

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

### INSTRUCTIONS & CONDITIONS

The purpose of Section L is to establish requirements for the format and content of proposals so that all the requested information can be evaluated equitably.

#### L.1 INSTRUCTIONS, CONDITIONS, AND NOTICES

- (a) Offerors are instructed to read the entire solicitation document, subsequent solicitation amendments (if any), including all the attachments in Section J, prior to submitting questions, preparing your offer, and submitting a proposal.
- (b) The electronic solicitation documents as posted on <https://www.fbo.gov> shall be the only official documents for the requirements of this solicitation.
- (c) The Government will not reimburse Offerors for any cost incurred for the preparation and submission of a proposal in response to this solicitation.
- (d) All Offerors must be an Official Legal Entity in accordance with Section L.1.4.
- (e) When an Offeror is sharing resources from other entities within the Offeror's Corporate Structure by way of a Meaningful Relationship Commitment Letter in accordance with Section L.4.1.8, only one Offer (e.g., proposal) from the Official Legal Entity shall be submitted.
- (f) Offerors shall organize their proposal submission documents to ensure the Government can easily identify which documents apply to which minimum requirement or scored evaluation criteria for evaluation purposes. See Section L.3.
- (g) Offerors may provide any official and verifiable documentation as necessary to validate any minimum requirement or scored evaluation criteria being claimed unless otherwise specified herein. For example, NAICS Code or PSC Code documents shall be submitted in accordance with Section L.4.1.2 and L.4.3.2.1 instructions, Past Performance documents shall be submitted in accordance with Sections L.4.4 instructions, System and Certification documents shall be submitted in accordance with Sections L.4.5 instructions, and all submission documents from Section J shall be in accordance with the content and instructions of Section J.
- (h) Offerors shall make all Project verification and validation unambiguous and straightforward by highlighting each section/paragraph that corresponds directly to each minimum requirement and scored evaluation criteria being claimed.
- (i) Although not mandatory, Offerors are encouraged to use Adobe Sticky Notes to clearly identify each section/paragraph that corresponds to each minimum requirement and scored evaluation criteria being claimed.
- (j) Without changing its contents, Offerors may make minor formatting changes to Section K and Section J templates used in proposal submission. For example, minor formatting changes include such things as adjusting page breaks, adding corporate identification logos, identifying proposal volume identifiers, disclaimers of proprietary information, and adjusting the Cost/Price template based on an Offeror's specific indirect rate structure.

- (k) All Qualification Projects submitted in response to this solicitation shall have been performed by the Offeror as a Prime Contractor in accordance with Section L.1.3 unless a Meaningful Relationship Commitment Letter is provided in accordance with Section L.4.1.8 and found to be acceptable by the Government.
- (l) Offerors may choose the same Project(s) between Qualification Projects and Relevant Experience Projects; however, the Offeror shall re-submit the Project(s) again for validation purposes under the appropriate Volume Number in accordance with Sections L.2 and L.3.
- (m) If an Offeror submits a “Collection of Task Orders” under a Primary Project 5-Alternate (5A), none of the Task Orders awarded under the Single-Award Indefinite Delivery, Indefinite Quantity contract (SA-IDIQ) or Single-Award Blanket Purchase Agreement (SA-BPA) can be submitted for Projects 1 through 4. See Section L.4.3.1.
- (n) Projects that are the result of a Merger, Acquisition, Novation or Change-of-Name Agreement or Assets of a Project may be submitted in accordance with Section L.1.5.
- (o) Omission of any proposal submission requirements or failure to follow the instructions under this solicitation may result in rejection of the offer.
- (p) All proposal information is subject to verification by the Government. Falsification of any proposal submission, documents, or statements may subject the Offeror to civil or criminal prosecution under Section 1001 of Title 18 of the United States Code.

#### L.1.1 SOLICITATION QUESTIONS

- (a) The Procuring Contracting Officer (PCO) is the sole point of contact for all questions and answers under this solicitation.
- (b) The Offeror shall address all questions via e-mail to the PCO at [PMCSSMAC.GM.FCT@navy.mil](mailto:PMCSSMAC.GM.FCT@navy.mil). Questions not submitted to this email address will not be answered.
- (c) The Offeror must include their Company Name, Solicitation Number, and Amendment Number in the subject line of the email.
- (d) Questions must include the Page Number, Section Number, and Paragraph Number of the Solicitation that pertain to the Offeror’s questions.
- (e) Questions can be e-mailed any time after the notice is posted at <https://www.fbo.gov>; however, all questions must be received via e-mail at [PMCSSMAC.GM.FCT@navy.mil](mailto:PMCSSMAC.GM.FCT@navy.mil)
- (f) Questions received after TBD will only be answered at the discretion of the PCO.
- (g) Questions will be answered under an amendment and posted at <https://www.fbo.gov> prior to the solicitation closing date.
- (h) Acknowledgement of receipt of questions will **not** be made.
- (i) CAUTION: Any question or request to add, remove, or revise any of the scored evaluation criteria in Section M will not be considered. This solicitation and scored evaluation criteria will remain unchanged.

- (j) Please thoroughly review the entire solicitation, including all the attachments in Section J, prior to submitting questions.

#### L.1.2 TOTAL SMALL BUSINESS SET-ASIDES

- (a) The Government intends to issue 20 awards under this MA-IDIQ.
- (b) In the event of a tie at the number 20 position, all Offerors tied will receive an award.
- (c) The Government also intends to award to at least three Small Disadvantaged Veteran-Owned Small Businesses (SDVOSB), three Women-Owned Small Businesses (WOSB), and three 8(a) Small Businesses. Additional Socio-Economic set-asides may be awarded in accordance with FAR 19.502-2 and Section M.3.

#### L.1.3 PRIME CONTRACTOR

- (a) “Prime Contractor” means the contractor has privity-of-contract with the Government for all contractual obligations under a mutually binding legal relationship with the Government. In other words, when the Government awards a contract to a contractor, the contractor is considered the Prime Contractor. For example, Prime Contractors are identified as such on Contract or Task Order forms as follows:
  - 1. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor)
  - 2. SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor)
  - 3. SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor)
  - 4. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor)
- (b) When a Prime Contractor awards a contract to a contractor, the contractor is considered a “subcontractor” by the Government. Any proposal submission document for which an Offeror takes credit for any minimum requirement or scored evaluation criteria as a subcontractor will be non-conforming to the solicitation and rejected.
- (c) All Projects are defined as Prime Contracts or Prime Task Orders submitted in accordance with the instructions set forth in Section L.4.1.2 (Qualification Projects) and Section L.4.3 (Relevant Experience).

#### L.1.4 OFFICIAL LEGAL ENTITY

- (a) All minimum requirements and scored evaluation criteria an Offeror is submitting a proposal and taking credit for as a Prime Contractor must be in the Offeror’s official legal entity name and address as submitted in Block 15A on the Standard Form (SF) 33, Solicitation, Offer and Award. The only exception is if the Offeror is claiming a minimum requirement or scored evaluation criteria from an acceptable Meaningful Relationship Commitment Letter in accordance with Section L.4.1.8.

- (b) The Commercial and Government Entity (Cage) Code and Data Universal Numbering System (DUNS) Number in the System for Award Management (SAM) at <https://www.sam.gov> must match the Offeror's official legal entity name and address on the SF 33, Block 15A.
- (c) All Task Order awards under the MA-IDIQ contract awarded under this solicitation shall be in the Offeror's official legal entity name and address as submitted in Block 15A of the SF 33 and the Offeror's submitted Cage Code and DUNS Number. The only exception is when the MA-IDIQ PCO issues a formal modification under an SF 30 to recognize a successor-in-interest as a result of a Merger, Acquisition, Novation and/or Change-of-Name Agreement after a MA-IDIQ contract award.

#### L.1.5 MERGERS, ACQUISITIONS, NOVATIONS, AND CHANGE-OF-NAME AGREEMENTS

- (a) In the event Offerors submit a Qualification Project that was the result of a Government approved Merger, Acquisition, Novation and/or Change-of-Name Agreement prior to the closing date of this solicitation, both the transferor and transferee company may submit the same Projects under this solicitation.
- (b) The transferor may claim credit for any minimum requirement or scored evaluation criteria from that Project up to the date that the Government approved the Merger, Acquisition, Novation or Change-of-Name Agreement, while the transferee may claim credit for any minimum requirement or scored evaluation criteria from that Project from and after the "approval date" of the Merger, Acquisition, Novation or Change-of-Name Agreement.
- (c) Validation of the "approval date" is the approval date the Administrative Contracting Officer (ACO) identifies in the modification under the Project, typically under an SF 30. For example, Company ABC, Inc. sells all the assets under Project 12345 to XYZ, Corp. Project 12345 is officially novated from ABC, Inc. to XYZ, Corp. by the ACO, effective May 1, 2014, under an SF 30 modification. Both ABC, Inc. and XYZ, Corp. claim credit for a minimum requirement or scored evaluation criteria under the same Project 12345 in response to this solicitation. Company ABC, Inc. (and only Company ABC, Inc.) may claim credit for the minimum requirement or scored evaluation criteria under Project 12345 from the date of award through April 30, 2014 and XYZ, Corp. (and only XYZ, Corp.) may claim credit for the minimum requirement or scored evaluation criteria under Project 12345 from and after May 1, 2014.
- (d) If an Offeror is claiming credit for any minimum requirement or scored evaluation criteria under a Project and the Offeror was either the transferor or transferee as a result of a Merger, Acquisition, Novation or Change-of-Name Agreement under the Project, the Offeror shall submit a copy of the SF 30 or official documentation confirming the ACO's "approval date" under the Project.

#### L.1.6 INVERTED DOMESTIC CORPORATIONS

- (a) Inverted Domestic Corporations and any Subsidiary of an Inverted Domestic Corporation are not eligible for award under this solicitation.

- (b) “Inverted Domestic Corporation”, as defined in FAR 52.209-10, means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c). “Subsidiary” means an entity in which more than 50 percent of the entity is owned directly by a parent corporation; or through another subsidiary of a parent corporation.

## L.2 PROPOSAL SUBMISSION INSTRUCTIONS

- (a) This Solicitation closes and proposals are due on TBD at 2:00 P.M. EASTERN STANDARD TIME (EST).
- (b) Proposals may be mailed or hand delivered to:
- PM CSS Acquisition Cell  
Attn: Meagan Foster (PCO)  
BLD 460 Room 135  
22244 Cedar Point Road  
Patuxent River MD 20670
- (c) Hand delivered proposals may be given to Meagan Foster, Jennifer Milan, or Dania Malveo located at the address above.
- (d) The Offeror’s proposal shall be formatted into 6 separate electronic folders by Volume Number and Title as follows:
- Volume 1 – General
  - Volume 2 – Responsibility
  - Volume 3 – Relevant Experience
  - Volume 4 – Past Performance
  - Volume 5 – Systems, Certifications, and Clearances
  - Volume 6 – Cost/Price
- (e) Offerors shall include all Six (6) electronic folders and proposal documents on a single DVD+R disk so that an entire proposal resides on a single disk.
- (f) Offerors shall submit a total of 6 copies of the proposal disk (6 disks total).
- (g) All proposal disks shall be identical. Nothing may be included on the disk except the proposal files in accordance with the instructions in Section L.
- (h) Each DVD+R shall be labeled with the Solicitation Number and Company Name.
- (i) Offeror shall submit a total of 4 paper copies versions of the proposal in its entirety, in addition to submitting the disks.
- (j) Proposal submissions shall NOT be locked, encrypted, or otherwise contain barriers to opening.
- (k) It is the sole responsibility of the Offeror to ensure that the electronic files submitted are virus free and can be opened and read by the government.
- (l) All proposal documents shall be submitted in Adobe (.pdf) format except for the Self-Scoring Worksheet in Section J.5.1, Attachment (5A) and Cost/Price Template in Section J.9, Attachment

(9) The Self-Scoring Worksheet and Cost/Price Template shall be submitted in Microsoft Office Excel (.xlsx) format.

### L.3 PROPOSAL FORMAT INSTRUCTIONS

- (a) The following Proposal Format Table is provided to assist Offerors in organizing their proposal submission documents to ensure the Government can easily identify which documents apply to which criteria for evaluation purposes.
- (b) Offerors must adhere to the Volume Numbers, Format and/or Templates, and Page Limitations provided in the Proposal Format Table.
- (c) Offerors must include their Company Name or Company Name abbreviation and Volume Number in the filename. For example, ABC Incorporated filename for Volume 1, SF-33 is ABC.VOL1.SF33.pdf.
- (d) Offerors may make minor adjustments to the file naming methodology so long as the resulting file names and organization are clearly understood.
- (e) Offerors may provide a Table of Contents that serves as an overall guide to what files are included, where they are located and brief descriptions of what the documents are. Inclusion of a Table of Contents is optional.

Volume	Section #	Title	Format or Template	Verification / Page Limits	Example File Name
<b>1</b>	L.3	Table of Contents	Free Format	No Page Limit	ABC.VOL1.TOC.pdf
	L.4.1.1	SF 33	SF 33	Limited to the SF 33 Form provided as Page 1 of this solicitation in fbo.gov	ABC.VOL1.SF33.pdf
	L.4.1.2 <i>See Vol 4 for Past Performance submission</i>	Qualification Projects	Contract or Task Order award form, annual project value, period of performance documentation.	Submit highlighted pages necessary for validation purposes.	ABC.VOL1.QP.CD.P1.pdf (Company, Volume, Qualification Project, Contract Documentation, Project #) ABC.VOL1.QP.CD.P2.pdf
	L.4.1.2	NAICS Code or PSC Code for Qualification Projects	FPDS-NG report or Section J.12 letter, or Section J.13 letter, or other verifiable document, as applicable.	Limited to FPDS-NG report, or Section J.12, or Section J.13, or other documentation, as applicable.	ABC.VOL1.QP.CODE.P1.pdf (Company, Volume, Qualification Project, NAICS or PSC Code, Project #) ABC.VOL1.QP.CODE.P2.pdf

	L.1.5 and L.4.1.2	Mergers, Acquisitions, Novations, Change of Name for Qualification Projects, <u>as applicable</u>	Standard Form (SF) 30 Mod Agreement or other verifiable documentation for the purposes of crediting performance for each Qualification Project.	Limited to SF 30 Mod or other verifiable documentation	ABC.VOL1.QP.A.P1.pdf (Company, Volume, Qualification Project, Agreement, Project #) ABC.VOL1.QP.A.P2.pdf
	L.4.1.3	Proposal Checklist	Section J.4	Limited to the template.	ABC.VOL1.J4.pdf
	L.4.1.4	Self-Scoring Worksheet	Section J.5.A	Limited to the template.	ABC.VOL1.J5.xlsx
	L.4.1.5	Professional Employee Compensation Plan	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch.	No page limitations.	ABC.VOL1.CP.pdf
	L.4.1.6	Uncompensated Overtime Policy	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch.	Not-to-Exceed 5 pages.	ABC.VOL1.UOP.pdf
	L.4.1.7.	Modified Pre-Award Survey (SF 1408)	Section J.6	Limited to the template and audit reports, if applicable. No page limitations.	ABC.VOL1.SF1408.pdf ABC.VOL1.SF1408.AD1.pdf (Company Name, Volume, SF 1408, Audit Document 1) Repeat as many times necessary
	L.4.1.8 and L.1.4	Meaningful Relationship Commitment Letters (MRCL), for each Qualification Project, each Relevant Experience Project, each System, Certification and Facility Clearance, as applicable	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch.  If N/A, no file need be submitted.	Each MRCL must be separate and distinct unless parent organization controls all entities.  No page limitations.	ABC.VOL1.QP.MCRL1.P1.pdf (Company, Volume, Qualification Project, MCRL Letter 1, Project #) ABC.VOL1.QP.MCRL1.P2.pdf Repeat as many times necessary
	L.4.1.9	Existing Partnership or Joint Venture, as applicable	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch.	No page limitations.	ABC.VOL1.PJV.pdf
2	L.4.2.1	Financial Resources	Section J.11	Limited to the Financial Resources Form and financial statements.	ABC.VOL2.FR.pdf ABC.VOL2.FR.FS.pdf (Company Name, Volume, Financial Resources Form, Financial Statements)
	L.4.2.2	Reps & Certs	Section J.10	Limited to Section K template	ABC.VOL2.RC.pdf

3	L.4.3.1  See Vol 4 for Past Performance submission	Relevant Experience Projects	Section J.7	Limited to the template. No page limitations.	ABC.VOL3.J7.pdf
	L.4.3.1 L.4.3.2 thru L.4.3.2.7	Relevant Experience Projects	<p>Minimum of 2 and Maximum of 5 Relevant Experience Projects</p> <p>Contract or Task Order award form, annual project value, period of performance documentation</p> <p>For scored evaluation criteria: All Information in a contractual document necessary for meeting each scored evaluation criteria taking credit for.</p>	Submit highlighted pages necessary for validation purposes.	<p>ABC.VOL3.REP.CD.P1.pdf (Company Name, Volume, Relevant Experience Project, Contract Documents, Project #) Repeat as many times necessary:</p> <p>ABC.VOL3.REP.CD.P2.pdf ABC.VOL3.REP.CD.P3.pdf ABC.VOL3.REP.CD.P4.pdf ABC.VOL3.REP.CD.P5.pdf <b>OR</b> ABC.VOL3.REP.CD.P5A.pdf</p>
	L.4.3.2.1	NAICS Code or PSC Code for Relevant Experience Projects, as applicable.	<p>FPDS-NG report or Section J.13 letter, or Section J.14 letter, or other verifiable document, as applicable.</p> <p>If not applying for these points under a particular Project, no file need be submitted.</p>	Limited to FPDS-NG report, or Section J.13, or Section J.14, or other documentation, as applicable	<p>ABC.VOL3.REP.CODE.P1.pdf (Company, Volume, Relevant Experience Project, NAICS or PSC Code, Project #) Repeat as many times necessary:</p> <p>ABC.VOL3.REP.CODE.P2.pdf ABC.VOL3.REP.CODE.P3.pdf ABC.VOL3.REP.CODE.P4.pdf ABC.VOL3.REP.CODE.P5.pdf <b>OR</b> ABC.VOL3.REP.CODE.P5A.pdf</p>
	L.1.5 and L.4.3.1	Mergers, Acquisitions, Novations, Change of Name for Relevant Experience Projects, as applicable.	<p>Standard Form (SF) 30 Mod Agreement or other verifiable documentation for the purposes of crediting performance for each Relevant Experience Project.</p> <p>If N/A, no file need be submitted.</p>	No page Limitations.	<p>ABC.VOL3.REP.A.P1.pdf (Company Name, Volume, Relevant Experience Project, Agreement, Project #) Repeat as many times necessary:</p> <p>ABC.VOL3.REP.A.P2.pdf ABC.VOL3.REP.A.P3..pdf ABC.VOL3.REP.A.P4.pdf ABC.VOL3.REP.A.P5 pdf <b>OR</b> ABC.VOL3.REP.A.P5A.pdf</p>



4	L.4.4	Past Performance (Qualification Projects)	Past Performance verification for each Qualification Project submitted  CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8	Limited to CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8	ABC.VOL4.QP.PP.P1.pdf (Company, Volume, Qualification Project, Past Performance, Project #) Repeat as many times necessary. ABC.VOL4.QP.PP.P2.pdf
	L.4.4	Past Performance (Relevant Experience Projects)	Past Performance verification for each Relevant Experience Project  CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8	Limited to CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8	ABC.VOL4.REP.PP.P1.pdf (Company Name, Volume, Relevant Experience Project, Past Performance, Project #) Repeat as follows: ABC.VOL4.REP.PP.P2.pdf ABC.VOL4.REP.PP.P3.pdf ABC.VOL4.REP.PP.P4.pdf ABC.VOL4.REP.PP.P5.pdf <b>OR</b> ABC.VOL4.REP.PP.P5A.pdf
5	L.4.5.1	Approved Purchasing System, as applicable	Copy of the Offeror's official Contractor Purchasing System Review (CPSR) report, if available and/or official letter from DCMA or CFA verifying the approval of the purchasing system.  If not applying for these points, no file need be submitted.	Limited to CPSR report, DCMA or CFA Letter and NTE 1 page for POC information, page numbers and paragraph references, if not already apparent in a DCMA or CFA letter.	ABC.VOL5.APS.pdf and ABC.VOL5.APSref.pdf
	L.4.5.2	FPRA/FPRR/ABR, as applicable	Copy of FPRA/FPRR/ABR  If not applying for these points, no file need be submitted.	Limited to the FPRA/FPRR/ABR And NTE 1 page for POC information, page numbers and paragraph references	ABC.VOL5.FPRA.pdf ABC.VOL5.FPRR.pdf ABC.VOL5.ABR.pdf and ABC.VOL5.FPRAref.pdf ABC.VOL5.FPRRref.pdf ABC.VOL5.ABRref.pdf
	L.4.5.3	Acceptable Estimating System, as applicable	Copy of Acceptable Estimating System verification / approval  If not applying for these points, no file need be submitted.	Limited to the Estimating System verification requirements and NTE 1 page for POC information, page numbers and paragraph references.	ABC.VOL5.AES.pdf and ABC.VOL5.AESref.pdf
6	L.4.6	Cost/Price Template	Section J.9	Limited to the template	ABC.VOL6.COSTPRICE.xlsx

	L.4.6	Cost/Price Rationale, only if necessary  See Cautions.	Rationale for any Direct Labor Rate that is not in-line with the ranges in Section J.2  Rational for any Profit Rate that exceeds 7%	NTE 1 page per labor category disputed. If each labor rate is in-line with Section J.2 ranges, no file need be submitted.  NTE 1 pate for any Profit Rate that exceeds 7%. If Profit Rate is 7% or less, no file need be submitted.	ABC.VOL6.RAT1.pdf (Company Name, Volume, Rationale 1) Repeat as follows, if necessary.  ABC.VOL6.RAT2.pdf ABC.VOL6.RAT3.pdf Etc.
--	-------	--	--	---	--

## L.4 PROPOSAL REQUIREMENTS

The minimum acceptable requirements and scored evaluation criteria under Volume 1 through 6 are defined herein.

### L.4.1 VOLUME 1 – GENERAL

To be eligible for award, the Offeror must adhere to the directions and submit the following information under Volume 1 – General.

#### L.4.1.1 STANDARD FORM (SF) 33

- (a) “Offeror” means the Official Legal Entity identified in Block 15A on the Standard Form (SF) 33, Solicitation, Offer and Award.
- (b) The Offeror shall submit the SF 33, Solicitation, Offer and Award, posted as page 1 of this solicitation, located at <https://www.fbo.gov>.
- (c) The Offeror shall fill out blocks 12 through blocks 18 of the SF 33 as the Official Legal Entity in accordance with Section L.1.4 and the following:
  1. The Government requires a minimum acceptance period of not less than 365 calendar days. The Offeror shall complete Block 12 of the SF 33 with full cognizance of the minimum acceptance period of 365 calendar days. Your offer may only specify a longer acceptance period than the Government's minimum requirement of 365 days. "Acceptance Period" means the number of calendar days available to the Government for awarding a contract upon receipt of your offer.
  2. The Offeror must acknowledge each subsequent solicitation amendment, including the date of each amendment in Block 14 of the SF 33.
  3. The Offeror's official legal name and address in Block 15A of the SF33 must match the Offeror's official legal name and address in System for Award Management (SAM) at <https://www.sam.gov>, including the corresponding Commercial and Government Agency (CAGE) Code Number and Data Universal Numbering Systems (DUNS) Number.

4. The Offeror's official legal name and address in Block 15A of the SF33 will be the official mailing address used by the Government for letter correspondence, the official name and address under an awarded contract, and the official name and address under corresponding Task Order awards.
5. The Name, Title, Signature and Date identified in Block 16, 17, and 18 must be an authorized representative with authority to commit the Offeror to all contractual obligations.

#### L.4.1.2 QUALIFICATION PROJECTS

Qualification Projects demonstrate an Offeror's experience in performing complex professional services and the responsibility for the overall performance and completion of the entire Project as a Prime Contractor under the corresponding NAICS Code or PSC Code.

- (a) The Offeror shall submit Section J.3, Attachment (3), titled, "QUALIFICATION AND CERTIFICATION". No other format will be considered.
- (b) The Offeror shall submit two (2) distinct Qualification Projects (each as a Prime Contractor or existing Joint Venture/Partnership) that meet the following minimum conditions:
  1. Each Qualification Project must be awarded by the U.S. Federal Government as follows:
    - a. A stand-alone Contract (FAR 12, 13, or 15); or,
    - b. A Task Order (FAR 16.505) awarded under a Single-Award Indefinite Delivery, Indefinite Quantity (SA-IDIQ) Contract or Multiple-Award Indefinite Delivery, Indefinite Quantity (MA-IDIQ) Contract (FAR 16.501-1 and 16.504); or,
    - c. A Task Order (FAR 8.405-2) awarded under a Single-Award Blanket Purchase Agreement (SA-BPA) or Multiple-Award Blanket Purchase Agreement (MA-BPA)(FAR 8.405-3 or FAR 13.303).
  2. The Offeror must submit a copy of the Contract or Task Order Award Form for each Qualification Project. For example:
    - a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor, Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed).
    - b. SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed).
    - c. SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed).
    - d. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the Date of Order, and Block 24 identifies the Contracting Officer signature).

- e. Other Official Government Award Form from a Cognizant U.S. Federal Government Agency. (Must explicitly identify the Prime Contractor, U.S. Federal Government Agency, the Effective Date, and the date the Contracting Officer signed).
- 3. The Offeror must provide evidence of the Period of Performance for each Qualification Project.
    - a. Each Qualification Project must be ongoing or have been completed within the past 5 years prior to the solicitation closing date.
    - b. Each Qualification Project must have at least 1 year of performance unless one of the following situations exist:
      - 1. The Project has a completed Contractor Performance Assessment Report (CPAR)
      - 2. The Project has a completed Award Fee rating (FAR 16.401) for Past Performance
      - 3. The Project had a base period of performance less than 1 year and that period of performance is complete.
  - 4. The Offeror must provide evidence of the Annual Project Value for each Qualification Project.
    - a. Annual Project Value for each Project must be greater than \$150 Thousand per year.
    - b. Annual Project Value for completed Projects is determined as follows: Total obligated dollars divided by the total number of months of performance multiplied by 12.
    - c. Annual Project Value for ongoing Projects is determined as follows: Total estimated value (inclusive of all option periods) divided by the total number of months of performance (inclusive of all option periods) multiplied by 12.
  - 5. In accordance with Section L.4.4, the Offeror must submit the most current Government issued Past Performance rating for each Qualification Project.
    - a. Past Performance Rating for each Project must meet or exceed 3.00.
  - 6. The Offeror must provide evidence of the assigned NAICS Code or Product Service Code (PSC) Code for each Qualification Project.
    - a. The NAICS Code or PSC Code assigned to the Project must correspond directly to NAICS Code 541330 Exception A (Small Business size standard of \$38.5M) or PSC Code R408 or R425.
    - b. If a Federal Procurement Data System – Next Generation (FPDS-NG) report exists for a Project, the Offeror must submit a copy of the FPDS-NG report that identifies the NAICS Code or PSC Code of the Project. See <https://www.fpds.gov>. The FPDS-NG report will be used by the Government as the primary validated source for the NAICS Code or PSC Code of each Project.
    - c. If an FPDS-NG report does not exist for the Project, the Offeror must submit other verifiable evidence of the NAICS Code or PSC Code from an official Government document of the Project. For example, a NAICS Code or PSC Code explicitly identified

in the Project's solicitation, contract award, or other official Government document associated to the Project.

- d. In the event there is a contradiction between the NAICS Code or PSC Code in the FPDS-NG report associated to the Project and the NAICS Code or PSC Code in the Offeror's submitted documents associated to the Project, the FPDS-NG report takes precedence.
  - e. If an Offeror has a legitimate reason that the NAICS Code or PSC Code for a Project was inadvertently reported in FPDS-NG with an erroneous NAICS Code or PSC Code, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted Contracting Officer, to identify the correct NAICS Code or PSC Code. CAUTION: Only a Warranted Contracting Officer from the awarding agency authorizing an erroneous NAICS Code or PSC Code correction is acceptable. If this paragraph applies, the Offeror shall submit Section J.12, Attachment (12), titled, "NAICS OR PSC CODE CORRECTION LETTER". No other format will be considered.
  - f. CAUTION: This paragraph only applies to Projects that are Task Orders awarded under an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract in accordance with FAR 16.5. This paragraph does not apply to Task Orders awarded under the Multiple Award Schedules (MAS) program in accordance with FAR 8.4. If an Offeror is submitting a Task Order Project that was performed under the Master IDIQ contract and the Offeror feels that the NAICS code assigned to the Master IDIQ contract does not account for the greatest percentage of value for the Task Order Project, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted Contracting Officer, to identify a more appropriate NAICS Code for the Task Order Project. CAUTION: Only a Warranted Contracting Officer from the awarding agency of the Project authorizing a NAICS Code change for a Task Order Project under a master IDIQ contract is acceptable. If this paragraph applies, the Offeror shall submit Section J.13., Attachment (13), titled, "NAICS CODE CHANGE LETTER". No other format will be considered.
7. The Offeror must substantiate all the minimum requirements by providing enough evidence within a Contract or Task Order document, FPDS-NG document, and/or other verifiable contractual documents to support each of the minimum requirements of each Qualification Project. The Offeror shall highlight each section/paragraph that corresponds to meeting or exceeding the minimum requirements.

#### L.4.1.3 PROPOSAL CHECKLIST

The Offeror shall submit Section J.4., Attachment (4), titled, "PROPOSAL CHECKLIST". No other format will be considered.

#### L.4.1.4 SELF-SCORING WORKSHEET

- (a) The Offeror shall submit Section J.5.1, Attachment (5A), titled, "SELF SCORING WORKSHEET". No other format will be considered.

- (b) The Self-Scoring Worksheet reflects all the scored evaluation criteria for Relevant Experience Projects in accordance with Section L.4.3, Past Performance for Relevant Experience in accordance with Section L.4.4, and Systems, Certifications, and Clearance in accordance with Section L.4.5.
- (c) The Self-Scoring Worksheet does not include minimum requirements since minimum requirements are evaluated on an Acceptable/Unacceptable basis only.
- (d) The Relevant Experience for Projects 1 through 5 or 5A identified in the Self-Scoring Worksheet must directly mirror the same Projects 1 through 5 or 5A identified in Section J.7, Attachment (7), titled, "RELEVANT EXPERIENCE PROJECT TEMPLATE".
- (e) The Relevant Experience for Projects 1 through 5 or 5A identified in the Self-Scoring Worksheet must directly mirror the same Projects 1 through 5 or 5A throughout the Self-Scoring Worksheet.
- (f) The Offeror must not alter any rows, columns, or formulas within the Self-Scoring Worksheet. Column E will automatically calculate the Offerors score for each row and the overall total points scored.
- (g) Enter the Offeror's Official Legal Entity in Row 9.
- (h) Enter the Contract or Task Order Number for each individual Relevant Experience Project in Column B. If the Offeror chooses to submit a "Collection of Task Orders" for Project 5A in accordance with Section L.4.3.1, enter the Single-Award IDIQ Contract Number or Single-Award BPA Number at the Master Contract level in Column B. If the Offeror chooses not to submit the maximum 5 Projects, enter N/A in Column B and enter NO in Column D.
- (i) For each scored evaluation criteria, read each question carefully in Column B and fill in Column D by entering a YES or NO as applicable. Do not leave any answer under Column D blank.
- (j) Under Section L.4.3.2.6, OCONUS Projects, if there is a YES in Column D, the Offeror must enter the corresponding Project Number and Contract or Task Order Number in Column B.
- (k) CAUTION: Each scored evaluation criteria is scored one time per Project. See Section J.5.2 Attachment (5B), titled, SELF-SCORING WORKSHEET (SAMPLE ONLY), as an example of how to fill out the Offeror's Self-Scoring Worksheet in Section J.5.1 Attachment (5A) properly.
- (l) CAUTION: See Section M.2 (f) regarding exaggerated Self-Scoring Worksheets.

#### L.4.1.5 PROFESSIONAL EMPLOYEE COMPENSATION PLAN

- (a) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories may impair the Contractor's ability to attract and retain competent professional service employees or may be viewed as evidence of failure to comprehend the complexity of future Task Order requirements under this contract.
- (b) Task Orders under this contract may be subject to FAR 52.222-46, Evaluation of Compensation for Professional Employees.

- (c) The Offeror shall submit a Professional Employee Compensation Plan that addresses the Offeror's methodology for determining salaries and fringe benefits for their professional employees in preparation of future Task Order requirements under this MA-IDIQ.
- (d) The professional employee compensation plan will be incorporated by reference into any resulting MA-IDIQ award.

#### L.4.1.6 UNCOMPENSATED OVERTIME POLICY

- (a) "Uncompensated overtime" means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.
- (b) Task Orders may be subject to FAR 52.237-10, Identification of Uncompensated Overtime when services to be required are on the basis of the number of hours to be provided.
- (c) The Offeror shall submit their policy for addressing uncompensated overtime consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours in preparation of future task order requirements under this contract.
- (d) The uncompensated overtime policy will be incorporated by reference into any resulting MA-IDIQ Award.

#### L.4.1.7 ACCEPTABLE ACCOUNTING SYSTEM

- (a) "Accounting system" means the Offeror's system or systems for accounting methods, procedures, and controls established to gather, record, classify, analyze, summarize, interpret, and present accurate and timely financial data for reporting in compliance with applicable laws, regulations, and management decisions, and may include subsystems for specific areas such as indirect and other direct costs, compensation, billing, labor, and general information technology.
- (b) "Acceptable accounting system" means a system that complies with the system criteria to provide reasonable assurance that—
  - 1. Applicable laws and regulations are complied with;
  - 2. The accounting system and cost data are reliable;
  - 3. Risk of misallocations and mischarges are minimized; and
  - 4. Contract allocations and charges are consistent with billing procedures.
- (c) (The Offeror must have an acceptable accounting system to be eligible for award. The MA-IDIQ PCO will rely on the recommendation of the Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), and/or other official Cognizant Federal Agency (CFA), as applicable, in making this determination.
- (d) The Offeror shall submit Section J.6., Attachment (6), titled, "MODIFIED PRE-AWARD SURVEY (SF 1408)." No other format will be considered.

- (e) If available, the Offeror shall submit a copy of their most current pre-award survey of their accounting system from Defense Contract Audit Agency (DCAA) or Cognizant Federal Agency (CFA).
- (f) If available, the Offeror shall submit a copy of the correspondence from DCMA or CFA regarding the current status of their accounting system.
- (g) Accounting systems must be in the name of the Official Legal Entity in accordance with Section L.1.4 unless a Meaningful Relationship Commitment Letter is provided in accordance with Section L.4.1.8.
- (h) The Offeror does not need a DCAA Pre-Award Survey audit prior to the solicitation closing date, but must have an accounting system ready for a DCAA Pre-Award Survey audit, if deemed necessary by the MA-IDIQ PCO.
- (i) If necessary and requested by the MA-IDIQ PCO, DCAA will schedule a Pre-Award Survey audit of an Offeror's Accounting System, prior to award.
- (j) For further information, regarding compliance testing under Pre-Award Surveys of Prospective Contractor Accounting Systems, please review DCAA Manual No. 7641.90, Information for Contractors, dated June 26, 2012, located at [www.dcaa.mil/DCAAM\\_7641.90.pdf](http://www.dcaa.mil/DCAAM_7641.90.pdf) and DCAA Audit Objectives located at [www.dcaa-assist.com/dcaa-compliance.htm](http://www.dcaa-assist.com/dcaa-compliance.htm).
- (k) In accordance with Section H.6.1, an acceptable accounting system must be maintained throughout the ordering period of this MA-IDIQ.

#### L.4.1.8 MEANINGFUL RELATIONSHIP COMMITMENT LETTERS, IF APPLICABLE

- (a) Within a corporate structure, an Offeror may share resources from a parent company, affiliate, division, and/or subsidiary. "Affiliates" are business concerns that are affiliates of each other if, directly or indirectly, either one controls or has the power to control the other, or another concern controls or has the power to control both. "Division" is a separate business unit of a company representing a specific business function. "Subsidiary" means an entity in which more than 50 percent of the entity is owned directly by a parent corporation; or through another subsidiary of a parent corporation.
- (b) For the purposes of this solicitation, a "meaningful relationship" exists within a corporate structure when at least one of the following conditions exists:
  1. An entity is a wholly owned subsidiary of a parent organization.
  2. An entity is a parent of a wholly owned subsidiary.
  3. An entity operates under a single internal operational unit.
  4. An entity operates under a consolidated accounting system.
  5. An entity operates under a consolidated purchasing system.
  6. An entity operates under a consolidated human resources or personnel system.
  7. An entity operates under common policy and corporate guidelines.



8. Operating structure between the entities includes internal organizational reporting lines and management chains for lines of business that operate across the formal corporate subsidiaries.
- (a) The Government will allow an Offeror to take credit for any Project, System, Certification, and/or Facility Clearance from a parent company, affiliate, division, and/or subsidiary within a corporate structure so long as there is a “meaningful relationship” to the Offeror and formal “commitment letters” are provided by both parties to the Government. For example, if ABC Inc. is the Offeror and ABC Inc. is taking credit for their subsidiary, Best R&D LLC’s DCMA approved “Purchasing System”, ABC Inc. must show how these MA-IDIQ Task Orders will be processed through BIGK LLC’s Purchasing System. Furthermore, ABC Inc. must submit a “meaningful relationship commitment letter”, between ABC Inc. and BIGK LLC. that they will, in fact, process ABC Inc.’s MA-IDIQ Task Orders through BIGK LLC’s Purchasing System.
- (b) If an Offeror is not sharing resources by way of a meaningful relationship within a corporate structure in order to meet minimum requirements and/or obtain scored evaluation criteria from a parent company, affiliate, division, and/or subsidiary within a corporate structure, a meaningful relationship commitment letter is not required to be submitted with your proposal.
- (c) If an Offeror is sharing resources by way of a meaningful relationship within a corporate structure in order to meet minimum requirements and/or obtain scored evaluation criteria from a parent company, affiliate, division, and/or subsidiary within a corporate structure, a meaningful relationship commitment letter(s) is required to be submitted with your proposal. If applicable, a meaningful relationship commitment letter with each entity must include the following information:
1. Clear and legal identification of the meaningful relationship between the Offeror and entity within a corporate structure must be described.
  2. Each minimum requirement and/or scored evaluation criteria provided by the entity must be specifically identified.
  3. A statement of commitment as to the performance and utilization of the entity’s claimed resources under any MA-IDIQ Task Orders.
  4. The process for utilizing and implementing any claimed system, certification, and/or clearance obtained from the entity under any MA-IDIQ Task Orders.
  5. If only part of the Offeror’s organization has an approved System, Certification and/or Clearance, the Offeror shall describe the distinction between which business units or sites and geographic locations have been approved.
  6. Authorized signatures with the ability to commit both the Offeror and entity. Print Name, Title, Phone Number, and E-mail address for each authorized signature.
- (d) In the event that a parent organization has complete and full control over all meaningful relationship entities, the parent entity may prepare a single Meaningful Relationship Commitment Letter that identifies all elements required above.
- (e) Failure to follow instructions or to submit a meaningful relationship commitment letter(s) when required may result in an Offeror’s proposal being non-conforming to the solicitation and rejected.

- (f) Meaningful relationship commitment letter(s) will be incorporated by reference into any resulting contract award.

#### L.4.1.9 EXISTING JOINT VENTURE OR PARTNERSHIP, IF APPLICABLE

- (a) “Contractor Team Arrangement” means an arrangement in which two or more companies form a Partnership or Joint Venture to act as a potential Prime Contractor (See FAR 9.601(1)); or, a potential Prime Contractor agrees with one or more other companies to have them act as its Subcontractors under a specified Government contract or acquisition program (See FAR 9.601(2)).
- (b) Any Prime/Subcontractor CTA as defined in FAR 9.601(2) is not allowable and will be non-conforming to the solicitation and rejected.
- (c) Offerors who are an existing Partnership or Joint Venture CTA as defined in FAR 9.601(1) may submit a proposal under this solicitation subject to the following conditions:
  - 1. The existing Partnership or Joint Venture, not the individual team members, must be registered in SAM at <https://www.sam.gov> with a corresponding DUNS Number and CAGE Code.
  - 2. All minimum requirements and scored evaluation criteria must have been performed by the existing Partnership or Joint Venture, not the individual team members. For example, Company A, Company B Company, and Company C formed a Joint Venture called, ABC Joint Venture as registered in SAM. A Relevant Experience Project in the name of Company A only is not an eligible Project under this solicitation and will be nonconforming to the solicitation and rejected.
  - 3. The existing Partnership or Joint Venture, not the individual team members, must have an acceptable accounting system. See Section L.4.1.7.
  - 4. The existing Partnership or Joint Venture meets the definition of a Joint Venture for size determination purposes (FAR 19.101(7)(i)).
  - 5. The Offeror must submit a complete copy of the existing Partnership or Joint Venture agreement that established the CTA relationship. The existing Partnership or Joint Venture agreement must include the following:
    - a. Disclose the legal identity of each team member of the Partnership or Joint Venture.
    - b. Describe the relationship between the team members.
    - c. Disclose the form of ownership of each team member.
    - d. Disclose the primary point of contact of each team member.
    - e. Disclose any limitations on liability or authority for each team member.
    - f. Describe what resources each team member provides the teaming agreement.
    - g. Clearly identify the entities which make up the existing Partnership or Joint Venture relationship.

- h. Disclose whether or not the existing Partnership or Joint Venture designates a particular entity as the “team lead,” and if so, the existing Partnership or Joint Venture must clearly explain the specific duties/responsibilities of the “team lead” to the other members of the team and to the Government.
  - i. Describe the specific duties/responsibilities of each member of the team members as they relate to each other and explain the specific duties/responsibilities that each team member will have for purposes of contract performance under the MA-IDIQ and meeting the performance standards in Section F.4.
  - j. Address the circumstances and procedures for replacement of team members, including the team lead, and whether or not the approval of the Government is required prior to replacing any team members.
  - k. Address the duration of the existing Partnership or Joint Venture, including when it became effective, when it expires, and the basis for termination.
- (d) Failure to provide the Government with the requested documentation establishing the CTA relationship shall result in the Offer being non-conforming to the solicitation and rejected.

## L.4.2 VOLUME 2 – RESPONSIBILITY

To be eligible for award, the Offeror must adhere to the directions and submit the following information under Volume 2 – Responsibility.

### L.4.2.1 FINANCIAL RESOURCES

- (a) To be determined responsible, a prospective Contractor must have adequate financial resources to perform the contract, or the ability to obtain them.
- (b) The Offeror shall submit financial resource information in accordance with Section J.11, Attachment (11), titled, “CONTRACTOR’S FINANCIAL INFORMATION”. No other format will be considered. If the fill in portion of the form does not accommodate your information, please manually write in the required information. All forms must be signed by an authorized official at the bottom of page 6.
- (c) The PMO will provide the information to the Government financial analysts who may contact an Offeror after their initial financial review for clarification or additional information, if necessary.
- (d) Attachment J.11 Instructions:
  - 1. Section I – General Information
    - a. Complete all applicable sections.
    - b. Block 1A: This is the full name of the Official Legal Entity that will be signing the contract with the Government as submitted on the SF Form 33.
    - c. Block 6: This is asking whether the legal entity uses a DBA, trade name, fictitious name trademark, etc., for business purposes.

- d. Block 13: Non-disclosure of this information is a more significant negative factor than not reporting the items listed.
- 2. Section II - Government Financial Aid and Indebtedness
  - a. Complete all applicable sections.
  - b. You must answer 14A, 14B, 15A and 16.
- 3. Section III – Financial Statements and Section IV Income Statements
  - a. Block 18: Check “No”.
  - b. Block 20: Check the applicable boxes to show whether the figures are in "Actual", “Thousands” or “Millions.”
  - c. Blocks 24-28: Submit the last full fiscal year statement and subsequent interim statements. You must attach the financial and interim statements rather than write the figures on Attachment J.11 – Page 2. Make sure that the full name of the Official Legal Entity or parent is in the heading of the financial statements. In addition, the completed Balance Sheet dates and the complete dates of the period covered by the Income Statement must correspond to the Offeror’s fiscal year cycle.
  - d. \*NOTE: To those who use QuickBooks software\*  
The Income Statement defaults to a month/year format for all versions of this software. The complete dates of the period covered by the Income Statement must be submitted (i.e. January 1, 2015 to December 31, 2016). In addition, the older versions show an account called "Opening Bal Equity" in the Balance Sheet's Equity section. Please determine what accounts those funds belong in and transfer them to the correct account.
- 4. Section V – Banking and Finance Company Information
  - a. Please complete all applicable sections; however, if your company has a prepared list of bank and trade references, you may attach it to Attachment J.11 instead of completing this section.
- 5. Section VI – Principal Merchandise or Raw Material Supplier Information
  - a. Leave this Section Blank.
- 6. Section VII – Construction/Service Contracts Information
  - a. Leave this Section Blank.
- 7. Section VIII – Remarks
  - a. Provide remarks as applicable.
- 8. Certification
  - a. The Name of Business must correspond to the Official Legal Entity in Block 15A of the SF 33.
  - b. Provide Name, Title, Signature, and Date of Authorized Official.

## L.4.2.2 REPRESENTATIONS AND CERTIFICATIONS

See Section K.1.

## L.4.3 VOLUME 3 – RELEVANT EXPERIENCE

- (a) To be eligible for award, the Offeror must adhere to the directions and submit the following information under Volume 3 – Relevant Experience.
- (b) Relevant Experience Projects are the Projects submitted in accordance with Section L.4.3.1.
  - 1. All the minimum requirements in Section L.4.3.1 must be determined acceptable by the Government.
  - 2. Any scored evaluation criteria in Sections L.4.3.2.1 through L.4.3.2.7 apply to the same Projects submitted under Section L.4.3.1.
  - 3. The Offeror must substantiate all the minimum requirements and scored evaluation criteria by providing enough evidence within a Contract or Task Order document and/or other verifiable contractual documents of each Relevant Experience. The Offeror shall highlight each section/paragraph that corresponds to meeting or exceeding the minimum requirements and each scored evaluation criteria taking credit for.

### L.4.3.1 MINIMUM REQUIREMENTS FOR RELEVANT EXPERIENCE

Relevant Experience Projects demonstrate an Offeror's experience in performing complex professional services and the responsibility for the successful completion of the entire Project as a Prime Contractor.

- (a) The Offeror shall submit Section J.7., Attachment (7), titled "RELEVANT EXPERIENCE PROJECT TEMPLATE". No other format will be considered.
- (b) The Offeror shall submit a minimum of 2 up to a maximum of 5 distinct Relevant Experience as the Prime for Projects (each as a Prime Contractor or existing Joint Venture/Partnership) that meet the following minimum conditions:
  - 1. Any combination of U.S. Federal Government, U.S. State Government, International Public Sector, and Non-U.S. Federal Government/Commercial Projects can be submitted as a Relevant Experience as the Prime for Projects.
  - 2. A Subcontract is not a Commercial Project and will be non-conforming to the solicitation and rejected if submitted as a Commercial Project.
  - 3. A Relevant Experience Project awarded by the U.S. Federal Government must be:
    - a. A stand-alone Contract (FAR 12, 13, or 15); or,
    - b. A Task Order (FAR 16.505) awarded under a Single-Award Indefinite Delivery, Indefinite Quantity (SA-IDIQ) Contract or Multiple-Award Indefinite Delivery, Indefinite Quantity (MA-IDIQ) Contract (FAR 16.501-1 and 16.504); or,
    - c. A Task Order (FAR 8.405-2) awarded under a Single-Award Blanket Purchase Agreement (SA-BPA) or Multiple-Award Blanket Purchase Agreement (MA-BPA)(FAR 8.405-3 or FAR 13.303).

4. One of the required Relevant Experience, Projects may, at the discretion of the Offeror, be a “Collection of Task Orders” awarded under a U.S. Federal Government SA-IDIQ contract or SA-BPA only. If an Offeror chooses to submit a “Collection of Task Orders”, the Project must be labeled Project 5 Alternate (Project 5A). Under a single Project 5A all minimum requirements and scored evaluation criteria is based on the entire Task Order collection submitted as a whole. CAUTION: Under a single Project 5A, none of the Task Orders awarded under the SA-IDIQ or SA-BPA can be used for Projects 1 through 4.
5. The Offeror must submit a copy of the Contract or Task Order Award Form for each Relevant Experience (Primary) Project as follows. If the Offeror is submitting a “Collection of Task Orders” (e.g., Project 5A), the Offeror must submit a copy of the master Single-Award IDIQ or Single-Award BPA Award Form and all the corresponding Award Forms for each Task Order submitted. For example:
  - a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor, Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed).
  - b. SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed).
  - c. SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed).
  - d. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the Date of Order, and Block 24 identifies the Contracting Officer signature).
  - e. Other Official Government Award Form from a Cognizant U.S. Federal Government Agency. (Must explicitly identify the Prime Contractor, U.S. Federal Government Agency, the Effective Date, and the date the Contracting Officer signed).
  - f. Other Official U.S. State Government, International Public Sector, and/or Non-U.S. Federal Government/Commercial Award Form. (Must explicitly identify the Prime Contractor, Awarding Entity, the Effective Date, and the date the Authorized Representative signed).
6. The Offeror must provide evidence of the Period of Performance for each Relevant Experience Project.
  - a. Each Project must be ongoing or have been completed within the past 5 years prior to the solicitation closing date.
  - b. For the purposes of validating the period of performance for a “Collection of Task Orders” under a Project 5A, the period of performance of the Single-Award IDIQ contract or Single-Award BPA will be used for meeting this requirement.

- c. Each Project must have at least 1 year of performance unless one of the following situations exist:
  1. The Project has a completed Contractor Performance Assessment Report (CPAR).
  2. The Project has a completed Award Fee rating (FAR 16.401) for Past Performance.
  3. The Project had a base period of performance less than 1 year and that period of performance is complete.
7. The Offeror must provide evidence of the Annual Project Value for each Relevant Experience Project.
  - a. Annual Project Value for each Project must be greater than \$150 Thousand per year.
  - b. The combined annual value of all Projects combined must be equal to or greater than \$750 Thousand per year times the number of Projects submitted. For example, if three Projects are submitted, the combined annual value must be equal to or greater than \$2.25 Million per year; if four Projects are submitted, the combined annual value must be equal to or greater than \$3.00 Million per year; if five Projects are submitted, the combined annual value must be equal to or greater than \$3.75 Million per year.
  - c. Annual Project Value for completed Projects is determined as follows: Total obligated dollars divided by the total number of months of performance multiplied by 12.
  - d. Annual Project Value for ongoing Projects is determined as follows: Total estimated value (inclusive of all option periods) divided by the total number of months of performance (inclusive of all option periods) multiplied by 12.
  - e. For example purposes only: If Projects 1 through 4 are “Stand-Alone” Task Orders or Contracts and Project is a “Collection of Task Orders” awarded under a Single-Award IDIQ contract , the Annual Project Value will be calculated based on the formulas below:
    - 1) Projects 1 through 4 are “Stand-Alone” Projects (Task Orders or Contracts) that are not tied to a “Collection of Task Orders” as follows:
      - Project 1 is completed with an annual obligated value of: \$1,000,000
      - Project 2 is ongoing with an annual estimated value of: \$2,000,000
      - Project 3 is ongoing with an annual estimated value of: \$3,000,000
      - Project 4 is completed with an annual obligated value of: \$4,000,000
    - 2) Each of the 4 “Stand-Alone” Projects exceeds the \$150 Thousand per year minimum requirement.
    - 3) Project 5A is a single Project that is tied to a “Collection of Task Orders” under a Single-Award IDIQ contract. Add up the obligated or estimated value of every Task Order award submitted under Project 5A and divide the total by the total of months awarded. For example, the Offeror submitted 10 total Task Orders under Project 5A as follows:
      - Task Order 1: January 2014 - December 2014 \$ 1,000,000
      - Task Order 2: March 2014 - December 2014 \$ 250,000

• Task Order 3: April 2014 – December 2014	\$ 750,000
• Task Order 4: June 2014 – December 2014	\$ 1,500,000
• Task Order 5: August 2014 – December 2014	\$ 500,000
• Task Order 6: September 2014 - December 2014	\$ 800,000
• Task Order 7: January 2015 - September 2015	\$ 200,000
• Task Order 8: January 2015 - December 2015	\$ 3,000,000
• Task Order 9: August 2015 - July 2015	\$ 1,500,000
• Task Order 10: January 2015 - December 2016	<u>\$ 500,000</u>

- 4) The Total Combined Annual Value of the 10 Task Orders is: \$10,000,000
- 5) The Total Cumulative Period of Performance began at Task Order 1 in January 2014 and goes through Task Order 10 in December 2016. This equals 36 months.
- 6) \$10,000,000 divided by 36 months multiplied by 12 yields an average annual value of \$3,333,333.33. Project 5A exceeds the \$150K per year minimum requirement.
- 7) The Total Combined Annual Value of Projects 1 through 5A exceeds the minimum requirement of \$3.75 Million per year.

(c) In accordance with Section L.4.4., the Offeror must submit the most current Government issued Past Performance rating for each Relevant Experience Project.

1. Past Performance Rating for each Project must meet or exceed 3.00 using the calculation process explained in M.5.2.2.

#### L.4.3.2 POINTS FOR RELEVANT EXPERIENCE

In addition to an Offeror's experience in performing complex professional services and being responsible for the successful completion of the entire Project as a Prime Contractor, Offerors who have performed under a corresponding NAICS Code (541330 Exception A) or PSC Code (R408 or R425), executed large dollar Projects, integrated multiple core disciplines, performed in multiple locations including OCONUS locations, managed multiple subcontracting/teaming partners, and have contracts with DoD, DoN, or NAVAIR will be considered more favorably.

- (a) For each Relevant Experience Project submitted in accordance with Section L.4.3.1, Offerors may receive points in accordance with the scored evaluation criteria in Sections M.4.1.1 through M.4.1.7.
- (b) If one of the required Projects is a "Collection of Task Orders" (e.g., Project 5A) awarded under a Single-Award IDIQ contract or Single-Award BPA the following applies:
  1. The NAICS Code or PSC Code will be validated at the Master SA-IDIQ or Master SA-BPA level.
  2. Total Project Value, Core Disciplines, Locations, Subcontracting/Teaming, and OCONUS will be based on the "Collection of Task Orders" as a whole.
  3. The Offeror must limit the number of Task Orders submitted as a single Project 5A to only the number of Task Orders necessary to claim the maximum amount of points obtainable. Using Core Disciplines as an example, an Offeror could theoretically have one Task Order



that covers all 5 Core Disciplines; therefore, the Offeror would only need to submit that one Task Order to claim the maximum points for all 5 Core Disciplines. On the other hand, an Offeror could theoretically have a different Core Discipline under 5 different Task Orders; therefore, the Offeror would need to submit all 5 Task Orders to claim the maximum points for all 5 Core Disciplines, but no more than 5.

#### L.4.3.2.1 RELEVANT EXPERIENCE PROJECTS UNDER PM CSS MAC NAICS CODE OR PSC CODE

- (a) The Offeror will receive points for a minimum of 2 up to a maximum of 5 distinct Relevant Experience Projects with a NAICS code of 541330 Exception A or PSC Code R408 or R425.
- (b) The Offeror must provide evidence of the assigned NAICS Code or PSC Code for each Relevant Experience Project.
  - 1. If a Federal Procurement Data System – Next Generation (FPDS-NG) report exists for a Project, the Offeror must submit a copy of the FPDS-NG report that identifies the NAICS Code or PSC Code of the Project. See <https://www.fpds.gov>. The FPDS-NG report will be used by the Government as the primary validated source for the NAICS Code or PSC Code of each Project.
  - 2. If an FPDS-NG report does not exist for the Project, the Offeror must submit other verifiable evidence of the NAICS Code or PSC Code from an official Government document of the Project. For example, a NAICS Code or PSC Code explicitly identified in the Project's solicitation, contract award, or other official Government document associated to the Project.
  - 3. In the event there is a contradiction between the NAICS Code or PSC Code in the FPDS-NG report associated to the Project and the NAICS Code or PSC Code in the Offeror's submitted documents associated to the Project, the FPDS-NG report takes precedence.
  - 4. If an Offeror has a legitimate reason that the NAICS Code or PSC Code for a Project was inadvertently reported in FPDS-NG with an erroneous NAICS Code or PSC Code, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted Contracting Officer, to identify the correct NAICS Code or PSC Code. CAUTION: Only a Warranted Contracting Officer from the awarding agency authorizing an erroneous NAICS Code or PSC Code correction is acceptable. If this paragraph applies, the Offeror shall submit Section J.12., Attachment (12), titled, "NAICS OR PSC CODE CORRECTION LETTER". No other format will be considered.
  - 5. CAUTION: This paragraph only applies to Projects that are Task Orders awarded under an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract in accordance with FAR 16.5. This paragraph does not apply to Task Orders awarded under the Multiple Award Schedules (MAS) program in accordance with FAR 8.4. If an Offeror is submitting a Task Order Project that was performed under the Master IDIQ contract and the Offeror feels that the NAICS code assigned to the Master IDIQ contract does not account for the greatest percentage of value for the Task Order Project, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted

Contracting Officer, to identify a more appropriate NAICS Code for the Task Order Project. The Offeror shall submit Section J.13., Attachment (13), titled, "NAICS CODE CHANGE LETTER". No other format will be considered.

#### L.4.3.2.2 RELEVANT EXPERIENCE ANNUAL PROJECT VALUE

- (a) For each Relevant Experience Project submitted, using the same Annual Project Value calculation methods in Section L.4.3.1, the Offeror will receive points if the Annual Project Value meets or exceeds the scored evaluation criteria set forth in Section M.4.1.2.

#### L.4.3.2.3 RELEVANT EXPERIENCE FOR PROJECTS WITH PERFORMANCE / INTEGRATION OF CORE DISCIPLINES

- (a) The Statement of Work In Section C allows for the Performance/Integration across 5 Core Disciplines in accordance with Section C.3.1.1 These 5 core disciplines include:
  - 1. Program/Project Management
  - 2. Financial Management
  - 3. Administrative Services
  - 4. Corporate Operations
- (b) Contract administration duties under the Project are not considered Core Disciplines.
- (c) For each Relevant Experience Project submitted, the Offeror will receive additional points if the Project involves the performance and/or integration of multiple Core Disciplines in accordance with Section M.5.1.3.

#### L.4.3.2.4 RELEVANT EXPERIENCE FOR PROJECTS WITH MULTIPLE LOCATIONS

- (a) For each Relevant Experience Project submitted, the Offeror will receive points if the Project involves performance in Multiple Locations in accordance with Section M.5.1.4.
- (b) Within CONUS, the May 2015 Metropolitan and Nonmetropolitan Area Definitions Microsoft Excel spreadsheet (XLS) located at [www.bls.gov/oes/current/msa\\_def.htm](http://www.bls.gov/oes/current/msa_def.htm) shall be used to determine the number of locations a Project covers, specifically the MSA Code under Column D.
- (c) Temporary duty locations and/or temporary travel locations less than 30 days do not count towards the number of locations.

#### L.4.3.2.5 RELEVANT EXPERIENCE FOR PROJECTS WITH SUBCONTRACTING / TEAMING

- (a) For each Relevant Experience Project submitted, the Offeror will receive additional points if the Project involves Subcontracting/Teaming accordance with Section M.5.1.5.
- (b) The Offeror shall submit documented evidence of the Subcontract/Teaming agreement that directly corresponds to the Contract or Task Order Number of the Relevant Experience Project. For example, a Contract or Task Order Number on the Subcontract/Teaming Agreement that

correlates directly to the Relevant Experience Project's Contract or Task Order Number or the highlighted section within the Relevant Experience Project's award document that identifies each Subcontractor or Consultant name.

#### L.4.3.2.6 RELEVANT EXPERIENCE AS THE PRIME FOR PROJECT WITH OCONUS LOCATIONS

- (a) "Outside the Continental United States (OCONUS)" is defined as other than the 48 contiguous states plus the District of Columbia.
- (b) Relevant Experience Projects submitted, the Offeror will receive points if the Project involves work performance at a location OCONUS in accordance with Section M.4.1.6.
- (c) Temporary duty locations and/or travel locations less than 30 days do not count towards OCONUS locations.

#### L.4.3.2.7 RELEVANT EXPERIENCE FOR PROJECTS WITH DEPARTMENT OF DEFENSE (DoD), DEPARTMENT OF THE NAVY (DoN), OR NAVAL AIR SYSTEM COMMAND (NAVAIR)

- (a) Relevant Experience Projects with DoD, DoN or NAVAIR are not minimum or mandatory requirements; however, Offerors who submit Projects with DoD, DoN, or NAVAIR customers will be considered more favorably.
- (b) The Offeror, at their discretion, may submit a minimum of 2 up to a maximum of 5 distinct Relevant Experience Projects with DoD, DoN or NAVAIR (each as a Prime Contractor or existing Joint Venture/Partnership) that meet the following conditions:
- (c) CAUTION: Each Project will only be given credit once, based upon the awarding agency unless the awarding agency conducted the procurement on behalf of a customer agency. For example, Defense Logistics Agency (DLA) awarded a Task Order on behalf of NAVAIR; therefore, the offeror would get credit for a NAVAIR Project, not a DoD Project.

### L.4.4 VOLUME 4 – PAST PERFORMANCE

Past Performance demonstrates how well an Offeror performs and delivers complex professional services and the responsibility for the successful completion of the entire Project as a Prime Contractor.

- (a) To be eligible for award, the Offeror must adhere to the directions and submit the following information under Volume 4 – Past Performance.
- (b) See Section M.3.4 and M.4.2 for how Volume 4 – Past Performance will be evaluated.
- (c) Past Performance applies to both Qualification and Relevant Experience Projects.
- (d) To be considered acceptable, Offerors shall have a satisfactory record (3.00) of Past Performance for each Qualification Project submitted in accordance with Section L.4.1.2 and for each Relevant Experience Project submitted in accordance with Section L.4.3.
- (e) Only Relevant Experience Projects are eligible for scored evaluation points.
- (f) The following sources must be used for Past Performance in the following order of precedence:

1. If an interim or final Contractor Performance Assessment Report (CPAR) rating is available, the Offeror must submit a copy of the most current CPAR as the basis for each Project's past performance rating.
  2. If a CPAR is not applicable or available but, an Award Fee Plan is available in accordance with TABLE 16-1 under FAR 16.401, the Offeror must submit a copy of the most current Award Fee rating as the basis for the Project's past performance rating. The submission document must identify the Project and be from a government official (e.g., Contracting Officer, Contracting Officer Representative, or Program Manager)
  3. If neither a CPAR or Award Fee Plan rating is available for the Project, the Offeror must submit a copy of Section J.8, Attachment (8), titled, "PAST PERFORMANCE RATING FORM". No other format will be considered.
- (g) A CPAR at the master IDIQ or BPA level can be used if no CPAR is available at the individual Task Order level as long as the CPAR covers the Task Order Project(s) awarded thereunder.
- (h) When a Past Performance Rating Form is applicable, the Offeror shall:
1. Accurately fill out the Past Performance Project Identification section.
  2. Provide the Past Performance Rating Form to the Contracting Officer (KO), Contracting Officer Representative (COR), or Program Manager (PM), of the awarding agency responsible for the performance of Project.
  3. Inform the rater to complete the Past Performance Reference Information and criteria listed therein and return the form directly back to the Offeror in .pdf format so that the Offeror can submit fill out their Self-Scoring Worksheet and Past Performance Rating Form with their proposal by the closing date of this solicitation. The rater, at their discretion, may also e-mail a copy of the form to PMCSSMAC.GM.FCT@navy.mil to the attention of the PM CSS MA-IDIQ PCO.
- (i) Offerors shall use the rating methodology under Section M.5.2 to determine whether a Project meets the minimum acceptability score of 3.00 and to properly fill out their Self-Scoring Worksheet in Section J.5.1, Attachment (5A), for Relevant Experience Projects. See Section M.4.2.4 Past Performance Scoring Example.

#### L.4.5. VOLUME 5 – SYSTEMS, CERTIFICATIONS, AND CLEARANCES

Systems, Certifications, and/or Clearances are not minimum or mandatory requirements; however, Offerors who submit approved Government Systems, Industry Certifications, and Government Facility Clearances will be considered more favorably.

- (a) To be eligible for award, the Offeror must adhere to the directions and submit the following information under Volume 5 – Systems, Certifications, and Clearances.
- (b) All Systems, Certifications, and Clearances must be in the name of the Official Legal Entity in accordance with Section L.1.4 unless a Meaningful Relationship Commitment Letter is provided in accordance with Section L.4.1.8.

- (c) All approved Systems, Certifications, and Clearances must be currently in place at the time of the solicitation's closing date.
- (d) In accordance with Section H.6, all approved Systems, Certifications, and Clearances must be maintained at the current level at time of award or higher throughout the period of performance of this MA-IDIQ.
- (e) See Section M.4.3 for how Systems, Certifications, and Clearances is evaluated.

#### L.4.5.1 APPROVED PURCHASING SYSTEM

- (a) "Approved Purchasing System" means the Offeror's systems for purchasing and subcontracting, including make-or-buy decisions, the selection of vendors, analysis of quoted prices, negotiation of prices with vendors, placing and administering of orders, and expediting delivery of materials has been audited and approved by the Defense Contract Management Agency (DCMA) or Cognizant Federal Agency (CFA).
- (b) If claiming credit for this scoring element, the Offeror must submit verification from DCMA or CFA of an approved purchasing system.
- (c) Verification requirements include submitting a copy of the Offeror's official Contractor Purchasing System Review (CPSR) report or official letter from DCMA or CFA as applicable.
- (d) Offerors shall provide POC information that includes the name, address, phone number, and email of the approving official at their Cognizant DCMA or CFA.

#### L.4.5.2 FORWARD PRICING RATE AGREEMENTS, FORWARD PRICING RATE RECOMMENDATIONS, AND/OR APPROVED BILLING RATES

- (a) "Forward Pricing Rate Agreement (FPRA)" is an agreement between a contractor and a Government agency in which certain indirect rates are established for a specified period of time.
- (b) "Forward Pricing Rate Recommendation (FPRR)" means a rate(s) set unilaterally by the Administrative Contracting Officer for use by the Government in negotiations or other contract actions when FPRA negotiations have not been completed or when the contractor will not agree to a FPRA.
- (c) "Provisional Billing Rates" are indirect cost rates established temporarily, for interim reimbursement of incurred indirect costs and adjusted, as necessary, pending establishment of final indirect cost rates.
- (d) If claiming credit for this scoring element, the Offeror must submit verification from the Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), or Cognizant Federal Agency (CFA) of FPRA, FPRR, and/or Provisional Billing Rates that have been audited and determined acceptable for generating estimates of costs and other data included in proposals submitted to the Government.
- (e) Verification requirements include submitting a copy of the Offeror's official FPRA, FPRR, and/or approved Provisional Billing Rates, from DCAA, DCMA, or CFA as applicable.

- (f) Offerors shall provide POC information that includes the name, address, phone number, and email of the approving official at their Cognizant DCAA, DCMA or CFA.

#### L.4.5.3 ACCEPTABLE ESTIMATING SYSTEM

- (a) “Estimating System” means the Offeror's policies, procedures, and practices for budgeting and planning controls, and generating estimates of costs and other data included in proposals submitted to customers in the expectation of receiving Task Order awards. Estimating system includes:
  - 1. Organizational structure;
  - 2. Established lines of authority, duties, and responsibilities;
  - 3. Internal controls and managerial reviews;
  - 4. Flow of work, coordination, and communication; and
  - 5. Budgeting, planning, estimating methods, techniques, accumulation of historical costs, and other analyses used to generate cost estimates.
- (b) “Acceptable Estimating System” means an Estimating System defined in paragraph (a), including:
  - 1. Is maintained, reliable, and consistently applied;
  - 2. Produces verifiable, supportable, documented, and timely cost estimates that are an acceptable basis for negotiation of fair and reasonable prices;
  - 3. Is consistent with and integrated with the Contractor’s related management systems; and
  - 4. Is subject to applicable financial control systems.
- (c) If claiming credit for this scoring element, the Offeror must submit verification from the Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), or Cognizant Federal Agency (CFA) of an approved estimating system.
- (d) Verification requirements include submitting a copy of the Offeror’s official audit report or official letter from DCAA, DCMA, or CFA as applicable.
- (e) Offerors shall provide POC information that includes the name, address, phone number, and email of the approving official at their Cognizant DCAA, DCMA or CFA.

#### L.4.5.4 FACILITY CLEARANCE LEVEL (FCL) – SECRET/TOP SECRET

- (a) “Facility Clearance (FCL)” is an administrative determination that, from a national security standpoint, a facility is eligible for access to classified information at the same or lower classification category as the clearance being granted.
- (b) A FCL may be granted at the Confidential, Secret, or Top Secret level; however, only Secret or Top Secret level will be scored evaluation criteria.
- (c) If claiming credit for this scoring element, the Offeror must identify their Government Facility Clearance Level (FCL) on the Proposal Checklist in Section J.4 Attachment (4) and assign the appropriate score in Section J.5.1 Attachment (5A).

- (d) For each Offeror claiming credit for an FCL, verification will be done by the MA-IDIQ KO contacting the Defense Security Service (DSS).
- (e) CAUTION: If the Offeror anticipates a FCL in DSS under a Name and Cage Code within a corporate structure but, other than the Official Legal Entity in accordance with Section L.1.4, the Offeror must have submitted an acceptable Meaningful Relationship Commitment Letter in accordance with Section L.4.1.8 to receive credit for the FCL.

#### L.4.6 VOLUME 6 – COST/PRICE

- (a) To be eligible for award, the Offeror must adhere to the directions and submit the following information under Volume 6 – Cost/Price.
- (b) The Offeror shall submit Section J.9, Attachment (9), titled “COST/PRICE TEMPLATE”. No other format will be considered.
- (c) The Cost/Price Template consists of both Government-Site (Tab 1) and Contractor-Site (Tab 2) from the date of the notice-to-proceed through April 2023.
- (d) “Direct Labor Rates” are labor rates that are not burdened with Indirect Rates such as Fringe Benefits, Overhead, General and Administrative expenses, and/or Profit.
- (e) The Offeror shall propose ceiling rates for T&M/L-H Task Orders. These ceiling rates are to be based upon the highest qualified employee within a given labor category or group, working in the DC Metro area, on a highly complex requirement, excluding OCONUS work.
- (f) See Section J.1, Attachment (1), “LABOR CATEGORIES AND DEFINITIONS”. Labor categories were mapped to the Department of Labor Standard Occupational Classification (SOC). Within each SOC, The Bureau of Labor Statistics (BLS) provides a National 50th Percentile estimate, a National 75th Percentile estimate, and a National 90th Percentile estimate for direct labor rates. Also identified are the States where each occupation is paid the highest. The BLS also provides a State 50th Percentile estimate, a State 75th Percentile estimate, and a State 90th Percentile estimate for each SOC in each state in the United States.
- (g) Section J.2, Attachment (2), “DIRECT LABOR RATE RANGES”, provides direct labor rate ranges based on the MA-IDIQ labor categories that have been mapped to the Office of Management and Budget’s (OMB) Standard Occupational Classification (SOC) for which the Bureau of Labor Statistics (BLS) maintains compensation data. The “low” end of the direct labor rate range is the National estimate and the “high” end of the direct labor rate range is the estimate data for the State of Maryland identified as the highest paid.
- (h) Offerors are strongly encouraged to propose a Direct Labor rate for each labor category within the ranges provided in Section J.2. CAUTION: Failure to provide clear and convincing rationale to support a lower or higher direct labor rate outside the ranges set forth in Section J.2, will result in a determination the rate(s) are not fair and reasonable and the Offeror would not be eligible for award regardless of their technical score.
- (i) Offeror’s shall propose Indirect rate percentages according to their most current Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), or Cognizant Federal Agency (CFA) approved Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate



Recommendations (FPRR), and/or Provisional Billing Rates, if available. If an Offeror does not have DCAA, DCMA, and/or CFA approved FPRAs, FPRRs and/or Provisional Billing Rates, Offerors shall propose Indirect rate percentages generated from their accounting system.

- (j) For Profit, Offeror's shall consider the risk to the Government under a T&M/L-H type Task Order and propose a profit rate that does not exceed 7%. CAUTION: Failure to provide clear and convincing rationale to support a profit rate that exceeds 7% will result in a determination that Profit is not fair and reasonable and the Offeror would not be eligible for award regardless of their technical score.
- (k) In accordance with Section B.2.5.1, ceiling rates will only be established for T&M/L-H Task Orders/CLINs. Therefore, the Offeror's ceiling rates do not apply to fixed-price, cost-reimbursement, or T&M/LH Task Orders when adequate price competition is anticipated. For those relatively rare instances when competition does not exist and the contract type is T&M/L-H, ceiling rates shall apply to this MA-IDIQ Task Orders.
- (l) Ceiling rates for sole-source T&M/L-H Task Orders will be incorporated by reference into any resulting contract award and are considered proprietary. These rates must not be disclosed to any customer agency.
- (m) See Section M.4.6 and M.5.4 for how Volume 6 – Cost/Price will be evaluated.

#### L.4.6.1 COST/PRICE TEMPLATE INSTRUCTIONS

- (a) In Row 6 of the Cost/Price Template, Offerors shall enter the Official Legal Entity for both Government-Site (TAB 1) and Contractor-Site (TAB 2)
- (b) In Column C of the Cost/Price Template, Offerors shall enter Direct Labor Rates for both Government-Site (TAB 1) and Contractor-Site (TAB 2) for all 104 Labor Categories. All Direct Labor Rates shall be rounded to two decimal places.
- (c) In Row 8, Columns D through F, of the Cost/Price Template, Offerors shall enter Indirect Rate percentages for both Government-Site (TAB 1) and Contractor-Site (TAB 2). All Indirect Rate percentages shall be rounded to two decimal places. Offeror's with a different indirect rate structure than that identified in Columns D through F may adjust these columns accordingly. For example, if an Offeror adds Facilities Capital Cost of Money (FCCM) to their indirect structure, Column G becomes FCCM, Column H becomes Profit, and columns H through T becomes columns I through U. Furthermore, Offeror's with a different indirect structure for certain labor categories may adjust the rows and columns accordingly.
- (d) In Row 8, Column G of the Cost/Price Template, Offerors shall enter the Profit percentage for both Government-Site (TAB 1) and Contractor-Site (TAB 2). The Profit column may be moved to another Column if the Offeror's indirect structure is different.
- (e) T&M/LH Ceiling Rates for 2 through 15 will automatically be calculated for each labor category by an escalation factor embedded in the spreadsheet. Offerors shall not change the escalation factor in the spreadsheet. This escalation factor is determined by the Bureau of Labor Statistics (BLS) Economic Cost Index (ECI) and is based on the average annual BLS ECI for the previous three years.



## Section M - Evaluation Factors for Award

### EVALUATION FACTORS

#### M.1 BASIS FOR AWARDS

- (a) Within the best value continuum, FAR 15.101 defines best value as using any one or a combination of source selection approaches. The source selection process under this solicitation will not be based on the Lowest Price Technically Acceptable (LPTA) or Tradeoff process. The best value basis for awards will be determined by the Highest Technically Rated Offerors with a Fair and Reasonable Price. All evaluation factors, when combined, are significantly more important than cost or price.
- (b) The Highest Technically Rated, Fair and Reasonable Price approach will best achieve the objective of awarding contracts to Offerors of varying core expertise in a variety of professional services disciplines with qualities that are most important to NAVAIR and our customers, such as Relevant Experience, Past Performance, Systems, Certifications, and Clearances.
- (c) Multiple awards shall be made as a result of this solicitation. Twenty (20) awards are anticipated. In the event of a tie at the number 20 position, all Offerors tied will receive an award. Furthermore, additional Socio- Economic Offerors may be awarded in accordance with Section M.3.
- (d) The Government intends to award contracts without discussions. Initial proposals must contain the best offer. The Government may conduct clarifications as described in FAR 15.306. The Government reserves the right to conduct discussions if determined necessary.
- (e) The Government intends to strictly enforce all of the proposal submission requirements outlined in Section L. Failure to comply with these requirements may result in an Offeror's proposal being non-conforming to the solicitation and rejected.
- (f) CAUTION: In the event the evaluation team discovers an exaggerated Self-Scoring Worksheet (Section J.5.1 Attachment 5A) with numerous point deductions based on ambiguous, deceptive, faulty, misleading, or inadequate supporting documentation, the Offeror shall immediately be eliminated from further consideration for award. Falsification of any proposal submission, documents, or statements may subject the Offeror to civil or criminal prosecution under Section 1001 of Title 18 of the United States Code.

#### M.2 SCREENING AND EVALUATION PROCESS

- (a) The evaluation team will perform a two-step screening process for all offers received. First, the team will verify that a support document exists for all the evaluation criteria in accordance with the Offeror's proposal checklist submitted in accordance with Section J.4, Attachment (4) and compare it to the Offeror's Self Scoring Worksheet submitted in accordance with Section J.5.1 Attachment (5A). Any discrepancies will be treated as clarifications.
- (b) Once the screening process is complete, the evaluation team will assign a preliminary score in accordance with the evaluation methodology set forth in Section M.

- (c) Once the preliminary scoring is complete for all offers, the evaluation team will sort the offers by highest score to lowest score.
- (d) The evaluation team will then verify and validate that the Top 20 awards have successfully passed all of the acceptability review requirements in Section M.3 of the solicitation.
- (e) Any Offeror in the Top 20 based upon score, who fails any of the acceptability review criteria will be removed from consideration for award and notified, in writing, as soon as practicable. The next highest rated Offeror based upon score who passes the acceptability review shall be added in the eliminated Offerors place.
- (f) Following the acceptability review, the evaluation team will then verify and validate the support documentation for each and every scored evaluation criteria that the Top 20 has submitted and claimed credit for in the Offeror's Proposal Checklist (Section J.4) and Self Scoring Worksheet (Section J.5.1)
- (g) In the event any scored evaluation criteria claimed credit for by the Offeror is unsubstantiated and not given credit for by the evaluation team, the Offeror shall have the point value of the refuted score deducted and the Offeror will be re- sorted based upon their revised evaluated score. If the Offeror does not remain in the Top 20, the next highest rated Offeror based upon score who passes the acceptability review shall be added to the Top 20 and evaluation shall begin on that Offeror. This cycle will continue until the evaluation team has verified and validated the Top 20 highest scored offers.
- (h) Once the Top 20 highest scored offers have been verified and validated in accordance with the acceptability review and scored evaluation criteria, the evaluation team will then verify and validate that these Offerors have proposed fair and reasonable pricing. In the event that an Offeror in the Top 20 has not provided fair and reasonable pricing, the Offeror shall be eliminated from further consideration for award unless discussions are conducted. If the Offeror does not remain in the Top 20 based on unreasonable pricing, the next highest rated Offeror based upon score who passes the acceptability review shall be added to the Top 20 and evaluation of pricing shall begin on that Offeror. This cycle will continue until the evaluation team has verified and validated the Top 20 Offerors who represent the Highest Technically Rated Offers with a Fair and Reasonable Price. In the event of a tie at the position of number 20, all Offerors tied for this position shall receive a contract award.
- (i) Once the Top 20 successful Offerors have been identified, Socio-Economic examination of the Top 20 Offerors shall be made. The Government intends to award to at least three Service Disabled Veteran-Owned Small Businesses (SDVOSB), three Women-Owned Small Businesses (WOSB), and three 8(a) Small Businesses to ensure competitive set-aside capability for any future task orders.
- (j) The Government will examine the Top 20 highest technically rated Offerors to determine how many of those Offerors certify as being SDVOSB, WOSB, and/or 8(a). If at least three representatives are already present for those Socio-Economic subgroups, no additional awards shall be made. In the event that any particular Socio-Economic subgroup does not have at least three representatives, the Government will award to the next highest rated Offeror eligible for

award (in addition to the Top 20 highest technically rated Offerors) within a given Socio-Economic subgroup until each Socio-Economic subgroup has at least three representatives.

- (k) In the event that a given socio-economic group does not have three Offerors who are eligible for award, no additional awards shall be made for this socio-economic sub-group and set-asides to this socio-economic sub-group would be prohibited in accordance with Section H.3.1. This prohibition may be lifted in the future, however, if at least three representatives of a socioeconomic sub-group become present through the use of On-Ramping (See Section H.11).
- (l) Once the Top 20 Offerors, including all ties at 20, and all additional Socio-Economic considerations have been accomplished, evaluations will cease and contract awards will be issued.

### M.3 ACCEPTABILITY REVIEW

- (a) The acceptability review consists of submitting all the documents according to instructions and meeting all the minimum requirements set forth in Section L. Offerors who fail any of the minimum requirements in the acceptability review will be removed from consideration for award and notified, in writing, as soon as practicable.
- (b) Offerors that initially pass all the minimum requirements in the acceptability review will be further evaluated in accordance with Section M.4.

#### M.3.1 VOLUME 1 – GENERAL

- (a) The Offeror's Official Legal Entity; Mergers, Acquisitions, Novations and Change-of-Name Agreements (if applicable); SF 33; Qualification Certification (Section J.3.); Qualification Projects; Proposal Checklist (Section J.4.); Self-Scoring Worksheet (Section J.5.1.); Professional Employee Compensation Plan; Uncompensated Overtime Policy; Accounting System, SF 1408 Modified Pre-Award Survey (Section J.6) ; Meaningful Relationship Commitment Letters (if applicable); and Existing Partnership or Joint Venture (if applicable); will be evaluated on an Acceptable/Unacceptable basis regarding whether the requested proposal submission information meets all the conditions for the information requested in Section L and is considered acceptable, accurate, and complete.
- (b) In determining whether the Offeror's Accounting System is acceptable, the PCO will rely on the recommendations of the Defense Contract Audit Agency (DCAA), the Defense Contract Management Agency (DCMA), and/or other official Cognizant Federal Agency (CFA) If the Offeror's Accounting System is determined unacceptable, the Offeror is ineligible for award.
- (c) If an Offeror's Accounting System has been previously surveyed and audited by DCAA or determined acceptable by DCMA or CFA, the PCO has the discretion to request a follow-on survey of a previously surveyed and approved Accounting System. The PCO reserves the right to not request a DCAA Pre-Award Survey (SF 1408) of an Offeror's Accounting System if the Offeror is not otherwise eligible for award.

#### M.3.2 VOLUME 2 - RESPONSIBILITY

- (a) The overall responsibility determination will be evaluated on Acceptable/Unacceptable basis. In accordance with FAR Part 9, Offerors that are not deemed responsible will not be considered for award.
- (b) In making the determination of responsibility, information in the Federal Awardee Performance and Integrity Information System (FAPIIS), the Excluded Parties List System (EPLS), the Offeror's submitted Representations and Certifications (Section K), the Offeror's Qualification and Financial Information (Attachment J.11), and any other pertinent data will be evaluated regarding whether an acceptable record of integrity and business ethics has been established and financial responsibility is acceptable.

### M.3.3. VOLUME 3 – RELEVANT EXPERIENCE

Any Relevant Experience information submitted must be in accordance with the instructions in Section L and substantiated by providing enough clear and convincing evidence within a Contract or Task Order document or other verifiable contractual documents to adequately support each minimum evaluation criteria and each scored evaluation criteria an Offeror is claiming credit for.

#### M.3.3.1 RELEVANT EXPERIENCE PROJECTS

- (a) The Offeror's Relevant Experience (Primary) Projects will initially be evaluated on an Acceptable/Unacceptable basis regarding whether the requested proposal submission information meets all the conditions for the information requested in Section L.4.3.1 and is considered acceptable, accurate, and complete.
- (b) If the Offeror chooses to submit Relevant Experience Projects for PM CSS MAC NAICs/PSC Codes, Project Values, Performance/Integration of Additional Core Disciplines, Multiple Locations, Subcontracting/Teaming, OCONUS locations, and/or in support of DoD, DoN, or NAVAIR, the Offeror must ensure all the requested proposal submission information meets all the conditions for the information requested in Section L.4.3.2 through L.4.3.2.7 and is considered acceptable, accurate, and complete.
- (c) Offerors who exceed the minimum acceptable Relevant Experience Project requirements will be evaluated in accordance with Section M.4.

### M.3.4 VOLUME 4 – PAST PERFORMANCE

- (a) The Offeror must ensure all the requested proposal submission information for Past Performance is current, accurate, and complete in accordance with Section L.4.4.
- (b) The Offeror's Past Performance for Pool Qualification Projects and Relevant Experience (Primary) Projects will be evaluated on an Acceptable/Unacceptable basis in regards to meeting the minimum Past Performance Rating of 3.00. If any Project does not meet the minimum Past Performance Rating of 3.00, that Project would be ineligible for any further evaluation. To determine whether each Project submitted meets the minimum Acceptability score of 3.00, the rating methodology under Section M.4.2.4 will be used.
- (c) Only Relevant Experience Projects are eligible for scored evaluation points for Past Performance.

### M.3.5 VOLUME 5 – SYSTEMS, CERTIFICATIONS, AND CLEARANCES

- (a) If the Offeror chooses to submit Systems, Certifications, and/or Clearances, the Offeror must ensure all the requested proposal submission information is current, accurate, and complete in accordance with Section L.4.5. through L.4.5.4.
- (b) Offerors who have submitted Systems, Certifications, and/or Clearances will receive points in accordance with Section M.4.3.

### M.3.6 VOLUME 6 – COST/PRICE

- (a) The Offeror must ensure all the cost/price information is current, accurate, and complete in accordance with Section L.4.6. and Section J.9 Attachment (9), Cost/Price Template.

## M.4 ADDITIONAL POINTS FOR RELEVANT EXPERIENCE PROJECTS

- (a) Offerors who meet the minimum requirements of the Acceptability review in accordance with Section M.3 will receive points for Relevant Experience Projects in accordance with the following Sections M.4.1.1. through M.4.1.6.
- (b) The Offeror must provide clear and convincing evidence to substantiate the minimum requirements and points by providing confirmation within a Contract or Task Order document or other verifiable contractual documents necessary to support all the minimum requirements and each evaluation criteria taking credit for points. The Offeror shall highlight each section/paragraph in any contractual document that corresponds to the evaluation criteria taking credit for.
- (c) The Offeror must ensure all the requested proposal submission information for any scored evaluation criteria for Relevant Experience Projects are current, accurate, and complete in accordance with Section L.

### M.4.1 VOLUME 3 – RELEVANT EXPERIENCE PROJECTS

#### M.4.1.1 RELEVANT EXPERIENCE PROJECTS UNDER SPECIFIC NAICS OR PSC CODE

- (a) For each Relevant Experience Project submitted, the Offeror will receive 150 points if the Project has a reported NAICS Code or PSC Code associated to the Project that correlates directly to any of the NAICS Codes or PSC Codes identified in Section L.4.1.2 regardless if the same NAICS Code or PSC Code is duplicated across different Projects.
  1. Example 1: Projects 1 through 4 are under the same NAICS Code 541720 and Project 5 is under NAICS Code 541219. The Offeror receives the maximum 750 points.
  2. Example 2: Projects 1 through 3 are under NAICS Code 541219, Project 4 is under NAICS Code 541330, and Project 5 is under NAICS Code 541720. The Offeror receives 600 points since Project 4 is not a NAICS Code identified in Section L.4.1.2.
  3. Example 3: Projects 1 and 2 are under PSC Code R703, Project 3 is under NAICS Code 541712, and Projects 4 and 5 do not have a NAICS Code or PSC Code assigned to them since the Project was not awarded by the U.S. Federal Government. The Offeror receives 300

points since Project 3 is not a PSC Code identified in Section L.4.1.2. and Projects 4 and 5 do not have NAICS Codes associated to them.

#### M.4.1.2 RELEVANT EXPERIENCE PROJECT VALUE

- (a) For each Relevant Experience Project submitted, using the same Annual Project Value calculation methods in Section L.4.3.1., the Offeror will receive points as follows:
  - 1. Project averages \$750 Thousand or more on an annual basis, but less than \$2 Million on an annual basis including options is worth 25 points.
  - 2. Project averages greater than \$2 Million on an annual basis but, less than \$4 Million on an annual basis, including options is worth 50 points.
  - 3. Project averages greater than \$4 Million on an annual basis but, less than \$6 Million on an annual basis, including options is worth 75 points.
  - 4. Project averages greater than \$6 Million on an annual basis is worth 100 points.

#### M.4.1.3 RELEVANT EXPERIENCE PROJECT WITH PERFORMANCE / INTEGRATION OF ADDITIONAL CORE DISCIPLINES

- (a) For each Relevant Experience Project submitted, the Offeror will receive the following points if the Project involves the Performance and/or Integration of the following:
  - 1. 2 out of the 4 Core Disciplines are worth 50 points.
  - 2. 3 out of the 4 Core Disciplines are worth 75 points.
  - 3. 4 out of the 4 Core Disciplines are worth 100 points.

#### M.4.1.4 RELEVANT EXPERIENCE PROJECT WITH MULTIPLE LOCATIONS

- (a) For each Relevant Experience Project submitted, the Offeror will receive the following points if the Project involves Performance in Multiple Locations as follows:
  - 1. Project performed in at least 2 and up to 4 different locations is worth 50 points.
  - 2. Project performed in 5 or more different locations is worth 100 points.
- (b) Within CONUS, the May 2015 Metropolitan and Nonmetropolitan Area Definitions Microsoft Excel spreadsheet located at [www.bls.gov/oes/current/msa\\_def.htm](http://www.bls.gov/oes/current/msa_def.htm) shall be used to determine the number of locations a Project covers, specifically the MSA Code under Column D.
  - 1. Example 1: The Project involves work in two separate locations in two separate counties (Bibb and Blount Counties Alabama). Column D of the spreadsheet indicates Birmingham-Hoover Alabama area with an MSA Code of 13820. Since both Bibb and Blount counties are within the same MSA code of 13820, this Project is only considered 1 location and no points will be given.
  - 2. Example 2: The Project involves work in two separate locations; Birmingham-Hoover Alabama and Decatur Alabama. Since Column D of the spreadsheet indicates Birmingham-

Hoover and Decatur is not within the same MSA code (13820 and 19460), this Project is considered 2 locations worth 50 points.

- (c) Anything OCONUS will be considered a single location at the Metropolitan city level.
- (d) Travel Duty (TDY) assignments less than 30 days for contract employees do not count for any location.

#### M.4.1.5 RELEVANT EXPERIENCE PROJECT WITH SUBCONTRACTING / TEAMING

- (a) For each Relevant Experience Project submitted, the Offeror will receive 100 points if the Project involves Subcontracting/Teaming for services with at least 3 separate entities or consultants.
- (b) For the purposes of this evaluation, a “separate” entity or consultant is defined as a business entity or consultant that does not have a Meaningful Relationship Commitment Letter with the Offeror in accordance with Section L.4.1.8.

#### M.4.1.6 RELEVANT EXPERIENCE PROJECT WITH OCONUS LOCATIONS

- (a) For a maximum of 2 Relevant Experience Projects submitted, the Offeror will receive 100 points for each Project that involves work at a location Outside the Continental United States (OCONUS).
- (b) Travel Duty (TDY) assignments less than 30 days for contract employees do not count for any location.

#### M.4.1.7 RELEVANT EXPERIENCE PROJECT WITH DoD, DoN OR NAVAIR

- (a) For each Relevant Experience Project submitted, the Offeror will receive additional points if the project involves performance for of DoD (50 points), DoN (100 points), or NAVAIR (150 points).
- (b) CAUTION: The Offeror may only receive credit in one of these categories for each Project that is identified. For Example, a Project identified as support for NAVAIR can only receive the points associated with NAVAIR. An offeror shall not list that same project under DoD or DoN for additional points.

#### M.4.2 VOLUME 4 – PAST PERFORMANCE

- (a) Past Performance for Qualification Projects in accordance with Section L.4.1.2. and Relevant Experience Projects submitted in accordance with Section L.4.3. will be evaluated as follows:
  - 1. If the combined average is at least 3.00 – Satisfactory, the Offeror will pass Acceptability. If the combined average is 2.99 or below, the Offeror will fail Acceptability and will not be considered for award.
  - 2. For each Relevant Experience Project, the Offeror will receive points as follows:
    - a. Past Performance average score of 3.50 to 3.74 is worth 350 points.
    - b. Past Performance average score of 3.75 to 3.99 is worth 450 points.

- c. Past Performance average score of 4.00 to 4.24 is worth 550 points.
- d. Past Performance average score of 4.25 to 4.49 is worth 600 points.
- e. Past Performance average score of 4.50 to 4.74 is worth 700 points.
- f. Past Performance average score of 4.75 to 5.00 is worth 800 points.

#### M.4.2.1 CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)

- (a) For each Project with an interim or final CPAR, an average point value will be assigned based on each CPAR criteria and adjectival rating in accordance with the following table. If any of the past performance criteria were not assigned an adjectival rating, that criteria will not be averaged into the final score.
- (b) CPAR evaluations are based on the following criteria:

Point Value	Adjectival Rating	Definition
5	Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective.
4	Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective.
3	Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory.
1	Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions.
0	Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor's corrective actions appear or were ineffective.

#### M.4.2.2 AWARD FEE RATING

- (a) For each Project where no CPAR exists, but there is an Award Fee rating, the Award Fee evaluation will have an adjectival rating that will be given a score in accordance with the following table:

Point Value	Adjectival Rating	Award-Fee Pool Available	Description
-------------	-------------------	--------------------------	-------------



<b>5</b>	Exceptional	91% - 100%	Contractor has exceeded almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
<b>4</b>	Very Good	76% - 90%	Contractor has exceeded many of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
<b>3</b>	Satisfactory	51% - 75%	Contractor has exceeded some of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
<b>1</b>	Marginal	No Greater than 50%	Contractor has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
<b>0</b>	Unsatisfactory	0%	Contractor has failed to meet overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.

#### M.4.2.3 PAST PERFORMANCE RATING FORM

- (a) For each Project where neither a CPAR or Award Fee rating has been given, a Past Performance Rating Form in accordance with Section L and Section J.8 must be provided.
- (b) The Past Performance Rating Form will have an adjectival rating for each criteria.
- (c) An average point value will be assigned based on each adjectival rating that was given a score in accordance with the following table. If any of the past performance criteria were not assigned an adjectival rating, that criteria will not be averaged into the final score.

<b>Point Value</b>	<b>Adjectival Rating</b>	<b>Definition</b>
<b>5</b>	Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective.
<b>4</b>	Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective.

<b>3</b>	Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory.
<b>1</b>	Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions.
<b>0</b>	Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor's corrective actions appear or were ineffective.

#### M.4.2.4 PAST PERFORMANCE SCORING EXAMPLE

The following scenarios are only examples to help Offerors understand how to calculate their past performance score for the Acceptability Review for all Pool Qualification and Primary Projects as well as entering the scored evaluation in the Offeror's Self-Scoring Worksheet (Section J.5.1) for Primary Projects. For example:

- (a) PROJECT 1: Past performance under Project 1 an Offeror receives the following Scores under the most current CPAR:

Very Good for Quality of Service:	4
Satisfactory for Schedule:	3
No Rating for Cost Control:	N/A (Neutral)
Satisfactory for Business Relations:	3
Exceptional for Management of Key Personnel:	5
<u>No Rating for Utilization of Small Business:</u>	<u>N/A (Neutral)</u>

**Total Number of Points: 15**

**15 Points divided by the Number of Scored Elements (4) = 3.75 for Project 1**

**3.75 for Project 1 = 350 Points**

- (b) PROJECT 2: Past performance under Project 2 an Offeror receives the following Scores under a Past Performance Rating Form (Section J.8) (No CPAR or Award Term rating exists):

Very Good for Quality of Service:	4
Very Good for Schedule:	4
Satisfactory for Cost Control:	3
Very Good for Business Relations:	4
Very Good for Management of Key Personnel:	4
<u>No Rating for Utilization of Small Business:</u>	<u>N/A (Neutral)</u>

**Total Number of Points: 19**

**19 Points divided by the Number of Scored Elements (5) = 3.80 for Project 2**  
**3.80 for Project 2 = 450 Points**

- (c) PROJECT 3: Past performance under Project 3 an Offeror receives the following Scores under the most current Award Fee Rating (No CPAR exists):

Satisfactory Award Fee Determination 3

**Total Number of Points: 3**

**3 Points divided by the Number of Scored Elements (1) = 3.00 for Project 3**  
**3.00 for Project 3 Passes Acceptability but = 0 Additional Points.**

- (d) PROJECT 4: Past performance under Project 4 an Offeror receives the following Scores under the most current CPAR:

Exceptional for Quality of Service: 5

Very Good for Schedule: 4

Very Good for Cost Control: 4

Exceptional for Business Relations: 5

Exceptional for Management of Key Personnel: 5

No Rating for Utilization of Small Business: N/A (Neutral)

**Total Number of Points: 23**

**23 Points divided by the Number of Scored Elements (5) = 4.60 for Project 4**  
**4.60 for Project 4 = 700 Points**

- (e) PROJECT 5A: Past performance under Project 5 is a “Collection of Task Orders” under a Single-Award IDIQ contract. The Offeror submits 3 Task Orders under the Single-Award IDIQ contract. 1 Task Order has a CPAR and 2 Task Orders are from a Past Performance Rating Form (No CPAR or Award Term rating exists). For calculating Past Performance, a “Collection of Task Orders” is averaged into a single Project as follows:

Task Order 1:

Very Good for Quality of Service: 4

Very Good for Schedule: 4

Very Good for Cost Control: 4

Very Good for Business Relations: 4

Very Good for Management of Key Personnel:	4
No Rating for Utilization of Small Business:	N/A (Neutral)

**Total Number of Points: 20**

**20 Points divided by the Number of Scored Elements (5) = 4.00 for “Task Order 1”**

Task Order 2:

Satisfactory for Quality of Service:	3
Very Good for Schedule:	4
Satisfactory for Cost Control:	3
Very Good for Business Relations:	4
Satisfactory for Management of Key Personnel:	3
No Rating for Utilization of Small Business:	N/A (Neutral)

**Total Number of Points: 17**

**17 Points divided by the Number of Scored Elements (5) = 3.40 for “Task Order 2”**

Task Order 3:

Exceptional for Quality of Service:	5
Exceptional for Schedule:	5
Very Good for Cost Control:	4
Very Good for Business Relations:	4
Satisfactory for Management of Key Personnel:	3
No Rating for Utilization of Small Business:	N/A (Neutral)

**Total Number of Points: 21**

**21 Points divided by the Number of Scored Elements (5) = 4.20 for “Task Order 3”**

**The average of Task Order 1 through 3 is  $(4.00+3.40+4.20 = 11.60 / 3 \text{ Task Orders} = 3.87)$**

**3.87 for Project 5 = 450 Points**

(f) Grand Total Score for Projects 1 through 5A is:

Project 1:	350
Project 2:	450
Project 3:	0

Project 4: 700

Project 5: 450

**Grand Total: 1,950 Points for Past Performance on 5 Relevant Experience Projects**

#### **M.4.3 VOLUME 5 – SYSTEMS, CERTIFICATIONS, AND CLEARANCES**

- (a) Other than Accounting Systems in accordance with Section L.4.1.7, all other Systems, Certifications, and Clearances in Section's L.4.5. are not minimum or mandatory requirements,
- (b) Offeror's who have approved Systems, Certifications and Clearances will be considered more favorably.
- (c) Offerors must have submitted verifiable documentation in accordance with the instructions set forth in Section L.4.5. through Section L.4.5.4. Facility Clearances (FCL) will be verified and validated by the evaluation team contacting the Defense Security Service (DSS)
- (d) All approved Systems, Certifications, and Clearances must be currently in place at the time of the solicitation's closing date.
- (e) Each verifiable System, Certification, and Clearance will receive points as follows:
  - 1. Approved Purchasing System is worth 500 points.
  - 2. Current FPRA, FPRR, and/or Approved Billing Rates are worth 200 points.
  - 3. Acceptable Estimating System is worth 200 points.
  - 4. Secret Facility Clearance is worth 200 points (unless taking credit for Top Secret FCL)
  - 5. Top Secret Facility Clearance is worth 200 points.

#### **M.4.4 VOLUME 6 - COST/PRICE**

- (a) The Offeror must ensure all the cost/price information is current, accurate, and complete in accordance with Section L.4.6 and Section J.9 Attachment (9), Cost/Price Template.
- (b) The Offerors' cost/price proposal will be used to determine whether the ceiling rates proposed for each labor category are fair and reasonable in order to establish ceiling rates for sole-source Time and Material/Labor Hour contract types in accordance with Section B.2.5.1.
- (c) For each proposed Direct Labor rate for all 33 labor categories (both Government Site and Contractor Site), the basis of fair and reasonableness will be the Department of Labor (DOL) Bureau of Labor Statistics (BLS) Service Occupational Classifications (SOC) direct labor rate ranges provided in Section J.2. Attachment (2), Direct Labor Rate Ranges.
- (d) For each Indirect rate, the basis of fair and reasonableness will be the Offeror's most current approved Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR), and/or Provisional Billing Rates, if available. If an Offeror does not have DCAA,

DCMA, and/or CFA approved FPRAs, FPRRs and/or Provisional Billing Rates, Offerors shall propose Indirect rate percentages generated from their accounting system. Accounting systems must be determined acceptable by the PCO for an Offeror to be eligible for award.

- (e) For Profit, the basis of fair and reasonableness will be no more than 7% for each labor category.
- (f) If an Offeror does not meet one or more of these parameters for any labor category, the Offeror is strongly advised to provide clear and convincing rationale to support the proposed direct/indirect and/or profit rate(s). In the event the rationale is not determined reasonable, the proposal will be deemed to have a ceiling rate(s) that is not considered fair and reasonable and the proposal would not be eligible for award, regardless of technical score.
- (g) Cost/Price proposals may only be modified as a result of discussions and Offerors are advised that the Government intends to make awards based on initial proposals without discussions.
- (h) An offer may be non-conforming to the solicitation and rejected if there is any missing or incomplete data on the Cost/Price Template in accordance with Section J.9, Attachment (9).

## M.5 SCORING TABLE

The following Scoring Table summarizes the total points for each scored evaluation criteria.

Section L	Element	Point Value	Enter YES or NO for each question as applicable	Score
L.4.3	<b>VOLUME 3 – RELEVANT EXPERIENCE</b>			
L.4.3.2.1	<b>Relevant Experience as the Prime for a Project under an NAVAIR MAC NAICS or PSC Code</b>			
	<b>Is EACH Project reported under NAICS code 541330 or PSC Code R408 or R425. Identified in Section L.5.3.1.? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	150		0
	Project 2: [Fill in Contract or Task Order Number]	150		0
	Project 3: [Fill in Contract or Task Order Number]	150		0
	Project 4: [Fill in Contract or Task Order Number]	150		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	150		0
	<b>SUBTOTAL SCORE FOR SECTION L.4.3.2.1 ONLY:</b>			<b>0</b>
L.4.3.2.2	<b>Relevant Experience as the Prime for Project Value</b>			
	<b>Is EACH Project \$500K OR MORE on an annual basis but, LESS THAN \$2M on an annual basis, including Options? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	25		0
	Project 2: [Fill in Contract or Task Order Number]	25		0
	Project 3: [Fill in Contract or Task Order Number]	25		0

	Project 4: [Fill in Contract or Task Order Number]	25		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	25		0
	<b>Is EACH Project \$2M OR MORE on an annual basis but, LESS THAN \$4M on an annual basis, including Options? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	50		0
	Project 2: [Fill in Contract or Task Order Number]	50		0
	Project 3: [Fill in Contract or Task Order Number]	50		0
	Project 4: [Fill in Contract or Task Order Number]	50		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	50		0
	<b>Is EACH Project \$4M OR MORE on an annual basis but, LESS THAN \$6M on an annual basis, including Options? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	75		0
	Project 2: [Fill in Contract or Task Order Number]	75		0
	Project 3: [Fill in Contract or Task Order Number]	75		0
	Project 4: [Fill in Contract or Task Order Number]	75		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	75		0
	<b>Is EACH Project \$6M OR MORE on an annual basis, including Options? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	100		0
	Project 2: [Fill in Contract or Task Order Number]	100		0
	Project 3: [Fill in Contract or Task Order Number]	100		0
	Project 4: [Fill in Contract or Task Order Number]	100		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	100		0
	<b>SUBTOTAL SCORE FOR SECTION L.4.3.2.2 ONLY:</b>			
				0
L.4.3.2.3	<b>Relevant Experience as the Prime for Projects with Performance/Integration of the following Core Disciplines</b>			
	<b>Does EACH Project Integrate AT LEAST 2 out of 4 Core Disciplines BUT NO MORE THAN 2 out of 4 Core Disciplines? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	50		0
	Project 2: [Fill in Contract or Task Order Number]	50		0
	Project 3: [Fill in Contract or Task Order Number]	50		0
	Project 4: [Fill in Contract or Task Order Number]	50		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	50		0
	<b>Does EACH Project Integrate AT LEAST 3 out of 4 Core Disciplines BUT NO MORE THAN 3 out of 4 Core Disciplines? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	75		0
	Project 2: [Fill in Contract or Task Order Number]	75		0
	Project 3: [Fill in Contract or Task Order Number]	75		0
	Project 4: [Fill in Contract or Task Order Number]	75		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	75		0

	Does EACH Project Integrate ALL 4 out of 4 Core Disciplines? Type the word Yes or No in Column D for EACH project.				
	Project 1: [Fill in Contract or Task Order Number]	100		0	
	Project 2: [Fill in Contract or Task Order Number]	100		0	
	Project 3: [Fill in Contract or Task Order Number]	100		0	
	Project 4: [Fill in Contract or Task Order Number]	100		0	
	Project 5 or 5A: [Fill in Contract or Task Order Number]	100		0	
	SUBTOTAL SCORE FOR SECTION L.4.3.2.3 ONLY:			0	
L.4.3.2.4	Relevant Experience as the Prime for Projects with Multiple Locations				
	Does EACH Project have performance in AT LEAST 2 but NO MORE THAN 4 different locations? Type the word Yes or No in Column D for EACH project.				
	Project 1: [Fill in Contract or Task Order Number]	50		0	
	Project 2: [Fill in Contract or Task Order Number]	50		0	
	Project 3: [Fill in Contract or Task Order Number]	50		0	
	Project 4: [Fill in Contract or Task Order Number]	50		0	
	Project 5 or 5A: [Fill in Contract or Task Order Number]	50		0	
	Does EACH Project have performance in 5 OR MORE different locations? Type the word Yes or No in Column D for EACH project.				
	Project 1: [Fill in Contract or Task Order Number]	50		0	
	Project 2: [Fill in Contract or Task Order Number]	50		0	
	Project 3: [Fill in Contract or Task Order Number]	50		0	
	Project 4: [Fill in Contract or Task Order Number]	50		0	
	Project 5 or 5A: [Fill in Contract or Task Order Number]	50		0	
	SUBTOTAL SCORE FOR SECTION L.4.3.2.4 ONLY:			0	
	L.4.3.2.5	Relevant Experience as the Prime for Projects with Subcontracting/Teaming			
	Does EACH Project have Subcontracting/Teaming with AT LEAST 2 separate subcontractors? Type the word Yes or No in Column D for EACH project.				
	Project 1: [Fill in Contract or Task Order Number]	100		0	
	Project 2: [Fill in Contract or Task Order Number]	100		0	
	Project 3: [Fill in Contract or Task Order Number]	100		0	
	Project 4: [Fill in Contract or Task Order Number]	100		0	
	Project 5 or 5A: [Fill in Contract or Task Order Number]	100		0	
	SUBTOTAL SCORE FOR SECTION L.4.3.2.5 ONLY:			0	
L.4.3.2.6	Relevant Experience as the Prime for Projects with OCONUS Locations				
	Do any projects involve work in an OCONUS Location? SCORING CREDIT IS LIMITED TO A MAXIMUM OF TWO PROJECTS ONLY. Type the word Yes or No in Column D for EACH project.				
	Project [Fill in Project Number 1 to 5A and Contract or Task Order Number]	100		0	
	Project [Fill in Project Number 1 to 5A and Contract or Task Order Number]	100		0	
	SUBTOTAL SCORE FOR SECTION L.4.3.2.6 ONLY:			0	
L.4.3.2.7	Relevant Experience as the Prime for Projects with DOD				
	Project 1: [Fill in Contract or Task Order Number]	50		0	



	Project 2: [Fill in Contract or Task Order Number]	50		0
	Project 3: [Fill in Contract or Task Order Number]	50		0
	Project 4: [Fill in Contract or Task Order Number]	50		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	50		0
L.4.3.2.7	Relevant Experience as the Prime for Projects with DON			
	Project 1: [Fill in Contract or Task Order Number]	100		0
	Project 2: [Fill in Contract or Task Order Number]	100		0
	Project 3: [Fill in Contract or Task Order Number]	100		0
	Project 4: [Fill in Contract or Task Order Number]	100		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	100		0
L.4.3.2.7	Relevant Experience as the Prime for Projects with NAVAIR			
	Project 1: [Fill in Contract or Task Order Number]	150		0
	Project 2: [Fill in Contract or Task Order Number]	150		0
	Project 3: [Fill in Contract or Task Order Number]	150		0
	Project 4: [Fill in Contract or Task Order Number]	150		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	150		0
	SUBTOTAL SCORE FOR SECTION L.4.3.2.7 ONLY:			0
L.4.4	VOLUME 4 – PAST PERFORMANCE			
	Relevant Experience as the Prime for Projects (Past Performance)			
	Does EACH Project Average a Past Performance Score between 3.50 and 3.74? Type the word Yes or No in Column D for EACH project.			
	Project 1: [Fill in Contract or Task Order Number]	350		0
	Project 2: [Fill in Contract or Task Order Number]	350		0
	Project 3: [Fill in Contract or Task Order Number]	350		0
	Project 4: [Fill in Contract or Task Order Number]	350		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	350		0
	Does EACH Project Average a Past Performance Score between 3.75 and 3.99? Type the word "Yes" or "No" in Column D for EACH project.			
	Project 1: [Fill in Contract or Task Order Number]	450		0
	Project 2: [Fill in Contract or Task Order Number]	450		0
	Project 3: [Fill in Contract or Task Order Number]	450		0
	Project 4: [Fill in Contract or Task Order Number]	450		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	450		0
	Does EACH Project Average a Past Performance Score between 4.00 and 4.24? Type the word Yes or No in Column D for EACH project.			
	Project 1: [Fill in Contract or Task Order Number]	550		0
	Project 2: [Fill in Contract or Task Order Number]	550		0
Project 3: [Fill in Contract or Task Order Number]	550		0	
Project 4: [Fill in Contract or Task Order Number]	550		0	
Project 5 or 5A: [Fill in Contract or Task Order Number]	550		0	

	<b>Does EACH Project Average a Past Performance Score between 4.25 and 4.49? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	600		0
	Project 2: [Fill in Contract or Task Order Number]	600		0
	Project 3: [Fill in Contract or Task Order Number]	600		0
	Project 4: [Fill in Contract or Task Order Number]	600		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	600		0
	<b>Does EACH Project Average a Past Performance Score between 4.50 and 4.74? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	700		0
	Project 2: [Fill in Contract or Task Order Number]	700		0
	Project 3: [Fill in Contract or Task Order Number]	700		0
	Project 4: [Fill in Contract or Task Order Number]	700		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	700		0
	<b>Does EACH Project Average a Past Performance Score between 4.75 and 5.00? Type the word Yes or No in Column D for EACH project.</b>			
	Project 1: [Fill in Contract or Task Order Number]	800		0
	Project 2: [Fill in Contract or Task Order Number]	800		0
	Project 3: [Fill in Contract or Task Order Number]	800		0
	Project 4: [Fill in Contract or Task Order Number]	800		0
	Project 5 or 5A: [Fill in Contract or Task Order Number]	800		0
	<b>SUBTOTAL SCORE FOR SECTION L.4.4 ONLY:</b>			<b>0</b>
	L.4.5	<b>VOLUME 5 – SYSTEMS, CERTIFICATIONS, AND CLEARANCES</b>		
	L.4.5 - L.4.5.4	<b>Systems, Certifications, and Clearances</b>		
<b>Does the Offeror have each of the following? Type the word Yes or No in Column D for EACH System, Certification, or Clearance.</b>				
Approved Purchasing System		500	0	
FPRA, FPRR, and/or Approved Billing Rates		200	0	
Acceptable Estimating System		200	0	
Facility Clearance Level (FCL) - Secret		200	0	
Facility Clearance Level (FCL) - Top Secret		50	0	
<b>SUBTOTAL SCORE FOR SECTIONS L.4.5 through L.4.5.4 ONLY:</b>			<b>0</b>	
<b>TOTAL POINTS SCORED:</b>				