions by email to the contracting office at the addresses shown below:

National Guard Bureau  
Subject Line: Questions W9133L-17-R-0019  
Email: [cole.p.cook.civ@mail.mil](mailto:cole.p.cook.civ@mail.mil)

**L.3.3. AMENDMENTS PRIOR TO DATE SET FOR RECEIPT OF PROPOSALS:** The right is reserved, as the interest of the Government may require, to revise or amend the solicitation prior to and/or after the date set for receipt of proposals as necessary. Such amendments, if any, will be announced by an amendment or amendments to this Request for Proposal. All information relating to this RFP, including pertinent changes/amendments and information prior to the date set for receipt of proposals, will be posted on [www.fedbizopps.gov](http://www.fedbizopps.gov). Though every effort will be made to provide email notification when a change is posted, such notification is NOT guaranteed and should not be expected. Offerors are strongly cautioned to check this site frequently and to “refresh” their web page to ensure they have the latest information.

#### **L.4. SUBMISSION OF OFFERS**

L.4.1. The proposal shall be prepared in a clear and legible manner. In addition, the Offeror shall write the proposal in English and the proposal must be specific and complete as described in these instructions. Offerors shall not specifically prepare samples or descriptive literature for submission with the proposal. Adherence to the prescribed format is required. An official authorized to bind the firm shall sign the Standard Form (SF) 33, all signed amendment coversheets, SF30, and all certifications requiring original signature. Electronic signatures are acceptable.

L.4.2. All information pertaining to a particular volume shall be confined to that volume. For example, no Price information shall be included in any volume other than the Price Proposal volume. The Government is not required to and will not search other volumes for a missing file.

L.4.3. Offerors shall not include CLASSIFIED material in the proposal. Proprietary data contained in the offer must be clearly marked as such by the offeror, and shall be handled in accordance with DFARS 252.227-7013.

L.4.4 Offeror must be registered in the System for Award Management (SAM) and have a Marketing Partner Identification Number (MPIN) and Commercial and Government Entity (CAGE) Code.

L.4.5. Each offeror must comply with the detailed instructions for the format and content of the offer in order to be considered for award. When evaluating an offer, the Government will consider how well the offeror complied with both the letter and spirit of these instructions. The government will consider any failure on the part of an offeror to comply with both the letter and spirit of these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, offerors are encouraged to contact the Contract Specialist by e-mail in order to request an explanation of any aspect of these instructions.

L.4.6. There are only two acceptable methods to deliver the proposal. Offerors shall mail or hand-deliver their proposals and submit their proposals digitally via email. Offerors shall submit proposals (3 hard copies and one soft copy) in a sealed package and shall clearly mark the outer portion of the sealed package with the address specified below:

NGB-AQ

ATTN: TBD  
111 S. George Mason Drive, Bldg 2  
Arlington, VA 22204

L. 4.7. Offers must be received at the address listed in section L.4.6 above **no later than 2 P.M. EST on Weekday, Date, 2017.**

## **L.5. OFFER FORMAT**

L.5.1. The offeror shall submit one softcopy and 3 hardcopies of proposal Volumes I, II and III. Volume I shall contain the auxiliary supporting price data Microsoft Excel spreadsheets. The Government considers all proposals as "For Official Use Only" and to contain "Source Selection Information in accordance with FAR 2.101 and FAR 3.104.

L.5.2. The offer shall meet the following format requirements:

L.5.2.1. Fold-out pages shall be counted as two pages for page limitation purposes. Offerors shall number pages sequentially by volume or plan. Offerors shall number pages printed on both sides, if both sides contain information.

L.5.2.2. The offeror's hardcopy version of the proposals shall be 8.5 x 11 inches, not including foldouts. Text shall be single-spaced. Except for the reproduced sections of the solicitation document, the font shall be Times New Roman, the font size shall be no less than 11 point; print pages shall have at least 1-inch margins on the top and bottom and 3/4 inch side margins. For tables, charts, graphs and figures, any readable font is acceptable, but the font size shall be no smaller than 8 point.

L.5.2.3. The offeror may use legible tables, charts, graphs, and figures wherever practical to depict systems, implementation schedules, and plans. These displays shall be legible and easy to follow and shall not exceed 11 x 17 inches. Foldout pages shall fold entirely within the volume and each foldout shall count as two pages. The offeror may only use foldout pages for large tables, charts, graphs, diagrams, and schematics, not for pages of text.

L.5.2.4. The offeror shall deliver proposal softcopies on CD-ROMs, and softcopies shall comprise all data submitted in the hard copy (e.g. all proposal volumes and the auxiliary supporting cost and price data Microsoft Excel spreadsheets). Softcopies shall be in Microsoft Office or Adobe Acrobat compatible formats only. Offeror shall ensure that data contained on CD-ROMs are virus-free. Offeror shall label each CD-ROM with the volume title, solicitation number, company name, and date.

L.5.2.4.1. Digital Microsoft (MS) Word files and MS Excel files shall be compatible with MS Office 2013.

L.5.2.4.1.(a) Please Note: Do not lock or password protect any file (e.g. \*.doc, \*.pps, \*.xls, \*.txt, \*.msg).

L.5.2.5. In the event hardcopy and softcopy content conflict, the hardcopy version will take precedence over softcopy version.

L.5.2.6. Each hardcopy proposal volume shall be in its own three-ring loose-leaf binder, which shall permit the pages to lie flat when open.

L.5.2.7. The offeror shall provide a separate three-ring loose-leaf binder containing all of the CD-ROMs (softcopies) for the proposal volumes and the auxiliary supporting cost and price Excel spreadsheets.

L.5.3. Offerors should use cross-references within their offer and provide a clear, consistent reference system by section, paragraph, page, etc. The cross-reference index is excluded from the page limitation of the offer.

L.5.4. The offer shall be limited to the following submissions and pages:

**5.4.1. Volume I, RFP Documents and Price Proposal**

No page limit

**5.4.2. Volume II, Technical and Management - 125 pages (includes all factors/subfactors)**

Factor 1 – TECHNICAL APPROACH

Factor 2 – MANAGEMENT APPROACH

**5.4.3. Volume III, Past Performance**

No page limit

5.5. The page limits do not apply to the Questionnaires, cover letter, solicitation, Amendments, table of contents, cross reference index, resumes, definitions, required representations and certifications. The Government shall treat page limitations as maximums. If exceeded, the Contracting Officer will remove the excess pages prior to the evaluation. The Government will not read or evaluate removed pages.

**L6. PROPOSAL CONTENT**

**L.6.1. Volume I RFP Documents and Price Proposal**

L.6.2. RFP documents shall contain the signed original of all documents requiring signature of the offeror. This would include the Standard Form (SF) 33. Offerors are cautioned that the SF 33 (original submission) must contain an original signature in Block 17 of the form. Each offeror should complete (fill-ins and signatures) and submit the original as stated below. An authorized official of the firm shall sign the offer and all certifications requiring original signature. PART I should include the following information:

L.6.2.1. (Tab 1) Executive Summary - A summary cover letter to the proposal should provide the following: Identification of the proposal POC and phone number; Cage Code, DUNS Number and Tax Identification Number TIN.

L.6.2.1.1. Also include a list of the proposal package contents;

L.6.2.1.2. Name of the offeror's cognizant DCAA office, if available, DCAA POC and phone number; date of last audit

L.6.2.1.3. List of subcontractors and the task areas of expertise in which they will perform. (Note: In accordance with 13 CFR 125.6 and FAR 52.219-14, "Limitation of Subcontracting" at least 50% of the work must be performed by either the small business acting as the Prime Contractor or a small business JV). If a formal teaming agreement is contemplated provide a copy of the agreement.

L.6.2.1.4. Indicate socioeconomic status (see paragraph 6.2.4 below)

L.6.2.1.5. Provide Equal Employment Opportunity (EEO) Pre-award Clearance Information. To expedite the Government's EEO pre-award clearance request process, the prime Contractor shall include a list of all proposed subcontractors with a proposed subcontract value estimated at \$10 million or more, to include the following information: Name, address, individual's name/point of contact, and telephone number. The Government plans to request EEO clearances early in the evaluation process to avoid possible delays in making contract awards.

L.6.2.1.6. Joint Venture and Teaming Information.

L.6.2.1.7. Include a narrative addressing the financial capability of the prime Contractor, critical subcontractors, teaming Contractors, and/or Joint Venture partners. This narrative should demonstrate the understanding of and capability to meet the financial requirements of the solicitation.

L.6.2.2. (Tab 2) Section A – Standard Form 33, Solicitation Offer and Award. Acknowledgment of Amendments can be made on the face of the SF 33 or signed copies of the amendments can be included in this Section.

L.6.2.3. (TAB 3) Section K – Representations, Certifications, and Other Statements of Offerors. Include any Representations and Certifications contained in Section K of this solicitation only. All potential offerors are required to register in the System for Award Management (SAM), <https://www.sam.gov/index.html/#1> in order to complete the annual Representations and Certifications requirements of the solicitation. Note: the SAM site has incorporated the former "ORCA" and "CCR" websites site for completing your business representations and certifications. The SAM site contains an FAQs, user guides and videos for assistance. Ensure your SAM information is up-to-date and does not expire before the solicitation due date. You are not required to provide a copy of the Representations and Certifications with your written proposal. Do include any Representations and Certifications contained in Section K of this solicitation, which are in addition to the annual certifications on SAM. Additionally, provide the following in Tab 3 concerning your Business Size. Include all categories that are applicable-explanations/definitions of these can be found in the representations and certifications located at the SAM link above. Offerors are reminded that it is their responsibility to ensure that their

SAM Representations and Certifications are accurate and current as of the date of their proposal submission.

L.6.2.4. Information provided below will be used to verify your certifications. Check all that are applicable

- ☐ Small Business
- ☐ Small Business, Woman Owned
- ☐ Small Business, HUBZone (Certified)
- ☐ Small Disadvantaged Business
- ☐ Certified Section 8(a) Contractor - SBA District of Certification \_\_\_\_\_
- ☐ Small Veteran Owned Business
- ☐ Service Disabled Veteran Owned Small Business

L.6.2.5. Section I clauses that require contractor completion.

L.6.2.6. Offeror POCs: The Offeror is required to provide at least two (2) company individuals whose responsibilities will include reading and responding to Evaluation Notices (ENs). For example, the Offeror's Contract Manager, as an agent of the company might be the main agent responsible, but a second agent should be available in case of the main agent's unavailability. The agents' names, company titles, telephone numbers, and e-mail addresses should be provided. A Title Page is allowable to provide for the restriction or disclosure and use of data as specified in FAR Clause 52.215-1.

L.6.2.8. By responding to this solicitation, the Offeror agrees to meet all the requirements incorporated herein, including those listed in the PWS, and agrees to all terms, conditions, and provisions.

L.6.2.9. (TAB 4) Price: The Pricing tab will include a comprehensive summary of all pricing information for the proposed services. The offeror shall submit a price proposal describing proposed cost and pricing data for contract performance. The price proposal shall include a basis of estimate describing the rationale, and relating cost to the Technical/Management proposal. The offeror shall state all ground rules and assumptions used to derive, develop, or calculate costs and prices. Offerors shall structure their pricing proposal in three parts: Group A, exempt employees and Group B Non-exempt, Service Contract Act (SCA) employees.

L.6.2.10. Additional guidance is as follows:

**(a)** The offeror shall clearly explain their approach to deriving and calculating proposal price. The CLIN for services is to include all labor, resources, etc.

**(b)** The offeror shall provide basis of estimate information that is consistent with and traceable to the offeror's Technical/Management approach. This includes describing the tasks identified in the proposal and labor hours (by labor category) required to complete those tasks. The offerors proposal shall clearly justify the proposed level of effort, both total and for each labor category.

(c) The offeror shall use Microsoft Excel to calculate and produce all price and cost tables used in the price proposal. The offeror shall submit supporting price and cost data that the offeror used to develop pricing and costs. This data shall include the Excel spreadsheet versions of all cost and price tables and data included in the price proposal. It also includes an Excel version of the basis of estimate that includes all the tasks and cost calculations.

(d) The offeror shall provide a Total Compensation Plan in accordance with FAR 52.222-46, Evaluation of Compensation for Professional Employees including salaries and fringe benefits proposed for the professional employees who will work under the contract. Offerors shall address all requirements FAR 52.222-46, inclusive of the bases for proposed salaries and a detailed breakdown of fringe benefits, including annual and sick leave and other "bona fide" fringe benefits. Offerors shall submit the proposed fringe rate in relation to proposed salaries for each option period.

(e) A lack of a realistic pricing or supporting data such as that required by (b) and (d) above may result in the assessment of a weakness or deficiency with regard to non-price factors.

L.6.2.11. Offerors who fail to provide pricing for Groups A, B and C or any of the tiers, if applicable, on their price proposal will not be evaluated.

L.6.2.12. Price Proposal: Offerors are encouraged to provide any mix of labor categories that they deem appropriate so long as they cover the full spectrum of services in this solicitation and they also comply with the requirements of the Service Contract Act for those labor categories not determined to be "Professional Services" (i.e. Subject Matter Expert.)

L.6.2.12.1. Group A. Fixed unit prices for the base year and all option years shall be placed in the Group A SCA-exempt section. It is the responsibility of the Offeror to determine the number and types of labor categories that are necessary to perform all of the services listed in the solicitation. Below is a sample template that can be utilized by offerors:

	Base	Option 1	Option 2	Option 3	Option 4
Program Mgr	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Subject Matter Exp I	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
<i>Other Labor Categories</i>	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
...	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX

L.6.2.12.2. Group B. Non-exempt Group B Schedule covered by the SCA will include the fully burdened coefficient, stated in the form of a percentage. The SCA rate will be determined by Task Order as it will be derived from the applicable SCA Wage Determination in effect for the location of the work at the time of Task Order award. The applicable SCA rate will be multiplied by the proposed/awarded coefficient to obtain the unit rate. The applicable SCA required Health and Welfare amount (currently \$4.27) will be added to the unit rate to obtain the fixed unit rate or bill rate. For example, the applicable SCA rate is \$10.00, your proposed coefficient is 140% then the unit rate is \$14.00 and the fixed unit (bill) rate would be \$18.27 (\$14.00 + \$4.27). For the purposes of providing labor rates for the base year, offerors shall utilize the Wage



Determination WD 05-2193 (Rev.-18) attached. Below is a sample template that can be utilized by offerors:

	Base	Option 1	Option 2	Option 3	Option 4
Admin Assist	\$21.20				
- Burdened Coefficient	150%	XXX%	XXX%	XXX%	XXX%
Burdened Labor	\$31.80				
Health and Welfare	\$3.50				
<b>Bill Rate - Admin Assist</b>	<b>\$35.30</b>				
Technical Instructor	\$22.53				
- Burdened Coefficient	150%	XXX%	XXX%	XXX%	XXX%
Burdened Labor	\$33.80				
Health and Welfare	\$3.50				
<b>Bill Rate - Tech Instructor</b>	<b>\$37.30</b>				

L.6.2.13. Additionally, for evaluation purposes only, a breakdown of all cost elements shall also be provided for each representative labor category demonstrating exactly what the loaded labor rates consist of. This labor rate breakout shall include all direct, indirect, general and administrative costs and profit associated with providing the required skills.

L.6.2.13.1 Contract and Task Order support management costs, to include travel for meetings and miscellaneous expenses, cannot be separately billed and must be included. The fully-burdened labor rates shall include all labor and labor-related costs, such as, but not limited to, the following list of representative labor-related costs: salaries, wages, bonuses, employee insurance, fringe benefits, contributions to pension, other post-retirement benefits, annuity, employee incentive compensation plans, incentive pay, vacation time, sick pay, holidays and all other allowances based upon a comprehensive employee compensation plan.

L.6.2.13.2 Contractor site rates shall also include Contractor-provided facilities, furniture, equipment, supplies, tool kits, employee training and overhead amounts required for work at Contractor site rates. This includes, but is not limited to, telephones, facsimile machines and their telecommunications lines, copiers, personal computers, ordinary business software, such as word processors, spreadsheets, graphics, normal copying and reproduction costs.

L.6.2.13.3 The use of uncompensated overtime is not allowed. Offerors shall propose all hourly rates based on a 40-hour work week (1920 hours per year).

L.6.2.13.4 Offerors are to provide a description of the components of the loaded rates (i.e., a narrative detailing the composition and methodology for determining health and welfare overhead, G&A, etc. to include proposed salaries to exempt employees) and the actual rates for the components of the loaded rates (i.e., proposed salaries (exempt) percentage values for health and welfare, overhead, G&A, etc.

L.6.2.13.5 For the purposes of evaluation, only the SCA Wage determination (attached) shall be used in the discussion on the Group B requirements. This information will be used in the evaluation of pricing realism and reasonableness.

L.6.2.13.6 The Government reserves the right to request additional price breakdowns of offerors' prices to include cost elements for additional categories, under FAR Part 15.306 clarifications. Requests for this additional information are not to be construed as discussions.

### **L.6.3. VOLUME II – Technical and Management Proposal**

L.6.3.1. The following information shall be provided and will be evaluated to assess proposal risk in accordance with Section M, Evaluation Basis for Award. Proposals shall be clear, concise, and include sufficient detail for effective evaluation. Offerors shall assume that the Government has no prior knowledge of their experience, and will base its evaluation on the information presented in the offeror's proposal. The proposal should not simply rephrase or restate the

Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements.

**L. 6.3.2 Evaluation Factor 1 – Technical Approach.** (TAB A) Within the page limit outlined in paragraph 5.4 above, the offer shall contain sufficient detail to indicate the offeror's ability to deliver performance of the requirements within the Performance Work Statement without great risk. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS). The Government will evaluate the proposal against the Technical factor as delineated in section M.5.1, Factor I - Technical Approach.

Additional guidance is as follows:

- (a) The offeror shall discuss their proposed process and procedures to plan and perform the work required to achieve all of the tasks specified in the PWS.
- (b) The offeror shall include a table of contents cross referencing each PWS task to the applicable page number(s) within the proposal which addresses how the performance objectives will be achieved.

Sub-factor 1-IDIQ Technical Approach. (TAB A1)

Element 1 – General Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach to achieving the objectives stated in the IDIQ PWS. Specifically, describe the technical capability to effectively perform the range of technical requirements outlined in the IDIQ PWS
- b. Describe the technical approach to complying with administrative requirements outlined in the IDIQ PWS, to include AT/OPSEC/Security requirements, identification of contractor personnel and other administrative matters.

Element 2 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the mission and role of the CoMSupCen as it relates to the requirements of the PWS.
- b. Describe the understanding of the mission and organization of the National Guard Bureau and the entities to be supported through the resultant contract as they relate to the requirements of the contract.

- c. Describe the understanding of the role of the contractor in supporting the missions of the CoMSupCen and the supported elements as it relates to the requirements of the PWS.

Element 3 - Program Management -The Offeror shall provide a summary of its approach for Program Management. This summary shall describe the Program Management approach to control Cost, Schedule, Personnel, Communications, Documentation, and Training. The offeror shall outline its plan to organize, direct, control and deliver the administrative and technical requirements of this contract as implemented through future task orders. The offeror shall detail effective processes for risk identification, mitigation reporting and methods to reduce or eliminate those risks associated with effectively managing its personnel and performance in order to ensure timely and seamless delivery of services. The offeror shall detail its approach to interacting with contract oversight personnel and other Government personnel to include various stakeholders while controlling for the potential of performance of personal, inherently governmental or out of scope services.

#### Sub-factor 2- Analytical Repair Processes (TAB A2)

Element 1 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the analytical repair requirements as it relates to the mission and role of the CoMSupCen per the PWS requirements.
- b. Describe the understanding of their role, as potential awardee, in support of this requirement.

Element 2 – Technical Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach in terms of how well the methodology proposed will accomplish the analytical repair requirements and how effectively the proposal describes, in detail, how the contractor intends to meet the requirements at the lowest cost possible.
- b. Provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the analytical repair requirements outlined in the PWS.
- c. Describe the unique processes and/or approaches to overcome performance risks in performance of analytical repairs. The proposal will provide a detailed explanation of how their process and/or approach will deliver timely, effective services and their process of how they will manage changing customer needs and requirements.

Element 3 - Program Management – Describe their plan to provide staffing for analytical repairs to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are

commensurate to the tasks outlined in the PWS. The offeror shall detail effective processes for risk identification, mitigation reporting and methods to reduce or eliminate those risks associated with effectively managing its personnel and performance in order to ensure timely and seamless delivery of services.

#### Sub-factor 3- Procurement Processes (TAB A3)

Element 1 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the procurement requirements and regulations as it relates to the mission and role of the CoMSupCen per the PWS requirements.
- b. Describe the understanding of their role, as potential awardee, in support of this requirement.

Element 2 – Technical Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach in terms of how well the methodology proposed will accomplish the procurement requirements and how effectively the proposal describes, in detail, how the contractor intends to meet the requirements at the lowest cost possible.
- b. Provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the procurement requirements outlined in the PWS.
- c. Describe the unique processes and/or approaches to overcome performance risks in performance of procurement actions. The proposal will provide a detailed explanation of how their process and/or approach will deliver timely, effective services and their process of how they will manage changing customer needs and requirements.

Element 3 - Program Management – Describe their plan to provide staffing for procurement activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS. The offeror shall detail effective processes for risk identification, mitigation reporting and methods to reduce or eliminate those risks associated with effectively managing its personnel and performance in order to ensure timely and seamless delivery of services.

#### Sub-factor 4- Information Technology (IT) Approach (TAB A4)

Element 1 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the IT requirements and regulations as it relates to the mission and role of the CoMSupCen per the PWS requirements.
- b. Describe the understanding of their role, as potential awardee, in support of this requirement.

Element 2 – Technical Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach in terms of how well the methodology proposed will accomplish the IT requirements and how effectively the proposal describes, in detail, how the contractor intends to meet the requirements at the lowest cost possible.
- b. Provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the IT requirements outlined in the PWS.
- c. Describe the unique processes and/or approaches to overcome performance risks in performance of IT functions. The proposal will provide a detailed explanation of how their process and/or approach will deliver timely, effective services and their process of how they will manage changing customer needs and requirements.

Element 3 - Program Management – Describe their plan to provide staffing for IT activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS. The offeror shall detail effective processes for risk identification, mitigation reporting and methods to reduce or eliminate those risks associated with effectively managing its personnel and performance in order to ensure timely and seamless delivery of services.

**L.6.3.3. Evaluation Factor 2 – Management Approach.** (TAB B) Within the page limit outlined in paragraph L.5.4 above, offer shall provide sufficient detail to address the management approach to meet the requirements listed in the Performance Work Statement. Offerors are encouraged to provide personnel and processes that support their ability to provide a low risk solution to accomplishment of the desired end state and their ability to exceed the minimum requirements and qualifications. The offeror shall use the PWS, together with other applicable portions of the solicitation, as a basis to prepare a specific and comprehensive proposal. Mandatory sections include the following:

Factor 2, Sub-factor 1 - Management/Staffing Plan (TAB B1)

The offeror shall provide a management/staffing plan that addresses the requirements of the IDIQ. This approach must include adequate details of chain of command structure and methodology, and internal controls for problem resolution.

(a) The offeror shall provide an organization chart that shall identify staff and key personnel positions.

(b) The offeror shall describe existing policies and procedures that the offeror will use in the operation of the contract, including the management of subcontractors and the process of obtaining Government review and approval for intermediate and final deliverables as they relate to the PWS.

(c) The offeror shall provide evidence of its corporate stability and competencies with respect to the requirements of the PWS such as length of time in business, both for the corporation and for the organization performing the work.

(d) The offeror shall provide a comprehensive staffing plan that demonstrates a corporate ability to both hire and maintain a strong, stable workforce with appropriate qualifications that match the technical requirements related to the tasks in the PWS.

## Factor 2, Sub-factor 2 - Proposed Personnel (TAB B2)

(a) The Offeror shall provide the following information in regards to proposed personnel:

(i) Individual roles, responsibilities, and lines of authority to include Key Personnel and managers that report directly to any Key Person (only Key Personnel must be named);

(ii) A description of the structure, composition, duties of the involved organization(s), and any resources available outside of the site to ensure performance under the Contract without loss of efficiency

(iii) How the proposed organizational structure ensures coherent governance.

(b) Key Personnel consist of the Site Director, Contracts Manager and Information Technology Manager, personnel with direct responsibility for performance of the PWS

The Offeror shall submit written resumes addressing the elements described below, for the Key Personnel.

1. Name of Offeror:
2. Name of Key Person:
3. Proposed Position:
4. Duties and Responsibilities in Proposed Position including elements of the Statement of Work assigned:
5. Chronological Work History: Start with current position and work backwards.
  - A. Name and Address of Firm:
  - B. Dates of Employment:
  - C. Position(s) Held:
  - D. Name, Title, Phone Number, and Email of Supervisor:
  - E. General Summary: *Address the Key Person's expertise and experience in: leading and/or managing work similar in size, scope or complexity to the SOW, for the position proposed*
6. Education: *List degree(s); Discipline(s); Year(s); and Institution(s)*
7. Citizenship:
8. Level of Security Clearance (if any):

9. References: *Name, title, address, current telephone number, e-mail. The proposed Key Personnel should list three references. It is the Government's preference that Offerors provide references that are not currently Federal employees.*

10. Signature of Key Person:

Include the following statement: *By submission of this information, the Key Person and Offeror authorize Department of the Government to contact references and previous employers provided to verify accuracy.*

By submission of each resume, the Key Person and Offeror authorize the Government to contact any references and previous employers to verify accuracy of information provided in the resume. The Offeror shall submit a signed and dated Letter of Commitment for each proposed Key Person. The Letter of Commitment shall indicate the Key Person's intention to accept employment, total compensation to include reimbursable and non-reimbursable costs under the contract, benefits, commitment to relocate as necessary, and they shall remain in their position beginning on the effective date of the contract through the first two years of the contract term. Proposed Key Personnel must be United States citizens, and be eligible to receive a Secret clearance.

Listing of Key Personnel, commitment letters, and resumes shall be included as a separate Appendix to Volume II and are *excluded* from the Volume II page count limitation. Each resume shall be limited to three pages, except for the Program Manager's resume, which shall be limited to five pages (no cover page for resumes is required). The Government will not evaluate information contained on pages that exceed the page limits.

Failure to provide commitment letters for all "Key personnel" may result in the rejection of the offer.

#### Factor 2, Sub-factor 3 - Quality Control (QC) Plan (TAB B3)

. The offeror shall provide a Quality Control Plan which identifies how the offeror intends achieve and maintain quality performance standards listed in the performance requirements summary and the PWS. This plan shall also outline how the offeror intends to develop and implement procedures and controls to identify, prevent and ensure non-recurrence of defective services. This section should address the general requirements of the base IDIQ. There is no page limit to the QC Plan.

#### Factor 2, Sub-factor 4 - Transition Plan (TAB B4)

### **L.6.4 VOLUME III – Past Performance Proposal**

This volume shall contain past performance information regarding similar contracts. This volume shall not exceed 25 pages plus five pages for each major subcontractor, excluding Past Performance Questionnaire Forms. Offerors shall submit all Government and/or commercial contracts for the prime offeror and each major subcontractor in performance or awarded during the past three years, from the issue date of this RFP, which are relevant to the efforts required by this solicitation. Relevant efforts are defined as services/efforts that are the same as or similar to



the effort required by the RFP. Data concerning the offeror shall be provided first, followed by each proposed major subcontractor, in alphabetical order. The Offeror shall also submit the written consent of its major subcontractors to allow the disclosure of its subcontractor's past performance information to the Offeror. In addition, letters of commitment shall be included for all major subcontractors for their past performance to be considered. This volume shall be organized into the following sections:

L.6.4.1. Section 1 – Contract Descriptions. This section shall include the following information in the following format:

- (a) Contractor/Subcontractor place of performance, CAGE Code and DUNS Number. If the work was performed as a subcontractor, also provide the name of the prime contractor and Point of Contact (POC) within the prime contractor organization (name, and current address, e-mail address, and telephone and fax numbers).
- (b) Government contracting activity, and current address, Procuring Contracting Officer's name, e-mail address, telephone and fax numbers.
- (c) Government's technical representative/COR and current email address, telephone and fax number.
- (d) Government contract administration activity and the Administrative Contracting Officer's name, and current e-mail address, telephone and fax number.
- (e) Government contract administration activity's Pre-Award Monitor's name, and current e-mail address, telephone and fax numbers.
- (f) Contract Number and, in the case of Indefinite Delivery type contracts, GSA contracts, and Blanket Purchase Agreements, include Delivery/Task Order Numbers.
- (g) Contract Type (specific type such as Fixed-Price (FP), Cost Reimbursement (CR), Time & Material (T&M), etc.). In the case of Indefinite Delivery contracts, indicate specific type (Requirements, Definite Quantity, and Indefinite Quantity) and secondary contract type (FP, CR, T&M, etc.).
- (h) Awarded price/cost.
- (i) Final or projected final price/cost.
- (j) Original delivery schedule, including dates of start and completion or work.
- (k) Final or projected final, delivery schedule, including dates of start and completion of work.

L.6.4.2. Section 2 – Performance. Offerors shall provide a specific narrative explanation of each contract listed in Section 1, Contract Descriptions, describing the objectives achieved and detailing how the effort is relevant to the requirement of this RFP.

- (a) For any contracts that did not/do not meet original schedule or technical performance requirements, provide a brief explanation of the reason(s) for the shortcomings and any corrective action(s) taken to avoid recurrence. The offerors shall list each time the delivery schedule was revised and provide an explanation of why the revision was necessary. All Requests for Deviation and Requests for Waiver shall be addressed with respect to causes and corrective actions. The offerors shall also provide copy of any Cure Notices or Show Cause Letters received on each contract listed and a description of any corrective action implemented by the offeror or proposed subcontractor. The offerors shall indicate if any of the contracts listed were terminated and the type and reasons for the termination.

L.6.4.3 Section 3 – New Corporate Entities. New corporate entities may submit data on prior contracts involving its officers and employees. However, in addition to the other requirements in this section, the offeror shall discuss in detail the role performed by such persons in the prior contracts cited. Information should be included in the files described in the sections above. Letters of Commitment shall be included in the proposal for these employees in order to be considered.

L.6.4.4. Past Performance Questionnaire. For all contracts identified in Section 1, Contract Descriptions, a Past Performance Questionnaire must be completed and submitted. The offeror shall complete Part I of the Past Performance Questionnaire and e-mail the questionnaire to both the Government contracting activity and technical representative responsible for the past/current contract. The POCs shall be instructed to electronically complete Part II of the questionnaire and e-mail the entire questionnaire to the Contracting Office no later than the proposal due date, to [cole.p.cook.civ@mail.mil](mailto:cole.p.cook.civ@mail.mil)

L.6.4.5 The offeror shall e-mail to the POC listed above a list of all the POC's who were sent a questionnaire. The Government must receive this list no later than the proposal due date. The POC List shall be submitted in Word for Windows Table Format to include the following fields: Solicitation Number; Company Name; Contract Number; Government Agency; POC Last Name, First Name; POC Title; POC Telephone Number; POC E-mail Address; and Date E-Mail to POC (month/day).

L.6.4.6. Submissions. Offerors are discouraged from providing points of contact with another contractors' facility, i.e., in case an offeror (or one of his/her team members) is in a subcontract with another contractor who has submitted a proposal on the same requirement. Offerors shall provide and submit the prime contract number and all Governmental agency points of contact (POC) in lieu of subcontract numbers or prime contract POCs in situations as described above.

## END SECTION L

### CLAUSES INCORPORATED BY REFERENCE

52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2017
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012

### CLAUSES INCORPORATED BY FULL TEXT

52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE, EMERGENCY PREPAREDNESS, AND ENERGY PROGRAM USE (APR 2008)

Any contract awarded as a result of this solicitation will be      DX rated order;      DO rated order certified

for national defense, emergency preparedness, and energy program use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation. [Contracting Officer check appropriate box.]

(End of provision)

#### 52.211-15 DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS (APR 2008)

This is a rated order certified for national defense, emergency preparedness, and energy program use, and the Contractor shall follow all the requirements of the Defense Priorities and Allocations System regulation (15 CFR 700).

(End of clause)

#### 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a hybrid Firm Fixed-Price (FFP) and Cost Reimbursable (CR) contract resulting from this solicitation.

(End of provision)

#### 52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Cicely D. Simmons-Carroll via email at [cicely.d.simmons-carroll.civ@mail.mil](mailto:cicely.d.simmons-carroll.civ@mail.mil).

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

#### 52.233-3 PROTEST AFTER AWARD (AUG. 1996)

(a) Upon receipt of a notice of protest (as defined in FAR 33.101) or a determination that a protest is likely (see FAR 33.102(d)), the Contracting Officer may, by written order to the Contractor, direct the Contractor to stop performance of the work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

(f) If, as the result of the Contractor's intentional or negligent misstatement, misrepresentation, or miscertification, a protest related to this contract is sustained, and the Government pays costs, as provided in FAR 33.102(b)(2) or 33.104(h)(1), the Government may require the Contractor to reimburse the Government the amount of such costs. In addition to any other remedy available, and pursuant to the requirements of Subpart 32.6, the Government may collect this debt by offsetting the amount against any payment due the Contractor under any contract between the Contractor and the Government.

(End of clause)

#### 52.233-3 PROTEST AFTER AWARD. (AUG 1996) -- ALTERNATE I (JUN 1985)

(a) Upon receipt of a notice of protest (as defined in 33.101 of the FAR) the Contracting Officer may, by written order to the Contractor, direct the Contractor to stop performance of the work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Termination clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

(f) If, as the result of the Contractor's intentional or negligent misstatement, misrepresentation, or miscertification, a protest related to this contract is sustained, and the Government pays costs, as provided in FAR 33.102(b)(2) or 33.104(h)(1), the Government may require the Contractor to reimburse the Government the amount of such costs. In addition to any other remedy available, and pursuant to the requirements of Subpart 32.6, the Government may collect this debt by offsetting the amount against any payment due the Contractor under any contract between the Contractor and the Government.

(End of clause)

#### 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/?q=browsefar>

(End of provision)

#### 252.209-7999 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION 2012-O0004) (JAN 2012)

(a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012,(Pub. L. 112-74) none of the funds made available by that Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [ \_\_\_\_ ] is not [ \_\_\_\_ ] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [ \_\_\_\_ ] is not [ \_\_\_\_ ] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

## 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Combo

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

TBD at the time of award.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	TBD at the time of award.
Issue By DoDAAC	W9133L
Admin DoDAAC	W9133L
Inspect By DoDAAC	TBD at the time of award.
Ship To Code	TBD at the time of award.
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	_____
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

TBD at the time of award.

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

TBD at the time of award.

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

## Section M - Evaluation Factors for Award

### M.1 BASIS FOR AWARD

M.1.1 The award will be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the Government, with appropriate consideration given to the four (4) evaluation factors: Technical Approach, Management Approach, Past Performance, and Price. The Contracting Officer will use the Tradeoff Source Selection Process in accordance with FAR 15.101-1 to determine which offer represents the best value to the Government. This process allows the Contracting Officer to consider making award to other than the lowest priced offeror or other than the highest technically rated offeror. This process permits tradeoffs among price and non-price factors and allows the Government to accept other than the lowest priced proposal. To receive consideration for award, a rating of no less than "Acceptable" must be achieved for the Technical and Management factors (to include all the sub-factors). A rating of "Unacceptable" for any individual sub-factor/sub-element will result in an overall rating of Unacceptable for the entire Factor.

M.1.2 To receive consideration for award, an offeror's response must be in full compliance with the instructions in the solicitation. All items within the solicitation must be completed and returned as part of their response.

M.1.3 Offerors are cautioned that an award may not necessarily be made to the lowest price offeror; or, if non-price factors are evaluated as comparatively equal between two or more offerors, price may become a determinative factor.

M.1.4 Evaluation of the offeror's proposal shall address each factor as it applies to the Performance Work Statement (PWS). A detailed explanation of the criteria for the evaluation is set forth below. During evaluations of each proposal, the Government will assign each factor an adjectival rating and write a narrative evaluation reflecting the identified findings.

### **M.2 FACILITY CLEARANCE COMPLIANCE REVIEW**

M.2.1 Secret Facility Clearance - A security clearance of SECRET from the Defense Security Service is required for all Contractor employees. All work is to be performed in accordance with the attached DD254 and the onsite specifications. This also requires the ability to qualify for a Common Access Card (CAC) for use on a government computer network. The Contractor shall prepare and submit DD254 and its attachments are part of this document and apply herein.

### **M.3. FACTORS and Sub-factors TO BE EVALUATED**

M.3.1. Relative Order of Importance Terminology. An evaluation of all offers will be made in accordance with the criteria set forth below. Evaluation criteria consist of four factors. In order to provide the Offeror with an understanding of the significance assigned by the Government, the factors are assigned a relative order of importance. The following terminology is used:



M.3.1.1 Significantly More Important: The factor or sub-factor is substantially more important than another factor or sub-factor. The factor or sub-factor is given far more consideration than another factor or sub-factor.

M.3.1.2 More Important: The factor or sub-factor is greater in value than another factor, but not as much as a significantly more important factor or sub-factor. The factor or sub-factor is given more consideration than another factor or sub-factor.

M.3.1.3 Equal: The factor or sub-factor is the same in value as another factor or sub-factor.

M.3.2. The evaluation factors and sub-factors are as follows:

- Factor 1 - Technical Approach
  - Sub-factor 1 – Overall IDIQ Approach
  - Sub-factor 2 – Analytical Repair Processes
  - Sub-factor 3 – Procurement Processes
  - Sub-factor 4 – Information Technology Approach
- Factor 2 - Management Approach
  - Sub-factor 1 – Management/Staffing Plan
  - Sub-factor 2 – Proposed Key Personnel
  - Sub-factor 3 – Quality Control Plan
  - Sub-factor 4 – Transition Plans
- Factor 3 - Past Performance
- Factor 4 - Cost/Price

M.3.3 Relative Order of Importance of Factors: Evaluation Criteria are listed in order of priority. The overall Technical factor will be significantly more important than Management factor, which is considered more important to the overall Past Performance factor. The Offerors will receive one summary rating value for the non-cost proposals (Technical, Management and Past Performance). All non-cost evaluation factors (these include all the Technical, Management and Past Performance factors) when combined are significantly more important than cost or price.

When evaluating offers, the Government considers Technical Approach to be significantly more important than Management Approach. Management Approach is considered more important than Past Performance. When combined, all non-price factors shall be considered significantly more important than Price.

M. 3.3.1 Under the Technical Approach Factor, the sub-factors are listed in the order of importance.

M.3.3.2 Under the Management Approach Factor, the sub-factors are listed in the order of importance.

## **M.4 EVALUATION APPROACH**

M.4.1. All proposals shall be subject to evaluation by the Source Selection Evaluation Board (SSEB).

M.4.2. The over-arching evaluation approach for all factors and sub-factors is as follows:

M.4.2.1. Adequacy of Response. The proposal will be evaluated to determine whether the offeror's methods and approach have adequately and completely considered, defined, and satisfied the requirements specified in the Request for Proposal (RFP) solicitation. The proposal will be evaluated to determine the extent to which each requirement has been addressed in the proposal in accordance with the proposal submission section of the RFP.

M.4.2.2. Feasibility of Approach. The proposal will be evaluated to determine the extent to which the proposed approach is workable and the end results achievable. The proposal will be evaluated to determine the extent to which successful performance is contingent upon proven devices and techniques. The proposal will be evaluated to determine the extent to which the offeror is expected to be able to successfully complete the proposed tasks and technical requirements within the required schedule.

## **M.5 EVALUATION CRITERIA**

### **M.5.1 FACTOR 1 - TECHNICAL APPROACH**

M.5.1.1. The Government will use the following sub-factors listed in descending order of importance, to evaluate the technical approach.

#### **M.5.1.2. SUB-FACTOR 1 - IDIQ TECHNICAL APPROACH.**

M.5.1.2.1. The Government will evaluate the technical approach in terms of how well the methodology proposed will accomplish the requirements of the PWS and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements of the overall IDIQ. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.2.2 The Government will evaluate how the offeror demonstrates a clear understanding of the overall IDIQ requirements as it relates to the mission and role of the CoMSupCen. Further, the Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this IDIQ.

#### **M.5.1.3. SUB-FACTOR 2 – ANALYTICAL REPAIR PROCESSES.**

M.5.1.3.1. The Government will evaluate how the offeror demonstrates a clear understanding of the analytical repair requirements as it relates to the mission and role of the CoMSupCen.

Further, the Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this requirement.

M.5.1.3.2. The Government will evaluate the offeror's technical approach in terms of how well the methodology proposed will accomplish the analytical repair requirements and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements at the lowest cost possible. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.3.3 The Government will evaluate the offeror's unique processes and/or approaches to overcome performance risks in performance of analytical repairs. The Government will evaluate the offeror's detailed explanation of how their process and/or approach will deliver timely and effective services. The Government will evaluate the offeror's process to how they will manage changing customer needs and requirements.

M.5.1.3.4. The Government will evaluate the offeror's proposed plan to provide staffing for analytical repairs to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS.

#### M.5.1.4. SUB-FACTOR 3 – PROCUREMENT PROCESSES.

M.5.1.4.1. The Government will evaluate how the offeror demonstrates a clear understanding of the procurement requirements and regulations as it relates to the mission and role of the CoMSupCen. Further, the Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this requirement.

M.5.1.4.2. The Government will evaluate the offeror's technical approach in terms of how well the methodology proposed will accomplish the procurement requirements and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements at the lowest cost possible. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.4.3 The Government will evaluate the offeror's unique processes and/or approaches to overcome performance risks in performance of procurement actions. The Government will evaluate the offeror's detailed explanation of how their process and/or approach will deliver timely and effective services. The Government will evaluate the offeror's process to how they will manage changing customer needs and requirements.

M.5.1.4.4. The Government will evaluate the offeror's proposed plan to provide staffing for procurement activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS.

#### M.5.1.5. SUB-FACTOR 4 – INFORMATION TECHNOLOGY (IT) APPROACH.

M.5.1.5.1. The Government will evaluate how the offeror demonstrates a clear understanding of the IT requirements and regulations as it relates to the mission and role of the CoMSupCen. Further, the Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this requirement.

M.5.1.5.2. The Government will evaluate the offeror's technical approach in terms of how well the methodology proposed will accomplish the IT requirements and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.5.3 The Government will evaluate the offeror's unique processes and/or approaches to overcome performance risks in performance of IT functions. The Government will evaluate the offeror's detailed explanation of how their process and/or approach will deliver timely and effective services. The Government will evaluate the offeror's process to how they will manage changing customer needs and requirements.

M.5.1.5.4. The Government will evaluate the offeror's proposed plan to provide staffing for IT activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS.

#### M.5.2. FACTOR 2 - MANAGEMENT APPROACH

M.5.2.1. The Government will use the following sub-factors listed in descending order of importance, to evaluate the management approach.

##### M.5.2.2. SUB-FACTOR 1 – MANAGEMENT / STAFFING PLAN.

M.5.2.2.1. The offeror will be evaluated on their processes and capabilities to provide a sound and practical approach for managing personnel turnover, outline clear and sound quality improvement initiatives for personnel, and demonstrate a proactive methodology for mitigating programmatic risks associated with hiring/assignment of personnel, retention, maintaining a fully trained workforce and compliance with all applicable regulatory limitations. An approach which is determined to minimize the potential impact to performance and ensure continuity will be given more consideration.

##### M.5.2.3. SUB-FACTOR 2 – PROPOSED KEY PERSONNEL.

M.5.2.3.1. The offeror will be evaluated on whether or not proposed personnel are adequately educated or demonstrate satisfactory experience in the ability to complete the tasks and deliverables within the PWS. More consideration will be given if the offeror demonstrates that their personnel's education and experience will reduce programmatic risk and add value to the Government in performing the tasks and deliverables within the PWS. In addition, the projected quantity of personnel and labor hour quantity (herein considered labor mix) will be evaluated in order to determine how realistically and reasonably the proposed labor resources will be able to effectively fulfill the requirement.

**M.5.2.4. SUB-FACTOR 3 – QUALITY CONTROL PLAN.**

M.5.2.4.1. The Government will evaluate the plan's ability to offer effective, appropriate and advantageous mechanisms to deliver high quality services. In addition, plans that identify additional quality services and offer plausible auditing procedures which provide enforcement mechanisms (increments and decrements) will be rated more favorably. Plans with vague assurances or which merely promise compliance with the PWS requirements will be evaluated as higher risk and may be considered unsatisfactory. The Quality Control Plan should demonstrate the ability to plan, monitor and ensure contract compliance to include quality control, contract administration, management inspection procedures, corrective action planning and follow-up reporting. The offeror's plan should not merely restate/parrot the government Performance Requirements Summary (PRS).

**M.5.2.5. SUB-FACTOR 4 – TRANSITION PLANS.**

M.5.2.5.1. The Government will evaluate the soundness, realism, and attention to detail in the offeror's plans for (1) Phase-In and (2) Phase-Out activities. In each of those plans, the Government will assess the degree to which the offeror's approach will ensure a smooth transition between contractors. In both plans, the quality of the offeror's plan to ensure consistency of operations and continuity of operations with respect to major PWS functions will be evaluated.

M.5.2.6 The Government will evaluate both the technical and management factors and sub-factors using the Table below

**COMBINED TECHNICAL/RISK RATING FOR FACTORS 1 AND 2**

<b>Color Rating</b>	<b>Adjectival Rating</b>	<b>Description</b>
Blue	Outstanding	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low.
Purple	Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate.
Green	Acceptable	Proposal meets requirements and indicates an adequate approach

		and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
Yellow	Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Red	Unacceptable	Proposal does not meet requirements of the solicitation, and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is un-awardable.

### M.5.3 FACTOR 3 – PAST PERFORMANCE

M.5.3.1. The Government will evaluate the offeror's record of past and current performance to ascertain the probability of a successfully performing the required efforts of the PWS.

M.5.3.2 The evaluation will consider the offeror's Past Performance considering recency, relevancy, quality, sources, context and trends. Specific details of similar analytical, technical, instructor, training, procurement and/or other requirement details in the PWS and appendices will be analyzed. Past performance includes current on-going performance.

M.5.3.3. The Government will focus its inquiries on the offeror's (and major subcontractor's) record of performance as it relates to all solicitation requirements, including cost, schedule, performance and management of subcontractors. Major subcontractors are defined as members of an offeror's overall team who are expected to perform ten (10) percent or more of the proposed effort. The past performance will be considered in relation to the significance of the subcontractor's proposed role in the performance of this effort. Offerors are cautioned that major subcontractor performance may not be given the same level of consideration as the past performance of the offeror in developing an overall performance confidence assessment. A significant achievement, problem, or lack of relevant data in any element of the work can become an important consideration in the evaluation process. Therefore, offerors will be reminded to include the most recent and relevant efforts (within the past five years) in their proposal. Absent any recent and relevant past performance history ***or when the performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned***, the offeror will be assigned an "neutral confidence rating" and its proposal will not be evaluated either favorably or unfavorably on past performance; however it may be determined a "Substantial Confidence" or "Satisfactory Confidence" past performance rating is worth more than a "Neutral Confidence" rating. The Government may use data provided by the offeror in its proposal and data obtained from other sources, including data in Government files or data obtained through interviews with personnel familiar with the contractor and their current and past performance under Federal, State or Local government or commercial contracts for same or similar services as compared to the North American Industry Classification System (NAICS) code 541614, Process, Physical Distribution, and Logistics Consulting Services. Data used in conducting performance risk assessments shall not extend past five years prior to the issue date of the RFP, but may include performance data generated during the past five years without regard to the contract award date.

M.5.3.3.1. The past performance factor considers each offeror's demonstrated recent and relevant record of performance in supplying products and services that meet contract requirements. There are three aspects to the past performance evaluation: recency, relevancy

(including context of data), and quality (including general trends in contractor performance and source of information).

M.5.3.3.2. Recency. The first is to evaluate the recency of the offeror's past performance. Recency is generally expressed as a time period during which past performance references are considered relevant, and is critical to establishing the relevancy of past performance information. For the purpose of this solicitation, recency is performance occurring within the last five (5) years.

M.5.3.3.3. Relevancy. The offeror's past performance must be assessed to determine the relevancy of an effort accomplished by the offeror to the effort to be acquired through the source selection with regard to price, recency and similarity of scope. Relevancy is not separately rated; however, the following criteria will be used to establish what is relevant which shall include similarity of service/support, complexity, dollar value, contract type, and degree of subcontract/teaming.

### **FACTOR 3 - PAST PERFORMANCE RELEVANCY RATING METHOD**

<b>Adjectival Rating</b>	<b>Description</b>
<b>Very Relevant</b>	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
<b>Relevant</b>	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
<b>Somewhat Relevant</b>	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.
<b>Not Relevant</b>	Present/past performance effort involved little or none of the scope and magnitude off effort and complexities this solicitation requires.

M.5.3.3.4 The third aspect of the past performance evaluation is to establish the overall quality of the offeror's past performance (see FAR 15.304(c)(2)). The past performance evaluation conducted in support of a current source selection does not establish, create, or change the existing record and history of the offeror's past performance on past contracts; rather, the past performance evaluation process gathers information from customers on how well the offeror performed those past contracts. Requirements for considering history of small business utilization are outlined at FAR 15.304(c)(3)(ii) and DFARS 215.305(a)(2). The Past Performance Evaluation Team will review all past performance information collected and determine the quality of the offeror's performance, general trends, and usefulness of the information and incorporate these into the performance confidence assessment. A separate quality assessment

rating is not required; rather, the past performance confidence assessment rating is based on the offeror's overall record of recency, relevancy, and quality of performance.

M.5.3.3.4.1 Sources of Past Performance Information for evaluation 3.1.3.2 are as follows:

- Past performance information may be provided by the offeror, as solicited;
- Past performance information may be obtained from questionnaires tailored to the circumstances of the acquisition; and
- Past performance information may be obtained from any other sources available to the Government, to include, but not limited to, the Past Performance Information Retrieval System (PPIRS), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), or other databases; the Defense Contract Management Agency; and interviews with Program Managers, Contracting Officers, and Fee Determining Officials.

While the Government may elect to consider data obtained from other sources, the burden of providing current accurate and complete Past Performance information rests with the offeror.

M.5.3.3.5 Performance Confidence Assessment. The final step for the team to arrive at a single consensus performance confidence assessment, selecting the most appropriate rating from the chart below. This rating considers the assessed quality of the relevant/recent efforts evaluated. The role of the contractor in the performance of a given effort, as well as that contractor's proposed role in the performance of this requirement may be considered in the formulation of the performance confidence assessment. In the case of offerors for which there is no information on past contract performance or where past contract performance information is not available, the offeror may not be evaluated favorably or unfavorably on the factor of past contract performance (see FAR 15.305(a)(2)(iv).) In this case, the offeror's past performance is unknown and assigned a performance confidence rating of "neutral."

### **FACTOR 3 - PERFORMANCE CONFIDENCE ASSESSMENTS**

<b>Performance Confidence Assessments Rating Method</b>	
<b>Adjectival Rating</b>	<b>Description</b>
<b>Substantial Confidence</b>	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
<b>Satisfactory Confidence</b>	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
<b>Neutral Confidence</b>	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The offeror may not be evaluated favorably or



	unfavorably on the factor of past performance.
<b>Limited Confidence</b>	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
<b>No Confidence</b>	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.

#### M.5.4 FACTOR 4 – COST/PRICE

M.5.4.1. Proposals shall contain a total price with a breakdown showing cost elements that make up the total price, i.e. labor breakdown, tasks/deliverables breakdown, and travel/ODCs. The Government will evaluate the offeror's proposal to determine if the proposed price is fair and reasonable. This factor will not receive an adjectival or risk rating, but will be evaluated to ensure that the price is reasonable, realistic, complete and balanced.

M.5.4.1.1. In terms of "price reasonableness" the Government will focus on whether the price is too high to be considered fair and reasonable. In terms of "price realism", the Government will focus on whether the price is too low. The Government's concern is that the offeror may not understand the requirement or may be offering such a low price that there may be disruption to the program such as high employee turnover. In terms of "completeness", the Government will focus on whether the price appears to cover all of the work identified in the PWS. In terms of "balance", the Government will focus on whether the pricing is consistent throughout the term of contract to include any options.

M.5.4.1.2 The Government will evaluate the offeror's labor rates, level of effort, staffing costs, and other costs necessary for operations such as: travel, deliverables and Other Direct Costs, for the program. The Government will review CLINs for reasonableness, affordability, and realism to determine whether they reflect an understanding of Government tasks or contain apparent mistakes.

M.5.4.2. Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option costs are unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

M.5.4.2.1. Evaluation of Option to Extend Services under 52.217-8. For the purposes of the award of this Contract, the Government intends to evaluate the option to extend services, provided under FAR 52.217-8, as follows:

M.5.4.2.1.(a) The evaluation will consider the possibility that the option can be exercised at any time; however, the Government will evaluate the Option to Extend Services under FAR 52.217-8 by adding 6 months of the offeror's proposed prices for each task order to the offeror's total task

order prices. Thus, the offeror's total price for the purpose of evaluation will include the base period and all option periods.

M.5.4.2.2. This evaluation will not obligate the Government to exercise any option, including the option described under FAR 52.217-8 in part of full.

## **M.6 AWARD**

M.6.1 It is the government's intention to award a single IDIQ contract without discussions. However, the government reserves the right to conduct discussions if it is determined to be in the best interests of the government to do so. Discussions, if necessary, will be conducted in accordance with FAR 15.306. If the Government does enter into discussions, they may be only held with those offerors determined to be in the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

M.6.1.2. The Government reserves the right to waive informalities and minor irregularities in offers received. If a minor clerical error has occurred, then the offeror may be given an opportunity to correct the minor error within the constraints of the "clarifications" process.

M.6.1.3. Should discussions be held, a final proposal revision shall be requested; at which time the remaining qualified offerors may submit revisions to their proposals by an established cut-off date. Final proposal revisions will be evaluated against the same criteria and factors as were the initial offers.

M.6.1.4. Enforceability of Proposal: The proposal must set forth full, accurate and complete information as required by this solicitation. The Government will rely on such information in the award of a contract. By submission of the offer, the Offeror agrees that all items proposed (if applicable e.g., key personnel, subcontractors, plans, etc.) will be utilized for the duration of the contract and any substitutions will require prior Contracting Officer's approval.

M.6.1.5. Until a formal notice of award is issued, no communication by the Government, either written or oral, shall be interpreted as a promise that an award will be made. No cost chargeable to the prospective contract shall be incurred before receipt of a fully executed contract or other specific written authorization from the Contracting Officer.