

SSP Attachment 03

Section L - Instructions, Conditions, and Notices to Offerors

L-900. INSTRUCTIONS TO OFFERORS (July 2019)

L. Proposal Format

A. General: The following instructions cover the preparation and submittal of the offeror's proposal for this solicitation. Offerors must follow the instructions contained herein. Offerors are cautioned that any noncompliance with the terms and conditions of the Request for Proposal (RFP) may cause their proposal to be determined to be noncompliant and therefore not eligible for award. If a joint venture arrangement exists for this acquisition, the offeror shall provide a copy of the joint venture agreement that is signed and dated by all joint venture members as part of the proposal submission. Offerors shall submit only one proposal for the Mobile Aircraft Arresting System (MAAS), as the Government will review only one proposal per offeror. No additional proposals (i.e., one (1) offeror submitting two (2) proposals based on differing approaches) shall be submitted. Proposals must be received by AFLCMC/WNKAC 235 Byron St., STE. 19A, BLDG 300CML, Robins AFB, GA 31098, Attention: Kristen Campbell and Kelsey Wade, no later than the date and time specified in Block 8 on the face page of the RFP. However, offerors are requested to submit Volume II, Past Performance Information, so that it is received ten (10) calendar days prior to the required due date for proposals. Failure to submit Volume III by the earlier date will not result in offeror disqualification. A Pre-Award Survey will be completed on all offerors within the competitive range prior to award of the Initial Source Selection.

(1) Introduction and Overview

This acquisition will be a source selection comprised of an Initial Source Selection that may yield contracts to two (2) offerors with a Final Downselect to one (1) contractor following successful completion of First Article Testing (FAT) and a final opportunity for contractors to update pricing. The Initial Source Selection will result in the award for MAAS FAT, Drawing updates, and travel using a C-type, definitive contract. In the Initial Source Selection, the Government will conduct a full and open competition to narrow the competitive field down to no more than two (2) contractors that will execute the MAAS FAT and proceed to the Final Downselect. The Initial Source Selection instructions and evaluation criteria is in Section L-900, Instructions to Offerors, MAAS production and Section M-900, Evaluation Basis for Award, MAAS production. The Final Downselect source selection will result in the award of the final contract, a D-type, Requirements contract to the successful offeror. The Final Downselect instructions and evaluation criteria is located in Section L-901, Instructions to Offerors, Final Downselect and Section M-901, Evaluation Basis for Award, Final Downselect.

B. Communications: Exchanges of source selection information after submission of the initial proposal packages between the Government and offerors will be controlled by the Contracting Officer. Email may be used to transmit such information only if the email can be sent encrypted, and must include "Source Selection Information -- See FAR 2.101 and 3.104" in the subject line of the email. Otherwise, source selection information will be transmitted via direct mailing. In order to facilitate the sending and receiving of encrypted emails, offerors must use MS Outlook email configured to support encryption or a different email product that is S/MIME compatible and configured to support encryption. If you intend to submit your source selection information via encrypted email, you will need to contact the Contract Specialist or PCO indicated on the face page of the solicitation prior to your first submittal in order to exchange certificates used for encryption. To ensure the process is working correctly, send a test encrypted message first (without including any source selection information). When submitting source selection information via email, file suppression utilities, to include but not limited to zip files, will not be accepted.

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The test encrypted message process is as follows:

- (1) The offeror shall send a digitally signed "test" e-mail message containing no proprietary or source selection information to kristen.campbell.2@us.af.mil and kelsey.wade@us.af.mil. Please clearly identify the email as a "test email for Mobile Aircraft Arresting System RFP FA8534-21-R-0009".
- (2) The PCO will open the test e-mail and add (or update) the sender's e-mail address (and corresponding encryption certificate) to his Outlook "Contacts List".
- (3) The PCO will send a digitally signed reply to the sender's e-mail address.
- (4) The sender must open the PCO's digitally signed reply and add (or update) the PCO's e-mail address in their "Contacts List" (For Outlook users - right-click the name in the "From" box, and then click "Add to Contacts" on the shortcut menu. Shortcut menu: a menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press shift + F10. If you already have a contact entry for this person, select "Update New Information" from this contact to the existing one).
- (5) When you are ready to send an encrypted email, ensure encryption is selected and include "Source Selection Information – See FAR 2.101 and 3.104" in the subject line of the email.
- (6) **NOTE:** If an offeror's computer system cannot support encryption technology, the offeror shall send the PCO correspondence at the time that it submits its proposal stating that it accepts the risk of sending and receiving unencrypted electronic mail if it chooses to utilize unencrypted email as a channel of communication.

II. Volume Organization

A. General: Proposals shall be submitted to the Government in four (4) separate volumes as set forth below:

<u>VOLUME</u>	<u>PAGE LIMITS</u>	<u>NUMBER OF COPIES</u>	<u>DESCRIPTION</u>
I	N/A	1 Paper/1 Electronic	Completed RFP (Excluding Section B of the Schedule, Includes Cross Reference Matrix and Joint Venture Agreement, if
II	N/A	1 Paper/2 Electronic*	Past Performance
III	15	1 Paper/1 Electronic	Small Business Participation
IV	N/A	1 Paper/2 Electronic*	Cost/Price Volume [Price proposal with completed RFP Attachment 03 (Excel Cost/Price model)]

*Proposal information shall be submitted in written form (1 copy) and CD-R or DVD-R (write once/read only) (1 copy for Volume I and 2 copies for Volumes II, III, IV and V) that is "closed" so that no further writes can be made to the media. CD-R/W or DVD-R/W media types are not acceptable. Media must be virus scanned by the offeror prior to submitting to the Government. Offerors shall use the instructions set forth in the Attachment A, Past Performance Information (PPI) for Offerors, to electronically submit the Past Performance information into the FACTS sheet. The FACTS sheet is located in Attachment A, to the solicitation posting. The offeror is also required to submit a hardcopy Past Performance Volume II that includes Attachment A, Relevancy Assessment. For electronic copies, indicate the volume number and title on each CD-R/DVD-R. The electronic version of RFP Attachment 03 (Excel Cost/Price model) shall be in .xlsx file format (Microsoft Excel 2016 or earlier version) with

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live working formulas; no other type format will be accepted. Electronic media shall be accessible by a computer running Microsoft Windows 10 and above and Adobe Acrobat Portable Document Format (PDF) must be fully searchable in Adobe.

In addition to the page limitations set forth above, proposal volumes shall comply with the following format:

1. The sealed package used to submit the proposal package must show the time and date specified for receipt. Each volume shall be marked with the RFP number and the offeror's name and address, and the number of the Volume, i.e. I, II, III, IV, and V. Proposals shall be in the English language and all monies shall be proposed in United States dollar currency.
2. Print shall be no smaller than a font size of 12. Paper size shall be 8 1/2" X 11," excluding any drawings, diagrams, and/or supporting illustrations, spreadsheets, etc. Charts, graphs, drawings, diagrams, supporting illustrations, or spreadsheets shall not be greater than 11" x 17". Charts, graphs, drawings, diagrams, supporting illustrations, or spreadsheets may be on fold-out pages, but must fold within the page size specified and will count as one (1) page. Each volume within the proposal notebook shall be separately tabbed and identified. Margins shall be no smaller than 1 inch and each page within a volume shall be numbered consecutively. Elaborate formats, bindings, color presentations are not desired or required. In order to verify the font size and margins utilized, the offeror shall provide an electronic copy of the technical proposal in Word format.
3. The page limitation for Volume III, Small Business Participation, is **15** pages. The page limitations include any cover page, charts, graphs, drawings, diagrams, supporting illustrations, spreadsheets, etc., but excludes any table of contents or list of acronyms (if utilized). A "page" is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two (2) pages. Offerors are cautioned that any pages that exceed the page limitations shall not be read, but shall be removed and either retained in the contract file without being considered in the evaluation, or sent back to the offeror.
4. Page limitations may be placed on responses to Evaluation Notices (ENs), if issued. The specified page limits for EN responses will be identified in the letters forwarding the ENs to offerors or on the EN form itself.
5. In the event that hard copies and electronic copies of a proposal are submitted and if there are any discrepancies between the hard copies and the electronic copies of the proposal, the hard copies will be used for evaluation.
6. Each page containing proprietary information shall be so marked and each page should contain the following legend at the bottom footer of each sheet:

"The information contained on this page is PROPRIETARY to (Insert company name here) and shall not be released to others or used for purposes other than for evaluation without the written consent of (Insert company name here)"
7. Submission of the initial proposal packages via electronic mail will not be accepted. Initial proposal packages shall either be mailed or hand-delivered. Offerors are cautioned that Warner Robins Air Logistics Complex has visitor control procedures requiring individuals not affiliated with the installation to obtain a visitor pass prior to entrance. Some delay should be anticipated when hand-delivering proposal packages. Offerors should allow for sufficient time to obtain a visitor pass and arrive at the specified office PRIOR to the time specified for receipt of proposals.

B. Volume I, Completed RFP

1. **General:** Volume I, Completed RFP shall consist of the completed (excluding Section B of the Schedule, Includes Cross Reference Matrix and Joint Venture Agreement, if applicable) and signed RFP, to include any amendments issued, with a cover letter delineating any exceptions taken to the RFP terms and conditions with accompanying rationale. However, offerors are cautioned that any noncompliance with the terms and conditions of the RFP may cause their proposal to be determined noncompliant and therefore not considered eligible for award. **Offerors shall ensure that all clauses and provisions that require “fill-in” information are appropriately completed.** Proposed costs/prices associated with the contract line items/sub-line items **shall not** be entered in Section B of the Schedule; rather, they shall be entered in RFP Attachment 03 (Excel Price model). Any prices entered in Section B of the Schedule **will not** be considered; only those prices entered in RFP Attachment 03, (Excel Price Model), will be considered.

2. **Cross Reference Matrix:** The offeror shall fill out the cross reference matrix as RFP Attachment 02 indicating where in its proposal the information can be found as it relates to the RFP. The cross reference matrix will be utilized as a tool to show critical interrelationships and dependencies among the technical requirements document Performance-Based Work Statement (PWS), the Contract Line Item Number (CLIN), the Contract Data Requirements List (CDRL), Section L (Instructions to Offerors), and Section M (Evaluation Basis for Award). The cross reference matrix will help an offeror ensure it has responded to all the evaluation criteria and proposal submittal requirements identified in the solicitation. If the matrix conflicts with any other requirement, direction, or provision of this solicitation, the other reference shall take precedence over the matrix. Additionally, to the extent the matrix discloses details as to the manner by which the Government intends to evaluate the offeror's proposals for award, Section M references in the matrix are for informational purposes only, and the Government shall be obligated to evaluate proposals solely in conformance with Section M of the solicitation.

C. Volume II, Past Performance

1. **General:** The offeror shall submit Present and Past Performance Information for itself and any joint venture member, as well as each proposed critical subcontractor in accordance with the format contained in the “FACTS SHEET” (Attachment (A)) and the following paragraphs. A joint venture is defined as a contractual agreement joining together two (2) or more parties to undertake a particular business transaction or project and is intended to exist for a limited time period. The individual entities may retain their individuality and operate under a joint venture agreement or the joint venture creates a separate corporation, limited liability company, or membership. A critical subcontractor is defined as an entity (subcontractor and/or teaming contractor), other than the offeror itself that will perform welding or assembly of welded components or manufacture of trailer assemblies, bearing carriers, brake carriers or sheaves. In considering past performance, the Government will not consider “Key Personnel” of the offeror.

2. **Past Performance Format:** The requested present and past performance information shall be provided in a separate volume (i.e., 3-ring binder) labeled “**Volume II - Past Performance**”. **A summary page shall be provided for this acquisition, describing the proposed role of the offeror, any joint venture member and critical subcontractor (nature of work, the relevancy category(s) to which they apply, and percentage of overall work).** Summary page information must clearly communicate that proposed critical subcontractor(s) meet the definition of a critical subcontractor established above. Efforts submitted for proposed critical subcontractors not meeting the established definition will not be evaluated. Each offeror/joint venture member and critical subcontractor shall utilize the FACTS sheet to complete information of four (4) active or completed efforts in the past ten

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(10) years from the issuance date of the RFP, that the offeror/joint venture member considers relevant in demonstrating its ability to perform the proposed effort. If the total number of such efforts exceeds four (4) (within the last ten (10) years), each offeror/joint venture member shall address its four (4) most relevant efforts. Please note that the offeror/joint venture member shall be the party to submit all performance information in the FACTS sheet. The offeror's/joint venture member's or critical subcontractor's past performance information may include data on efforts performed by other predecessor companies, affiliates, other divisions or corporate management if such was provided for evaluation and if the offeror's past performance volume demonstrates the company, affiliate, or division will provide the offeror with resources for the instant proposed effort, such as workforce, management, facilities, or other capabilities demonstrating direct and meaningful involvement in the performance of the instant proposed effort. The information in the FACTS sheet shall clearly indicate the division or corporate organization that performed or is presently performing the effort. Efforts listed may include those with the Federal Government, state and local governments or their agencies, and commercial customers. If the contractor has attempted or completed any effort to provide the USAF with any Aircraft Arresting System (AAS), or any AAS components and did not include those contracts in their four submissions, these contracts MUST be included in the cover letter. If the offeror/joint venture member or critical subcontractor has attempted or completed any effort to provide the USAF, any USAF MAJCOM, any USAF depot level overhaul facility, or any USAF Foreign Military Sales Customer or DLA with any complete AAS systems, or any AAS systems subcomponents these efforts must be included as part of the four efforts submitted using the FACTS sheet or referenced in the cover letter. If any of the efforts to supply complete AAS systems or AAS subcomponents involved any kind of First Article Testing (FAT), the offeror/joint venture member or critical subcontractor must include those efforts as part of the four submissions or referenced in the cover letter. If the offeror/joint venture member/critical subcontractor has attempted or completed any effort that falls within the following parameters, the offeror shall identify the contract numbers and role they performed in.

- Provide the USAF, any USAF MAJCOM, any USAF depot level overhaul facility, or any USAF Foreign Military Sales Customer or DLA with any complete Aircraft Arresting System (AAS),
- Provide the USAF, any USAF MAJCOM, any USAF depot level overhaul facility, or any USAF Foreign Military Sales Customer or DLA with any AAS components
- Providing complete AAS systems or AAS subcomponents involving any kind of First Article Testing (FAT),
- Any efforts which involved a FAT requirement which was not successfully completed on the first attempt along with a detailed and thorough accounting of all corrective actions taken to pass subsequent FAT attempts. The offeror/joint venture member or critical subcontractor must include any efforts which included FAT that took more than one reattempt along with a detailed and thorough accounting of the initial corrective actions taken and a detailed and thorough narrative of why initial corrective actions were not sufficient to pass FAT on the first reattempt.

3. Ordering Type Contracts Submission: If the contract you are submitting is an ordering type contractual vehicle (for example, including but not limited to an Indefinite Delivery "D" type contract per FAR 16.5), only after issuance of a delivery/task order does performance occur. Given this, an individual order (or series of orders) under the basic ordering contract shall be submitted, in lieu of just the basic ordering contract itself. All information provided to the Government, for an ordering type contractual vehicle, shall be at the order level (i.e. a delivery/task order).

When submitting an individual order (or series of orders) under an ordering type contractual vehicle, it is important that the offeror's past performance information be submitted in the correct format. There are

specific places for submission of this information in the FACTS sheet, Attachment A, under the Relevancy Assessment. Please ensure the information submitted, in the FACTS sheet, Attachment A, is for each order (or series of orders), in lieu of just the basic ordering contract itself. This includes but is not limited to information such as the Dollar Value, Period of Performance, Quantity Produced, and Type and Complexity of Data Deliverables.

When determining what order (or series of orders) to submit for evaluation, please reference Section M, Paragraph II.C. for details on how the Government will evaluate each effort for recency, relevancy, and quality. Recency is defined as active or completed efforts performed within the past ten (10) years from the issuance date of this solicitation. If the information is not submitted in the correct format, the Government will not be able to evaluate the recency, relevancy, and quality for the effort. See paragraph 3.1 for further information on how to submit series of orders.

3.1 Series of Orders: When submitting a series of orders for evaluation, the offeror should list the orders under the basic ordering type contractual vehicle that demonstrate relevancy, as defined in the Relevancy Definitions in Section M paragraph II.C.4. Per the Note in Section M paragraph II.C.4, Relevancy consists of not only technical complexities, but programmatic/logistical considerations. The programmatic/logistical considerations include dollar value, length of effort, quantity produced, and type and complexity of data deliverables. If an offeror submits a series of orders for evaluation, the total dollar value of each order (in the series of orders), the period of performance dates of each order (in the series of orders), the total quantity produced on each order (in the series of orders) and the type and complexity of data deliverables for each order (in the series of orders) shall be submitted. The total dollar value of each order (in the series of orders) shall be added up to calculate the Total Dollar Value to be used in the evaluation, for the submitted effort. The total period of performance of each order (in the series of orders) shall be added up to calculate the Total Period of Performance to be used in the evaluation, for the submitted effort. The total quantity produced on each order (in the series of orders) shall be added up to calculate the Total Quantity Produced to be used in the evaluation, for the submitted effort. The type and complexity of data deliverables provided on each order (in the series of orders) shall be evaluated as a whole for the series of orders.

Caution: All orders within the series of orders, being submitted, should be for the same continuous technical scope demonstrating relevancy to the instant acquisition. The Government reserves the right to request additional information from the offeror or Points of Contacts provided to verify that the series of orders is for the same continuous technical scope.

4. Key Personnel: Key personnel will not be evaluated as part of the source selection.

5. Subcontractor/Teaming Member Consent Form: In addition to the information provided in the FACTS sheet (Attachment A) for each entity as required above, the offeror must submit a consent letter executed by each of its proposed teaming member(s) and/or critical subcontractors authorizing release of adverse past performance information to the prime offeror to allow the prime offeror an opportunity to respond. A sample Subcontractor/Teaming Partner Consent Form is attached to this Section L (see Attachment E). The consent form should be completed by the team member(s) and/or critical subcontractors identified in your proposal. **The completed consent forms shall be submitted as part of your Past Performance Volume II.**

6. Small Business Compliance in Past Performance Efforts: On the four (4) efforts submitted in Volume II, Past Performance, include relevant information in the FACTS sheet concerning the offeror's/joint venture member's (and critical subcontractor's, if applicable) compliance with FAR 52.219-8, Utilization of Small Business Concerns or FAR 52.219-9, Small Business Subcontracting Plan, if these clauses are or were contained in the effort. (Please note that FAR 52.219-8 does apply to ALL

businesses, whereas FAR 52.219-9 only applies to large businesses.) When subcontracting possibilities existed on the contracts submitted by the offeror/joint venture member and critical subcontractor, address whether or not the offeror/joint venture member and critical subcontractor awarded subcontracts to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns to the fullest extent consistent with efficient contract performance. If none of the submitted efforts included these clauses, whenever subcontracting possibilities existed in the performance of these contracts, address whether or not it was the offeror/joint venture member and critical subcontractor's policy to utilize small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns to the fullest extent consistent with efficient contract performance.

7. FACTS sheet Attachment: The offeror/joint venture member or critical subcontractor (if applicable) must submit information for each past performance effort in the FACTS sheet (see Attachment A). The offeror/joint venture member or critical subcontractor (if applicable) shall focus its responses in the FACTS sheet so that they clearly correlate present and past performance with the requirements of this RFP. The information must clearly describe the relevance of the effort to the work proposed. Provide the most current information for the Points of Contact (POCs) identified in the FACTS sheet. At least two of the following (in descending order of availability) should be identified as current POCs in the FACTS sheet:

- (a) Procuring Contracting Officer/Contract Negotiator or equivalent
- (b) Program/Project Manager, or equivalent
- (c) Administrative Contracting Officer/Contract Administrator or equivalent
- (d) Other (As specified in the FACTS sheet)

If problems were encountered during the performance of the identified contracts, provide evidence of the ability to isolate the root causes of problems and actions taken to resolve those causes in the information provided in the FACTS sheet for each contract identified for evaluation. Problems not addressed in the FACTS sheet, but found by the Government during the evaluation of the information in this volume, will be assumed to still exist. **Note: In the case of Contractor Performance Assessment Report System (CPARS), if your input has already been provided and the rationale/circumstances have not changed, DO NOT repeat them here.**

8. Past Performance Questionnaire: The Past Performance Questionnaire (see Attachment B) will be one means used by the Government to obtain past performance information. The Government reserves the right to change, alter, and/or supplement the questionnaire without further notice to the offeror(s). The offeror shall send out – and track the completion of – the Past Performance Questionnaires (See Attachment B) to each of the offeror's, joint venture members' and/or critical subcontractors' (i.e., each entity's) Points of Contact (POCs) identified in the FACTS sheet. The responsibility to send out and track the completion of the Past Performance Questionnaires rests solely with the offeror - i.e., it **shall not be delegated** to any other entity. The Transmittal Letter (see Attachment D) shall be used by the offeror in sending out the Past Performance Questionnaires (see Attachment B). Exert your best effort to ensure that at least two POCs per relevant contract submit a completed Past Performance Questionnaire **directly to the Government not later than the date established in the RFP for receipt of proposals**. POCs may submit their completed Present/Past Performance Questionnaire either electronically or by mail. If sending electronically, follow the procedures outlined in paragraph I.B. Communications above, and email to: kristen.campbell.2@us.af.mil or kelsey.wade@us.af.mil. If mailing, the POCs may return the completed questionnaires via mail directly to:

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AFLCMC/WNKAC
ATTN: Kristen Campbell
and Kelsey Wade
235 Byron St., STE. 19A
Robins AFB, GA 31098
Reference RFP: FA8534-R-0013

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE
ONLY

The completed questionnaires should be contained in a second envelope marked with the mailing address and the following legend:

POCs may send the completed questionnaires via email and/or direct mailing. Please have your POCs call Kristen Campbell at (478) 222-1877 or Kelsey Wade at (478) 222-1943 before emailing their response.

Once the Past Performance Questionnaires are completed by your POCs, the information contained therein shall be considered source selection sensitive and shall not be released to you, the offeror. Therefore, any exchange/contact between the offeror/joint venture member and its own POCs in regards to comments made on the questionnaire is not permitted.

9. Client Authorization Letter: In the event that commercial efforts are presented as past performance sources of information, a client authorization letter shall be issued to those commercial POCs requesting/authorizing them to complete a Past Performance Questionnaire. A sample client authorization letter is attached to this RFP (Attachment C). The offeror is required to send the client authorization letter(s) with the Past Performance Questionnaire(s) to each POC on commercial contracts. A separate copy of client authorization letter(s) for each commercial contract shall be included in the offeror's Past Performance submission for the Government's use in case additional questionnaires need to be sent by the Government after the RFP due date.

10. Follow-up Discussions: The Government may conduct follow-up discussions with any of the people identified in the FACTS sheet or in the offeror's Past Performance Volume. Pursuant to FAR 15.305(a)(2)(ii), the Government may obtain other information by sending out additional questionnaires and through other sources, other than those listed in the FACTS sheet.

11. RFP Attachment Legend: RFP Attachments A and B (FACTS Sheet and Past Performance Questionnaire) must include the following legend at the top and bottom of the page:

SOURCE SELECTION INFORMATION – SEE FAR 2.101 AND 3.104

D. Volume III. Small Business Participation

1. General: The Small Business Participation proposal is required from all offerors, including small businesses and companies with Master, Individual, commercial subcontracting plans and/or comprehensive subcontracting plans. The offeror/joint venture member and each proposed critical subcontractor shall include only the first tier of subcontractors for this effort. Offerors are advised that the Small Business Participation proposal is not the same as the Small Business Subcontracting Plan required by FAR 52.219-9. Large business offerors shall not utilize the Small Business Subcontracting Plan in the place of the Small Business Participation proposal.

2. Format and Specific Content: The offeror shall submit a Small Business Participation proposal for itself and any joint venture member, as well as each proposed critical subcontractor in a separate volume (i.e., 3-ring binder) labeled “**Volume III – Small Business Participation**”. The Small Business Participation proposal shall address each of the following elements in the proposed performance of this resultant contract:

- a) The extent of participation of proposed Small Businesses (SB) when subcontracting possibilities exist, including the company names with Company and Government Entity CAGE codes the offeror plans to use in the performance of this resultant contract; and,
- b) The description of the subcontracted work these proposed firms are to perform; and,
- c) The associated goals expressed in terms of percentages of the total planned subcontracted dollars. If limited or no subcontracting possibilities exist for these socio-economic entities, provide rationale for such. Offerors are cautioned against only acknowledging a goal is not met, if applicable. Rather, adequate rationale includes specific reasons why a goal is unmet and any actions being taken to increase any unmet goals. Additionally, if the offeror/joint venture member/critical subcontractor is a small business concern, it should include the work it will be performing when calculating the goals for your Small Business Concern Utilization information.

E. Volume IV. Cost/Price Proposal

The offeror shall submit complete cost and pricing information in Volume IV with a cover letter delineating any exceptions taken to the RFP terms and conditions with accompanying rational and MAAS Cost/Price Matrix (RFP Attachment 3) and specified in section M-900. Offerors are cautioned that any noncompliance with the terms and conditions of the RFP may cause their proposal to be determined unacceptable and therefore not considered eligible for award. Offerors shall ensure that all clauses and provisions that require “fill-in” information are appropriately completed.

The Government intends to award without discussions, but reserves the right to conduct discussions if determined necessary. Any discussions shall be conducted in accordance with FAR 15.306. Proposals must be received by AFLCMC/WNKAC / 235 Byron Street, Suite 19A, Robins AFB, GA, 31098-1670, Attention: Kristen Campbell and/or Kelsey Wade, no later than TBD Eastern Daylight Time.

Offerors shall insert CLIN prices/rates as part of Volume V of the proposal in the MAAS Price Matrix (RFP Attachment 3) for both the Initial Source Selection and Final Downselect Decision basic and all option years, in accordance with the following General Instructions:

- a. The offeror shall complete the RFP Attachment 03 MAAS Cost/Price Matrix in addition to Schedule B in the RFP. If discrepancies between RFP Attachment 03 and Schedule B arise, the prices in the RFP Attachment 03 will take precedence.
- b. Proposed unit/CLIN prices shall be rounded to the nearest whole dollar. If any proposed unit/CLIN price does not meet the required rounding, the Government will round that unit/CLIN price to the nearest whole dollar. The Government adjusted unit/CLIN price will become the offeror's proposed amount.
- c. Data beyond that required by this instruction shall not be submitted. All data relating to the proposed price, including all required supporting documentation, must be included in the section of the proposal designated as the Price volume. Under no circumstances shall this data and documentation be included elsewhere in the proposal.

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- d. Compliance with these requirements is mandatory and failure to comply may result in rejection of the proposal.
- e. In accordance with FAR 15.403-1(b) and 15.403-3(a), data other than certified cost or pricing data may be required to support a determination of price reasonableness. Data shall be provided in accordance with FAR 15.403-5. If, after receipt of proposals, the CO determines that there is insufficient data available to determine price reasonableness and none of the exceptions in FAR 15.403-1 apply, the offeror shall be required to submit additional cost or pricing data.
- f. In accordance with DFARS 215.371-3, cost and pricing data may be required in the event only one offer is received. If no exception in FAR 15.403-1(b) applies, the cost and pricing data shall be certified.

DRAFT

Attachment A
FACTS Sheet and Past Performance Relevancy Table

RFP FA8534-21-R-0009

(To be Completed by Offeror/Joint Venture Member/and Critical Subcontractor)
(Complete for each effort identified for evaluation in the FACTS sheet)

Request the offeror/joint venture member/critical subcontractor, if applicable, complete a separate FACTS Sheet for each relevant contract. See Clause L-Volume III of this RFP for detailed instructions and limits on number and recency of contracts. Offeror/joint venture member/ critical subcontractor is requested to provide frank, concise comments regarding present/past performance on the program identified in B. below.

If the contract being submitted is an ordering type contractual vehicle (for example, including but not limited to an Indefinite Delivery "D" type contract per FAR 16.5), only after issuance of a delivery/task order does performance occur. The Contract Number, Total Contract Dollar Value, Period of Performance, Quantities Produced/Repaired, Type and Complexity of Data Deliverable submitted here should be for the order or series of orders, the offeror has performed under this ordering type contractual vehicle.

If a series of orders is being submitted, the offeror shall include a list that includes the order numbers, each order's Total Contract Dollar Value, each order's Period of Performance, each order's Quantity Produced/repared, and the Type and Complexity of Data Deliverables on each order. If the series of orders contains more than 5 orders, include this information on a separate attachment. See Section L-900 Paragraph II. D for more information on proposal submission and Section M-900 Paragraph II. D.4 for evaluation information.

A. OFFEROR:

- (1) Name (Company/Division)
- (2) Address
- (3) CAGE Code

B. PROGRAM/PROJECT TITLE and CONTRACT NUMBER:

(If submitting Ordering Type Contract: List the Basic Contract Number and each Order Number or Order Number within the a Series of Orders)

- C. Role of the Offeror In Effort: _____ Prime Contractor _____ Subcontractor

Note that the information provided in the FACTS Sheet shall reflect the role that the offeror/joint venture member/critical subcontractor performed in the effort, i.e. an offeror who performed as a subcontractor shall identify the contract type, dollar value, description, etc. of its subcontract with the prime contractor.

D. NAME OF CONTRACTING ACTIVITY OR CUSTOMER:

E. **CONTRACT TYPE(S) – CHECK ALL THAT APPLY**

- a. Firm Fixed Price _____
- b. Time and Materials _____
- c. Cost _____
- d. Other (Explain) _____

F. **TOTAL CONTRACT DOLLAR VALUE:** (If you performed work as a subcontractor, identify your total contract dollar value and the PRIME's total contract dollar value, if known. Describe any changes in dollar value that may have occurred from time of contract award to the conclusion of the effort or the present, whichever is applicable.) If submitting an Ordering Type Contract, list the Original and Current Total Contract Dollar Values, for each Order or Order within the Series of Orders. If your series of orders consists of more than 5 individual orders include the information in a separate attachment.

1. **Original Total Contract Dollar Value:**
(If submitting Ordering Type Contract: List the Original Total Contract Dollar Value for each Order or Order within the Series of Orders)
2. **Current Total Contract Dollar Value:**
(If submitting Ordering Type Contract: List the Current Total Contract Dollar Value for each Order or Order within the Series of Orders)
3. **Explain the differences in Total Contract Value, if applicable: Enter an explanation of the difference between the Original Total Contract Dollar Value and the Current Total Contract Dollar Value as of the time of proposal submission.**
4. If Award Fee Contract, what percentages of the fee have been awarded in each of last 3 years?

G. **PERIOD OF PERFORMANCE:** (includes start and end dates, i.e. Jan 2004 – Dec 2007)
If submitting an Ordering Type Contract, the "Period of Performance" submitted here should be for the order (or series of orders), the offeror has performed under this ordering type contractual vehicle. The offeror shall submit the "Start Date" for the individual order or the first order in the series. The offeror shall submit the "Original End Date" for the individual order or the last order in the series. If the "End Date" on the individual order or last order within the series of orders has changed, these changes would need to be reflected in the "Current End Date" Section below. Also, if submitting a series of orders, list the Start Date, Original End Date and Current End Date for each order. If your series of orders consists of more than 5 individual orders include the information in a separate attachment.

1. **Start Date:** Input start date of contract/order/series of orders.
2. **Original End Date:** Input original end date of contract/order/series of orders based on award.
3. **Current End Date (if changed):** Input end date, as the contract/order/series of orders stands at time of proposal submission.

J. BRIEF DESCRIPTION OF EFFORT:

1. As a part of this narrative description, highlight portions considered most relevant to the current acquisition; addressing how and to what extent the proposed effort relates to the program identified in B. above. To supplement the data provided in response to this paragraph, complete the following table regarding relevancy of the effort identified in paragraph B to the proposed effort. This is limited to two pages beyond the page limitation of the FACTS sheet information.
2. This paragraph shall also include details to support the offeror's record for on-time delivery, technical quantity and cost control for this effort identified in paragraph B. above.

**Past Performance Relevancy Table
(Complete with each effort submitted for evaluation)**

This table, in addition to the information provided by the offeror in the FACTS sheet, will assist the PCO in evaluating the relevancy of the proposed effort to the instant requirements. Offerors/joint venture members shall only complete column two. Offerors'/joint venture members' answers are applicable only to the efforts identified in the FACTS sheet, not the offeror's proposed solutions to the instant effort. Please be as specific as possible with the fill-in information provided.

Contractor:
Cage Code:
Contract Number:
Program Title:
Contractor Agency/Customer:

Complete all rows that apply to the effort identified above.

Section A Manufacturing Features (GOVT has completed this column) (DO NOT CHANGE)	Fill-in for the Effort Identified Above (Offeror/joint venture member/critical subcontractor completes) The effort above required:
1. Energy Absorber Rotary Style Hydraulic Friction Brakes comprising 8 or more brake disks.	
2. Metal machining of steel bodies (hydrostatic brake carriers from circular 1018, 1025 or A36 steel bodies 20" or greater in diameter), containing vertical holes, vertical bores, and horizontal holes intersecting the vertical bores.	
3. Fabrication of welded steel assemblies greater than or equal to 200" in length, 60" in height and 90" in width, in which 20 or more weldments are performed and inspected to AWS D1.1 or D1.3,	

Source Selection Information -- See FAR 2.101 and 3.104
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<i>comprised of ASTM A36 components attached to ASTM A500 longitudinal beams.</i>	
<i>4. Energy absorption capability of 80 Million Foot pounds or greater.</i>	
<i>5. Intended for immediate installation on United States Air Force Bases and specifically for use on United States Air Force Fighter Aircraft.</i>	
<i>6. 14,000 pounds or greater Gross Vehicle Weight (GVW) (Total of Trailer and Energy Absorber).</i>	
<i>7. Any style of trailer steering.</i>	
<i>8. Hydraulically actuated lifting and lowering mechanism for the trailer.</i>	
Section B Design, redesign or modification tasks (GOVT has completed this column) (DO NOT CHANGE)	Fill-in for the Effort Identified Above (Offeror/joint venture member/critical subcontractor completes) The effort above required:
<i>1. Dynamic dead load testing performed at NAVAIR Lakehurst.</i>	
<i>2. Post installation Certification Engagement performed with USAF F-15, F-16 or F-22 Aircraft.</i>	
<i>3. Military style technical data package creation (technical orders/manuals, spare parts data, and/or 2D/3D drawings).</i>	

Was this contract effort (as identified above) submitted as a past performance source of data for a previous Robins AFB procurement. Yes _No _____. If yes, identify the buyer and/or contracting officer, their phone number and office symbol and solicitation number of the procurement for which this effort was submitted.

Attachment B
Past Performance Questionnaire

RFP FA8534-21-R-0009

NOTE TO OFFERORS: This procurement could be similar to commercial supplies/services. Therefore, to assist the Government's Past Performance Team in assessing your present and past performance on relevant commercial contracts, the attached past performance questionnaire must be completed to your points of contact (POCs) for those commercial efforts that you identify to us in your past performance volume. Should you propose to use critical subcontractors and/or joint venture members, you must obtain a similar questionnaire from each entity. **HOWEVER**, it is your sole responsibility, as the offeror, to then send out the Past Performance Questionnaire to your own POCs and to those of your critical subcontractors and/or joint venture members and include a copy in your past performance volume.

DRAFT

Attachment C
Client Authorization Letter

RFP FA8534-21-R-0009

NOTE TO OFFERORS: This procurement could be similar to commercial supplies/services. Therefore, to assist the Government's Past Performance Team in assessing your present and past performance on relevant commercial contracts, the following letter must be sent to your points of contact (POCs) for those commercial efforts that you identify to us in your past performance volume. Should you propose to use critical subcontractors and/or joint venture members, you must obtain a similar client authorization letter from each entity. HOWEVER, it is your sole responsibility, as the offeror, to then send out these authorization letters with the Present/Past Performance Questionnaire to your own POCs and to those of your critical subcontractors and/or joint venture members and include a copy in your past performance volume.

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Client Authorization Letter
(TO BE ACCOMPLISHED BY OFFEROR)

Dear (Client):

We are currently responding to the Department of the Air Force (AF), Warner Robins Air Logistics Complex, and Request for Proposal (RFP) fill in for the procurement of the fill a brief program description/title.

As you know past performance has become an element of increased emphasis in the AF's acquisitions. They are requesting that clients of companies who submit proposals in response to their RFP for the fill in your program's name Program be contacted, and that their participation in the validation process be requested. We, therefore, respectfully request and hereby authorize you to complete the attached Questionnaire with regards to work we have performed for you, and submit it either electronically, by fax or by mail. If sending electronically, the following applies:

Exchanges of source selection information between government and questionnaire respondents will be controlled by the Contracting Officer. Email may be used to transmit such information only if the email can be sent and encrypted, and must include "Source Selection Information -- See FAR 2.101 and 3.104" in the subject line of the email. Otherwise, the information will be transmitted via direct mailing. In order to facilitate the sending and receiving of encrypted emails, a questionnaire respondent must use MS Outlook email configured to support encryption, or, a different email product that is S/MIME compatible and configured to support encryption. If you intend to submit your completed questionnaire via an encrypted email, you will need to contact the Buyer/Contracting Officer indicated below, prior to that first submittal, in order to exchange certificates used for encryption. To ensure the process is working correctly, send a test encrypted message first (without including any source selection information). Email to: kelsey.wade@us.af.mil and kristen.campbell.2@us.af.mil.

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY

The completed questionnaire should be contained in a second envelope marked with the mailing address and the following legend:

Source Selection Information -- See FAR 2.101 and 3.104
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SOURCE SELECTION INFORMATION - See FAR 2.101 and 3.104
FOR OFFICIAL USE ONLY

Mail directly to:

AFLCMC/WNKAC
ATTN: Kristen Campbell and/or Kelsey Wade
235 Byron St., STE 19A
Robins AFB, GA 31098-1813
Reference: RFP: FA8534-21-R-0009

We have identified Mr./Ms. (Name) of your organization as the point of contact based on their knowledge concerning our work. Your cooperation in this matter is appreciated. Any questions may be directed to: [NAME, PHONE NUMBER, FAX NUMBER FOR THE OFFEROR'S POINT OF CONTACT]

Sincerely,

[OFFEROR'S POINT OF CONTACT]

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Attachment D
Transmittal Letter

RFP FA8534-21-R-0009

**Transmittal Letter for Government Sources to Accompany Present/Past Performance
Questionnaire
[TO BE COMPLETED BY OFFEROR]**

FOR OFFICIAL USE ONLY

MEMORANDUM FOR: [OFFEROR'S/JOINT VENTURE MEMBERS'S OR CRITICAL
SUBCONTRACTOR'S POC]

FROM: [OFFEROR'S ADDRESS AND POINT OF CONTACT]

SUBJECT: Present/Past Performance Questionnaire for Contract(s) _____.

1. We are currently responding to the Department of the Air Force (AF), Warner Robins Air Logistics Complex, Request for Proposal (RFP) fill in, for the procurement of the fill in the Program. This RFP is being conducted as a Tradeoff Source Selection and specifically requires that we, as an offeror, do the following:

The offeror shall send out – and track the -- Present/Past Performance Questionnaire to each of the offeror's, critical subcontractors', teaming contractors, and/or joint venture members' Points of Contact (POCs). The responsibility to send out and track the Present/Past Performance Questionnaires rests solely with the offeror - i.e., it shall not be delegated to any subcontractors and/or joint venture partners. The completed Present/Past Performance Questionnaire shall be submitted **directly to the Government not later than [Offeror to fill-in closing date]**. Each of the offeror's POCs may submit its completed Present/Past Performance Questionnaire either electronically or by mail. If sending electronically, the following applies:

Exchanges of source selection information between government and questionnaire respondents will be controlled by the Contracting Officer. Email may be used to transmit such information only if the email can be sent and encrypted, and must include "Source Selection Information -- See FAR 2.101 and 3.104" in the subject line of the email. Otherwise, the information will be transmitted via direct mailing. In order to facilitate the sending and receiving of encrypted emails, a questionnaire respondent must use MS Outlook email configured to support encryption, or, a different email product that is S/MIME compatible and configured to support encryption. If you intend to submit your completed questionnaire via an encrypted email, you will need to contact the Buyer/Contracting Officer indicated below, prior to that first submittal, in order to exchange certificates used for encryption. To ensure the process is working correctly, send a test encrypted message first (without including any source selection information). Email to: kristen.campbell.2@us.af.mil and/or kelsey.wade@us.af.mil.

If mailing, mail directly to:

AFLCMC/WNKAC
ATTN: Kelsey Wade and/or Kristen Campbell
235 Byron St., STE 19A
Robins AFB, GA 31098-1813

Source Selection Information -- See FAR 2.101 and 3.104
FOR OFFICIAL USE ONLY

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY

The completed questionnaires should be contained in a second envelope marked with the mailing address and the following legend:

SOURCE SELECTION INFORMATION - See FAR 2.101 and 3.104
FOR OFFICIAL USE ONLY

2. We have identified subject contract(s) as relevant to this acquisition and you as our POC. As such, please take a few moments of your time to fill out the attached questionnaire and send it directly back to WR-ALC. The information contained in the completed Present/Past Performance Questionnaires is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the Government's points of contact identified above. Thank you for your timely assistance.

Sincerely,
[OFFEROR'S POINT OF CONTACT]

1 [2?] ATCH
Present/Past Performance Questionnaire
[Client Authorization Letter(s), if applicable]

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Source Selection Information -- See FAR 2.101 and 3.104
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Attachment E
Consent Form

RFP FA8534-21-R-0009

NOTE TO OFFERORS: Past performance information concerning critical subcontractors, teaming contractors, and/or joint venture members cannot be disclosed to a private party without the critical subcontractor's or joint venture member's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing critical subcontractor/joint venture partner past and present performance information to the prime during exchanges. In an effort to assist the Government's Past Performance Team in assessing your past performance relevancy and confidence, we request that the following consent form be completed by the joint venture members/critical subcontractors/teaming contractors identified in your proposal. The completed consent forms shall be submitted as part of your Past Performance Volume.

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**JOINT VENTURE/CRITICAL SUBCONTRACTOR/TEAMING CONTRACTOR CONSENT
FORM FOR THE RELEASE OF PAST PERFORMANCE INFORMATION TO THE PRIME
CONTRACTOR**

Dear (Contracting Officer)

We are currently participating as a (critical subcontractor/joint venture partner) with (prime contractor or name of entity providing proposal) in responding to the Department of the Air Force, (location) request for Proposal (solicitation number) for the (program title or description of effort).

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name:

Address:

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