

ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS

1.0 Program Structure and Objective

1.1.1. The Government plans to award a single contract for the C-21 Contractor Logistics Support (CLS) program. CLS includes all organizational and depot level maintenance and other support actions required for operating and maintaining the aircraft, aircraft subsystems, and support equipment and data. Activities supporting CLS include all aircraft maintenance and personnel, materials and inspections, launch and recovery of the aircraft at the Main Operating Bases (MOB) and any other Deployment Operating Locations (DOLs) worldwide; supply and management of all Government owned and Contractor owned spares and support equipment; repair and overhaul of all repairable spares at Federal Aviation Administration (FAA) certified repair stations; maintenance and repair of all support equipment; aircraft paint; engine repair and overhaul. These actions include supply, procurement, production control, quality control, component failure reports, and acquisition of commercial data. This effort includes additional support, as over and above tasks, engineering services including development, test and FAA certification of modifications, and installation of modifications, depot maintenance support, field team support (worldwide), aircraft crash investigations, and damage repair, and establishing and maintaining agreements with the Original Equipment Manufacturers (OEMs) for data and technical support to maintain the C-21 aircraft.

1.1.2. Award will be made on the basis of “best value” utilizing Tradeoff Source Selection Procedures. Award will be made to the contractor that provides the “best value” to the Government over the entire period of performance.

1.2. Budget/Funding Information

Funding will be obligated for the Firm-Fixed-Price (FFP) Contract Line Item Number (CLIN) for the base period, to include the phase-in period.

2.0 General Instructions

2.1.1. This section of the Instructions to Offerors (ITO) provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror’s proposal must include all data and information requested by this ITO and must be submitted in accordance with these instructions. Any offeror who submits an incomplete package may be considered ineligible for award. The offeror shall be compliant with the requirements as stated in the Performance Work Statement (PWS) and appendices. Non-conformance with the instructions provided in this ITO may result in an unfavorable proposal evaluation.

2.1.2. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government’s requirements, but rather, shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of

their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal.

2.1.3. Elaborate brochures, documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

2.1.4. The proposal acceptance period is specified in Section A of the model contract/solicitation. The offeror shall make a clear statement in Section A of the proposal documentation volume that the proposal is valid until this date.

2.1.5. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

2.2. General Information

2.2.1. Point of Contact

The Contracting Officer (CO) is the sole point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests for clarification may be sent to the CO at the address located in Section A of the model contract/solicitation.

2.2.2. Debriefings

The CO will promptly notify offerors of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing in accordance with FAR 15.505. Offerors excluded from the competitive range may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, offerors excluded from the competitive range are entitled to no more than one debriefing for each proposal. The CO will notify unsuccessful offerors in accordance with FAR 15.503. Upon such notification, unsuccessful offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

2.2.3. Discrepancies

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the CO in writing with supporting rationale as well as the remedies the offeror is asking the CO to consider as related to the omission or error. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussions. This reservation includes matters of additional or substitute pages of the initial proposal.

2.2.4. Electronic Reference Documents

All referenced documents for this solicitation are available on the Federal Business Opportunities (FedBizOpps) web site at <http://www.fbo.gov>. Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

2.2.5. Amendments to Solicitation

If this RFP is amended, all terms and conditions that are not amended remain unchanged and in full force and effect. Offerors shall acknowledge receipt of any amendment and provide confirmation upon submission of the offeror's proposal. Any unacknowledged amendments in the offeror's proposal are subject to solicitation provision FAR 52.212-1(f).

2.2.6. Submission, Modification, Revision, and Withdrawal of Proposals

Proposals and modifications to proposals shall be submitted in sealed envelopes or packages in paper media and electronic media addressed to the CO at the address shown in Section A, Block 9 of the model contract/solicitation, and showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror.

2.3. Organization/Number of Copies/Page Limits

2.3.1. The Title Page of each volume must show solicitation number, name, address, and telephone and facsimile numbers of the offeror and electronic e-mail address if available.

2.3.2. A Team List of the offeror's primary Point of Contacts shall be submitted in each volume using the format shown in Attachment 2 of this ITO.

2.3.3. The offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 2.2 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table 2.2. The attachments identified in the table shall be separately bound in three-ring, loose-leaf binders, as necessary. The contents of each proposal volume are described in the ITO paragraph as noted in the table below.

Table 2.2. Proposal Organization

Volume	ITO Paragraph Number	Volume Title	Hard Copies/ Disk Copies	Page Limit
I	3.0	Technical	5/1	60
	2.3.1	Title Page (Not included in 60 page limit)		1
	2.3.2	Team List (see Attach 2.0)(Not included in 60 page limit)		5
	2.3.7	Table of Contents		Unlimited
	2.3.8	List of Tables and Figures		Unlimited
	2.3.9	Glossary of Abbreviations and Acronyms		Unlimited
	3.2.3	Subfactor 1 Program Management*		

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	3.2.4 3.2.5 3.2.6	Subfactor 2 Maintenance* Subfactor 3 Supply Chain Management* Subfactor 4 Technical Performance Discriminators*		
	3.2.3	OEM Agreements and Letters of Intent for Subcontractors (Not included in 60 page limit)		Unlimited
	3.2.6	Deployment Scenario (Not included in 60 page limit)		Unlimited
II	4.0	Past Performance	4/1	Unlimited
	2.3.1	Title Page		1
	2.3.2	Team List (See Attach 2.0)		5
	2.3.9	Glossary of Abbreviations and Acronyms		Unlimited
	4.1.1	Past Performance Information Forms (PPIF) (See Attach 1.1)		**
	4.1.2	Consent Letter (See Attach 1.4)		Unlimited
	4.1.2	Client Authorization Letters (See Attach 1.5)		Unlimited
	4.2.2	Present/Past Performance Questionnaires (See Attach 1.2)		Tab Only
	4.3.2	Relevant Contract Narrative		Request Max 5 pages per contract
	4.3.3	Roadmap		2
III	5	Price Volume	2/2	Unlimited
	5.1/5.2	General Information		Unlimited
	5.3	Pricing Support Information		Unlimited
	5.4	Other Information		Unlimited
	5.4.4	Volume Organization		Unlimited
IV	6	Contract Documentation	2/1	Unlimited
	2.3.1	Title Page (SF1449)		1
	2.3.2	Team List (see Attach 2.0)		5
	2.3.7	Table of Contents		Unlimited
	2.3.8	List of Tables and Figures		Unlimited
	2.3.9	Glossary of Abbreviations and Acronyms		Unlimited
	2.3.2/6.3.4	Team List, Arrangements, and/or Letters of Intent		Unlimited
	6.1	Model Contract (Sections A-J)		N/A
	6.1.4	Representations and Certifications (Section K)		N/A
	6.3.1-6.3.3	Contact Information		Unlimited
	6.3.7	Attachments to the Model Contract		Unlimited

*The technical subfactor page count is included in the 60 page technical volume limit.

2.3.4. Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be considered in the evaluation of the proposal. Page limitations may also be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors. Each page shall be counted except the following: blank pages, title pages, tables of contents, tabs, indexes, glossaries, and those noted in the Proposed Organization Chart as unlimited.

2.3.5. Pricing Information

All pricing information shall be addressed ONLY in the Price Proposal and Contract Documentation volumes. Cost trade-off information, work hour estimates, and material kinds and quantities may be used in other volumes only as appropriate for presenting rationale for alternatives or design and trade-off decisions.

2.3.6. Cross Referencing

The Technical volume shall be written on a stand-alone basis so that its contents may be evaluated without cross-referencing to other volumes of the proposal. Information required for the technical proposal evaluation, which is not found in the Technical volume, will be assumed to have been omitted from the proposal, and will not be considered in the technical evaluation. Cross-referencing within a proposal volume is permitted when its use would conserve space without impairing clarity. The Technical, Past Performance and Price evaluation will utilize information from each's respective volume for the evaluation, but may also utilize information from other volumes as well.

2.3.7. Indexing

Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections.

2.3.8. Include an indexed list of Tables and Figures.

2.3.9. Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

2.4. Page Size and Format

2.4.1. 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 pages. Page size shall be 8.5 x 11 inches, not including foldouts. Page line spacing shall be 1.5 lines. Except for the reproduced sections of the solicitation document, the text size shall be no less than Arial 12 points. Headers and footers may be no less than Arial 10 point font. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1 inch margins on the top and bottom and 3/4 inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to Evaluation Notice (ENs). These limitations shall apply to both electronic and hard copy proposals.

2.4.2. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the volume, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. The following limitation only applies to the Technical Volume. Text intended for evaluation within all figures, charts, tables, and graphs, to include imbedded images, shall be no less than Arial 8-pt. These limitations shall apply to both electronic and hard copy proposals. Any text within figures, charts, tables, and graphs

which do not meet this requirement will not be considered in the evaluation. These limitations shall apply to both electronic and hard copy proposals.

2.5. Binding and Labeling

Each volume of the proposal should be separately bound in a three-ring, loose-leaf binder permitting the volume to lie flat when open. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to volume number, title, copy number, solicitation identification and the offeror's name. The same identifying data should be placed on the spine of each binder. All unclassified document binders shall have a color other than red or other applicable security designation colors. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

2.6. Electronic Offers

The content and page size of electronic copies should be identical to the hard copies. In such cases where a discrepancy exists between the written hard copy and electronic copy, a clarification EN may be issued to allow offerors the opportunity to make both versions consistent with each other. For electronic copies, indicate on each Compact Disc Read Only Memory (CD-ROM) the volume number and title. Use separate files to permit rapid location of all portions, including subfactors, required plans, exhibits, appendices, and attachments, if any. The offeror shall submit volumes I through IV in electronic format. Each volume shall be submitted on a separate CD. If files are compressed, the necessary decompression program must be included. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Word 2007, 2010, 2013, or 2016; MS Excel 2007, 2010, 2013, or 2016; and MS-Power Point 2007, 2010, 2013, or 2016.

2.7. Distribution

The "original" proposal shall be clearly identified. Proposals shall be addressed to the Contracting Officer and mailed to:

DEPARTMENT OF THE AIR FORCE
AFLCMC/WVK: ATTN: Matthew Tonay
3001 Staff Drive, STE 1AG1 104A
Tinker AFB OK 73145-3020
Telephone: 405-739-4148
E-mail: matthew.tonay.1@us.af.mil

3.0 Factor 1 – Technical

3.1. General

The Technical Volume should be specific and complete. Legibility, clarity and coherence are very important. Your responses will be evaluated against the Technical subfactors defined in Addendum to FAR 52.212-2, Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is neither necessary nor desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation. The contractor's proposed technical volume of Technical Subfactor 4 of addendums to FAR 52.212-1 and 52.212-2 shall be attached to the resulting contract. While future deployments in Southeast Asia may not match the exact scenario for Technical Subfactor 4, paragraph e, Deployment scenario response plan, the contractor will be held to the overall approach provided.

3.2 Format and Specific Content

3.2.1 Technical

In the Technical Volume, address your proposed approach to meeting the minimum performance or capability requirements of each technical subfactor.

3.2.2 Volume Organization

The Technical Volume shall be organized according to the following general outline:

- (1) Team List Attach 2.0
- (2) Table of Contents
- (3) List of Table and Drawings
- (4) Glossary
- (5) Subfactor 1 – Program Management
- (6) Subfactor 2 – Maintenance
- (7) Subfactor 3 – Supply Chain Management (SCM)
- (8) Subfactor 4 – Technical Performance Discriminators

3.2.3 Subfactor 1: Program Management (PM)

The offeror shall provide an approach for PM for the C-21 CLS program. As a minimum, the approach shall provide the following essential elements:

- a. Provide a written plan to address the Quality System requirements of the PWS paragraph 1.31.1. As a minimum, the plan shall address compliance with ISO 9001 and/or American National Standards Institute/American Society for Quality Control AS9100 and FAA requirements.
- b. Provide an approach to plan and schedule phase and time change/time between overhaul requirements. (PWS 1.5.3)
- c. Provide a plan to provide mission essential services during crisis, support deployments, drop-in maintenance, aircraft on ground, and Contract Field Team (with the proper security clearances) as listed in Attachment 11 in accordance with DFARS 252.237-7024. (PWS 1.23)

- d. Provide signed letters of intent with the OEM, Engine Maintenance agreements, and subcontractors ensuring PWS requirements are met. (PWS 1.0, 1.5.1, 1.21)
- e. Provide an approach to facilitate a successful transition to next contractor or retirement of fleet during phase out. (PWS 1.32.2)
- f. Provide a description of the offeror's property management system, plan, and any customary commercial practices, voluntary consensus standards, or industry-leading practices and standards to be used by the offeror in managing Government property (PWS 3.5).

3.2.4. Subfactor 2: Maintenance

The offeror shall provide an approach for Maintenance for the C-21 CLS program. As a minimum, the approach shall provide the following essential components:

- a. Provide an approach to obtain and maintain access to required data systems which ensures all requirements of PWS are met. (PWS 1.7, 1.8, 1.9)
- b. Provide an approach for the effective method(s) to identify and perform Main Operating Base (MOB) maintenance to meet Mission Capable (MC) Rate, Non Mission Capable Supply (NMCS) Rate, Home Station Departure Rate (HSDR), in accordance with PWS para 1.5, and table 2-1. An effective method will demonstrate the ability to meet MC rates and other maintenance, including the adherence to FAA, OEM, and regulatory requirements. (PWS 1.14.1, 1.14.2)

3.2.5. Subfactor 3: SCM

The offeror shall provide an approach for SCM for the C-21 CLS program. As a minimum, the approach shall provide the following essential components:

- a. Provide an approach to procure long lead items. (PWS 1.6)
- b. Provide an approach to manage pre-positioned engines to meet PWS requirements. (PWS 1.5.5)
- c. Describe the inventory management system database. (PWS 1.6)
- d. Provide an effective approach for an Aging Aircraft/DMSMS program. The approach must address supply chain management throughout the lifecycle (not limited but to include parts obsolescence). (PWS para 1.6.2, 1.17, 1.30, 1.33.10.1)

3.2.6. Subfactor 4: Technical Performance Discriminators

The offeror shall provide an approach for Technical Performance Discriminators for the C-21 CLS program. As a minimum, the approach shall provide the following essential elements:

- a. Provide a facilities plan which includes effective capability and flow of full workload processes, and ensures all requirements of the PWS are met or exceeded to include depot maintenance, paint/interior, and drop in maintenance. (PWS para 1.2, 1.6, 1.22.4, 1.24, 1.33.1, 1.33.8, para 3.1)
- b. Provide an effective approach for managing subcontractor's performance/participation, schedule and cost to ensure PWS requirements are met or exceeded. Approach includes expertise in management of organized work force and effective plan for strike mitigation. The offeror's subcontracting approach must clearly describe subcontract arrangements and relationships, roles, and work to be performed by subcontractors as well as flow down of systems requirements which ensure all PWS requirements are met. (PWS 1.24.2, 1.33.10.4, 1.34.4)
- c. Provide an approach to operate and maintain an inventory and supply ordering system which ensures effective supportability of delivery requirements in accordance with the PWS. The approach must include an effective process for worldwide inventory control and SCM for both Contractor Furnished Property (CFP) and Government Furnished Property (GFP) which ensures MC, NMCS, HSDR, Shipping overseas (AOG/Contractor Owned Part Supply (COMPS)), requirements are met or exceeded. This process shall include, but not be limited to, managing parts obsolescence, clearing foreign customs, C-21 spares support methodology including procurement of the spares and inventory management (e.g. location of both CFP and GFP spares). (PWS Para 1.5, 1.5.3, 1.5.5, 1.6, 1.7, 1.32, 1.32.2, 3.3, 3.4, 3.4.1, 3.4.2)
- d. Provide a phase-in approach in order to meet MC, NMCS, and HSDR on day one of full performance. Ensure the approach contains the following items:
 1. Provide an effective approach to develop a milestone schedule with critical paths to ensure the offeror is fully operational by contract performance start date. (PWS 1.32.1.1)
 2. Provide a staffing plan detailing how the contractor will procure qualified personnel with a country clearance, how passports, visas, security clearances will be handled and maintained, and address how the offeror will handle OCONUS employment and labor laws. (PWS 1.32.1)
 3. Provide a stand up plan for implementation of SCM with COMPS. (PWS 1.32.1.1)
- e. Using the deployment scenario in this ITO, Attachment 3.0, provide an Operational Plan (OPLAN) and illustrate in a written plan the approach to support the deployment with personnel, parts, support equipment for initial transition and sustainment of the scenario site. (PWS 1.22, 1.22.1, 1.22.2, 1.22.3, 1.22.4, 1.33.12)
- f. Provide documentation of a current valid facility security clearance and safeguarding for classified information/material at the contractor facility at the classification level of SECRET or higher. (PWS 1.24, 1.32.1)

3.2.7. Technical Risk

The offeror is provided the opportunity to address technical risk associated with those aspects of the offeror's proposed technical approach for Factor 1. The offeror shall address all technical risks the offeror considers to have potential for disruption to schedule, degradation of performance, the need for increased Government oversight, or the likelihood of unsuccessful contract performance. The offeror shall provide the rationale for each risk, including quantitative estimates of the impacts on schedule, and performance. The offeror shall describe the impact of each identified risk in terms of the risk's potential to interfere with or prevent the successful accomplishment of contract requirements, whether or not those requirements are identified as subfactors. For each risk the offeror identifies, the offeror shall outline how that risk is eliminated or reduced to a manageable level in a proposed mitigation plan.

4.0. Factor 2 – Past Performance

4.1. General

4.1.1. Each offeror shall submit a past performance volume with its proposal, containing past performance information in accordance with the format contained in Attachment 1.1 of the ITO. The Past Performance volume shall include a team list, which includes the prime contractor, all significant subcontractors, teaming partners, vendors, and/or joint venture partners proposed to perform the work outlined in the solicitation. The offeror shall describe the portion of effort each team member is proposed to perform in relation to the Factor 1 Technical subfactors, Factor 3 Price, and Scope, Magnitude and Complexity with the exception of 2.2.1 element d., 2.2.3 element c., and 2.2.4 element f. of the Technical subfactors. The Government Past Performance Evaluation Team (PPET) evaluates each member of the offeror's team for relevancy and performance, based on their proposed portion of effort. Therefore, it is important for the offeror to provide a detailed portion of effort description, in order for the PPET to conduct an accurate assessment. Offerors shall also provide approximate percentages for portion of effort for each team member. For the Past Performance evaluation, the Government will use data provided by the offeror in the Past Performance volume, as well as data obtained from other sources.

4.1.2. Along with the information required in this paragraph, the offeror shall submit a consent letter (Attachment 1.4) executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of adverse past performance information to the offeror so the offeror can respond to such information. For each identified effort for a commercial customer, the offeror shall also submit a client authorization letter (Attachment 1.5) authorizing release to the Government of requested information on the offeror's performance.

4.2. Early Proposal Information

4.2.1 Each offeror is requested to submit the Past Performance volume fifteen (15) calendar days prior to the solicitation closing date. The Past Performance volume early proposal information is a request and not a requirement. Failure to submit early proposal information will not result in offeror disqualification, nor will offerors be penalized.

4.2.2. As soon as practicable, offerors shall complete Section 1 of the attached Past Performance Questionnaire (Attachment 1.2) and e-mail it and the Performance Questionnaire Letter (Attachment 1.3) to all points of contacts (POCs) the offeror has listed in the Past Performance Information Form (Attachment 1.1). The POCs will complete the questionnaires and forward them directly to the Past Performance Evaluation Team (PPET). (Attn: Matthew Tonay). Email address for questionnaires is matthew.tonay.1@us.af.mil. **RESPONDENTS TO THE QUESTIONNAIRES SHALL NOT SEND THE COMPLETED INFORMATION SHEETS BACK TO THE OFFEROR.** Offerors shall not follow-up with respondents to ensure they have completed the questionnaires. The PPET will conduct such follow-up with any POC as necessary.

4.3. Relevant Contracts

4.3.1. The offeror shall provide Past Performance Information (PPI) on current or previous contracts (or efforts). The PPI shall be completed in accordance with Addendum to FAR 52.212-1, Attachment 1.1, Past Performance Information Form (identified in this document as “PPIF”). The offeror shall submit PPIFs for contracts which include all or some performance within the past three years, as defined in Addendum to FAR 52.212-2, para 2.3.2.1 Recency Assessment. Request each offeror submit up to three (3) PPIFs for the prime contractor, and up to three (3) PPIFs for each significant subcontractor/teaming partner. Significant subcontractor is defined as a contractor who is proposed to perform over 5% of the total effort, or a contractor who is proposed to perform less than 5% of the total effort, but is determined to be performing a critical function. NOTE: The requested number of PPIFs for the prime and subcontractors are preferences and not requirements. Offerors may submit more than the preferred number, if the offeror believes the extra contracts are needed to fully describe their relevancy. Offerors who submit less than the preferred number of PPIFs are not automatically assigned a “Neutral Confidence” rating. Fewer numbers may be acceptable, if the Government determines there is sufficient information to determine a confidence rating. Request each PPIF not exceed a target of 10 pages, although more or less may be submitted, if necessary and relevant to the C-21 program.

4.3.2. PPI Relevant Contract Narrative

For each PPIF, the offeror shall provide a narrative explaining what aspects of the contract is deemed relevant to the proposed effort, and to what aspects of the proposed effort they relate. Specifically, the narrative should focus on similarities to the Factor 1 Technical subfactors, Factor 3 Price, and Scope, Magnitude, and Complexity, as defined in Addendum to FAR 52.212-2, paragraph 2.3.2.2, and should be tailored to the proposed portion of effort. Categorize the relevant information into the specific technical subfactors and price assessment used to evaluate the proposal. The narrative may include a discussion of efforts accomplished by the offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems does not automatically equate to a Limited or No Confidence rating, since the problems encountered may have been on a more complex program, or an offeror may have subsequently demonstrated the ability to overcome the problems encountered. The offeror shall clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. This may allow the offeror to be considered a higher confidence candidate. For example,

submittal of quality performance indicators or other management indicators that clearly support that an offeror has overcome past problems is required. The offeror is requested to limit the narrative to a maximum of 10 pages. However, the offeror may exceed the requested page limit, if determined necessary to fully describe relevancy.

4.3.3. Organizational Structure Change History

Many companies have acquired, been acquired by, or otherwise merged with other companies and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant past efforts or between the conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, offeror's shall include a "roadmap" describing all such changes in the organization of the offeror's company. A pamphlet or other commercial document describing such reorganizations may suffice. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation/performance confidence assessment. Since the Government intends to consider past performance information provided by other sources as well as that provided by the offeror(s), the "roadmap" should be both specifically applicable to the efforts identified, yet general enough to apply to efforts on which the Government receives information from other sources.

5.0. Factor 3 – Price

5.1. In the price volume, the offeror shall provide the following information in the pricing of Supplies or Services and Prices/Cost Section (Part B) and Price Matrix, (Attachment 2) of the solicitation. These instructions are to assist you in submitting information required to evaluate the reasonableness of your proposed price. Compliance with these instructions is mandatory and failure to comply may result in rejection of your proposal.

5.2. General Instructions

Information beyond that required by this instruction shall not be submitted, unless you consider it essential to document or support your price position. All information 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 information and documentation be included elsewhere in the proposal.** Pricing information in the Price Matrix is the only price information that shall be included in Contract Documentation (Volume IV).

5.2.1. Price Reasonableness

The Government will evaluate proposals for reasonableness (including completeness). Normally, price reasonableness is established through adequate price competition, but may also be determined through other price analysis techniques. For completeness, offerors must provide unit prices for all listed items. Incomplete proposals (without required unit prices) may render an offeror's proposal ineligible for award. The burden of proof for credibility of proposed costs/prices rests with the offeror. Offerors shall provide sufficient rationale describing how prices were developed (such as assumptions, historical data, projections, expertise, management decisions, etc.).

5.2.2. Balance

The Government will evaluate proposals for balance. The offeror is cautioned against submitting an offer which exhibits unbalanced pricing. Unbalanced pricing may increase performance risk and could result in payment of unreasonable or unrealistic prices. For this acquisition, balanced pricing is determined with respect to year-to-year price variances for separately priced CLINs. Offerors shall provide rationale for any proposed CLIN price increase greater than 5% from one year to another, or any proposed CLIN price decrease from one year to another. Unexplained price variances from year-to-year could suggest unbalanced pricing. It is in the offeror's best interest to provide explanations or supporting rationale for any significant annual CLIN price variances.

To assist in the determination of balanced pricing, offerors shall complete the attached Price Matrix (Attachment 2 to the RFP). Completion of the Price Matrix allows efficient comparison of proposed pricing with the PWS requirements.

5.2.3. Price Realism

The Government will evaluate proposals for price realism to determine whether proposed prices are based on an adequate understanding of contract requirements. Offerors shall provide sufficient rationale describing how prices were developed (such as assumptions, historical data, projections, expertise, management decisions, etc). All proposed prices shall be sufficient and adequately proposed to ensure the proposed price does not pose an unacceptable risk to performance.

5.2.4. Cost or Pricing Information Requirements

FAR 12.209 gives the requirement to establish price reasonableness in accordance with 13.106-3 (Simplified Acquisition Procedures), 14.408-2 (Sealed Bidding), or 15.4 (Contract Pricing by Negotiation), as applicable. FAR part 15 applies. In accordance with FAR 15.403-3(b), prices based on adequate price competition do not require submission of cost or pricing data. In accordance with FAR 15.403-3(a), however, information other than cost or pricing data may be required to support price reasonableness. FAR 15.403-3(a)(1) provides for obtaining information other than cost or pricing data if needed to determine price reasonableness. Therefore, the FAR does not preclude the requirement for obtaining other than cost or pricing data under certain circumstances and the Government reserves the right to obtain data as appropriate. Should the CO determine proposed prices to appear unreasonable or the possibility that an offeror does not fully understand the requirement, the offerors may be required to support price reasonableness via other than cost or pricing data. If, after receipt of proposals, the CO determines that there is insufficient information available to determine price reasonableness and none of the exceptions in FAR 15.403-1 apply, the offeror shall be required to submit cost or pricing data.

5.2.5. Rounding

All proposed dollar amounts shall be rounded to the nearest dollar. However, hourly labor rates (fully loaded or burdened) shall be rounded to the nearest cent. Also proposed Material Factor Rates shall be rounded to two decimal places to the right of the decimal point. If any pricing proposal deviates from this format, the Government will

apply the specified format to determine the extended pricing and Total Evaluated Price (TEP).

5.3. Pricing Support Information

5.3.1. Annual Price Changes

Proposed price increases greater than 5% per period shall be verified and addressed for reasonableness in Section 2 of the Price Volume.

5.3.2. Price Assumptions Used in Development of Proposed Pricing

Information to support reasonableness of proposed pricing is required including supporting data and estimating methodology to support price reasonableness. All cost or price assumptions (including indirect rates for the offeror's appropriate accounting period, volume or location discounts), scope limitations and/or qualifications of the pricing proposal shall be addressed and explained.

5.3.3. Proposed Price Reduction per Corporate/Management Decision

If estimated prices to perform the proposed effort have been decreased due to a management decision, provide a summary of the reduction by major pricing element (e.g., material, labor, overhead, etc.). Also provide complete rationale for the reduction. Provide the estimated dollar and percentage of the reduction, explaining how such reductions are ensured not to increase performance risk to the Government.

5.3.4. Proposed Fixed Rates Support

5.3.4.1. Hourly Labor Rates for Modification Installation Work and Over & Above (O&A) Work

The Price Matrix (Attachment 2 to the RFP) includes Hourly Labor CLINs (X015, X017, X018AA, X023, X024, and X025) which contain rates.

Proposed hourly labor wrap rates (e.g., fully burdened hourly labor rates for all types of applicable labor) shall be in accordance with SCLSs or CBAs, as applicable. It should be noted that proposed rates shall be provided for each performance period.

All rates shall be proposed as Fixed-Priced (FP) rates. Fixed-Priced rates are those rates proposed for all performance periods and are considered fixed at the proposed amount.

The proposed hourly labor rates shall not be exceeded except for upward adjustments In Accordance With (IAW) updated SCLS wage determinations or Collective Bargaining Agreements. Offerors are to indicate their understanding of proposed ceiling rates, acknowledging that such rates will apply to out-years (period of performance beyond the basic period) in the future despite what current actuals are running at the time.

5.3.4.2. Material/Subcontractor Factor Rates for Modification Installation and Over & Above (O&A) Work

The Price Matrix (Attachment 2 to the RFP) includes Material/Subcontractor Factor CLINs (X018AB and X026) which contain rates.

CLINs X018AB and X026 includes an overhead Factor Rate for post-award pricing of work effort as appropriate. This material/subcontract cost markup factor shall represent all indirect costs associated with obtaining direct material and/or subcontract costs. It should be noted that proposed rates shall be provided for each performance period.

All rates shall be proposed as Fixed-Priced (FP) rates. Fixed-Priced rates are those rates proposed for all performance periods and are considered fixed at the proposed amount.

Material/Subcontractor Factor Rates shall be proposed as Fixed-Priced rates. Offerors are to indicate their understanding of proposed Fixed-Priced rates, acknowledging that such rates will apply to out-years (period of performance beyond the basic period) in the future despite what current actuals are running at the time.

5.3.5. Government Furnished Property/Equipment/Material/Facilities (GFP/GFE/GFM/GFF)

Provide assumptions regarding usage of all GFP, including GFM, GFE, and GFF as reflected in your pricing proposal. Attachment 4 of the RFP contains items to be provided as GFP/GFE/GFM/GFF.

If the offeror will be using GFP from another Government contract, the offeror shall provide the following information within the price volume:

- (a) A list or description of all Government property that the offeror or its subcontractors propose to use on a rent-free basis. The list shall identify the accountable contract under which the property is held and the authorization for its use (from the contracting officer having cognizance of the property).
- (b) The dates during which the property will be available for use (including the first, last, and all intervening months) and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent.
- (c) The amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges.

5.3.6. Contractor Furnished Property/Equipment/Tooling/Material (CFP/CFE/CFT/CFM)

If property, equipment and/or tooling is necessary to meet the requirement but is not provided in Attachment 4 to the RFP, it is the Contractor's responsibility to obtain that property, equipment and/or tooling.

Verify your understanding and intention to provide property, material, equipment and tooling by distinguishing between those items provided by the contractor versus the Government. Also separately list your assumptions regarding facilities, equipment, parts and manpower provided by contractors (prime contractor, subcontractors and/or vendors).

5.3.7. Other Documentation

Other documentation considered by offerors to be essential for support of proposed prices shall be presented in Section 2 of the Price Volume. Pursuant to paragraph 5.3.3 above, offerors are requested to address any proposed prices which reflect a business decision to offer prices at or below cost.

5.4 Other Information

5.4.1. Service Contract Labor Standards (SCLS)

It is the responsibility of the offeror and the subsequent contract awardee to comply with the SCLS. In Section 3 of the Price Volume, provide a table conforming (linking) the offeror's proposed job categories/skill levels considered subject to the SCLS with the job categories/skill levels of the applicable Wage Determination (WD) or Collective Bargaining Agreement (CBA). This cross-reference provides a tie between the labor categories/skill levels proposed and the labor categories/skill levels listed in the SCLS WD or CBA.

5.4.2. Government Field Support Agencies

Identify the cognizant Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) office responsible for administration of the offeror's Government contracts.

5.4.3. Submission of Price/Cost Models

Submit an electronically encoded price/cost model in support of the proposed Total TEP. Any price/cost model submitted must be consistent with your approved estimating system and must duplicate the logic and mathematical formulas reflected in the paper copy of your proposal. Price models submitted must comply with the following format requirements:

(a) Data file should be submitted on a CD.

(b) Data file should be .XLS file format (MS-Excel 2016 or earlier) compatible format.

5.4.4. Volume Organization: The Price volume shall consist of the following sections:

SECTION 1 – Table of Contents. Include your response to the following paragraphs in Section 1:

- 5.2.1 – Price Reasonableness
- 5.2.2 – Balance
- 5.2.3 – Price Realism
- 5.2.4 – Pricing Information Requirements

SECTION 2 – Include your response to the following paragraphs in Section 2:

- 5.3.1 – Annual Price Changes

- 5.3.2 – Price Assumptions Used in Development of Proposed Pricing
- 5.3.3 – Proposed Price Reduction per Corporate/Management Decision
- 5.3.4 – Proposed Fixed Rates Support
- 5.3.5 – Government Furnished Property/Equipment/Material/Facilities
- 5.3.6 – Contractor Furnished Property/Equipment/Tooling/Material
- 5.3.7 – Other Documentation

SECTION 3 - Include your response to the following paragraphs in Section 3:

- 5.4.1 – Services Contract Labor Standards (SCLS)
- 5.4.2 – Government Field Support Agencies

SECTION 4 – Include the following items in Section 4:

- 5.1 – Price Matrix (Attachment 2 of the RFP) with offeror's proposed prices included.
- 5.4.3 – Price Model

6.0. Contract Documentation

6.1. Model Contract/Representations and Certifications

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The offeror's proposal shall include a signed copy of the Model Contract, and Sections A through K.

6.1.1. Solicitation/Contract Form (Section A)

Completion of blocks 12, 17 and signature and date for blocks 30a, 30b and 30c of the SF1449. Signature by the offeror on the SF1449 constitutes an offer, which the Government may accept. The "original" copy should be clearly marked under separate cover and should be provided without any punched holes.

6.1.2. Supplies or Services and Costs/Prices (Section B)

Complete pricing information in Attachment 2 to the RFP. (Section B shall be left blank and all pricing shall be contained within Attachment 2 for the model contract.)

6.1.3. Contract Clauses (Section I)

The offeror shall provide required information to complete clauses as required.

6.1.4. Representations, Certifications, and other Statements of offerors (Section K)

The offeror must have completed the annual representations and certifications electronically via the System for Award Management (SAM) website at www.sam.gov. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, offeror Representations and Certifications—Commercial Items are correct.

6.2. Exceptions to Solicitation Requirements

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table 6.2. Offerors are cautioned the Government could determine any identified exceptions to be unacceptable, which would make the proposal ineligible for award.

Table 6.2 - Solicitation Exceptions

<i>Solicitation Document</i>	<i>Page/ Paragraph</i>	<i>Requirement/ Portion</i>	<i>Rationale</i>
SOO, SOW, SPEC, Model Contract, ITO, etc.	Applicable Page and Paragraph Numbers	Identify the requirement or portion to which exception is taken	Describe why the requirement can/will not be met

6.3. Other Information Required

6.3.1. Ombudsman

An Ombudsman has been appointed to hear concerns from offerors or potential offerors during the proposal development phase of this acquisition. The Ombudsman for this acquisition is AFSC/PKC. This does not diminish the authority of the program director or CO, but communicates offeror concerns, issues, disagreements and recommendations to the appropriate Government personnel. When requested, the Ombudsman shall maintain strict confidentiality as to the source of the concern. The Ombudsman does not participate in the evaluation of proposals or in the source selection process; interested parties are invited to call AFSC/PKC at 405-736-3273.

6.3.2. Authorized Offeror Personnel

Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

6.3.3. Government Offices

Provide the mailing address, telephone and fax numbers and facility codes for the cognizant Contract Administration Office, DCAA, and Government Paying Office. Also, provide the name and telephone and fax number for the Administrative Contracting Officer (ACO).

6.3.4. Company/Division Address, Identifying Codes, and Applicable Designations

Provide company/division's street address, county and facility code; CAGE code; DUNS code; TIN; size of business (large or small); and labor surplus area designation. This

same information must be provided if the work for this contract will be performed at any other location(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

6.3.5. Facility Clearance

The offeror, and subcontractors as required, must possess prior to award a facility clearance equal to the highest classification specification (DD254) attached to this solicitation and be entitled to COMSEC information without additional authorization (i.e. National Interest Determination). Therefore, all facility clearances must be approved and Foreign Ownership Control or Influence (FOCI) issues must be mitigated prior to award. The Industrial Security Facilities Database (ISFD) database will be used to verify facility clearances.

6.3.6. Subcontracting Classified COMSEC Work

If the offeror plans to subcontract COMSEC work to a subcontractor, NISPOM 9-407 will apply. NISPOM 9-407, Subcontracting COMSEC Work, states “Subcontracts requiring the disclosure of classified COMSEC information shall be awarded only upon the written approval of the Government Contracting Activity”. Due to the long authorization process and in order to be in compliance with the NISPOM at contract award, the offeror's request for authorization to subcontract classified COMSEC work shall be included in the proposal. This authorization shall be a letter to the PCO with the subcontractor's name, full address, CAGE code, facility clearance level, ownership information, and shall address any FOCI issues.

6.3.7. Attachments to the Model Contract

The price matrix (Attachment 2 to the RFP) is the only document that requires the offeror to add data. All other documents must not be changed by the offeror and shall be submitted in their original format and content. The offeror shall provide the following as attachments to the model contract with the proposal:

LIST OF DOCUMENTS, EXHIBITS OR ATTACHMENTS

Form Number	Description/File	Date	Number of Pages
Attachment 1	Performance Work Statement	18 Apr 19	65
Attachment 2	Pricing Matrix	N/A	Excel Spreadsheet
Attachment 3	DD 254, DoD Contract Security Classification Specification	29 Jan 2019	5
Attachment 4	Government Furnished Property	11 Feb 2019	Excel Spreadsheet
Attachment 5	Addendum to FAR 52.212-1 (Instructions to Offerors)	N/A	41
Attachment 6	Addendum to FAR 52.212-2 (Evaluation Factors for Award)	N/A	17
Attachment 7	Collective Bargaining Agreement – Scott AFB, IL	1 Apr 18	45
Attachment 8	Collective Bargaining Agreement – Joint Base Andrews, MD	1 Apr 17	35
Attachment 9	Base Support Outline – Scott AFB, IL	N/A	2
Attachment 10	Base Support Outline – Ramstein AB, Germany	N/A	3
Attachment 11	Missional Essential Contracting Services	N/A	1
Attachment 12	Contractor Technical Volume for Technical Subfactor 4	TBD	TBD
Exhibit A	Contract Data Requirements List	N/A	66

ITO ATTACHMENTS**PAST PERFORMANCE PACKAGE ATTACHMENT**

ITO Attachment – 1.1	PAST PERFORMANCE INFORMATION FORM (PPIF)
ITO Attachment – 1.2	PAST AND PRESENT PERFORMANCE QUESTIONNAIRE
ITO Attachment – 1.3	SAMPLE QUESTIONNAIRE COVER LETTER
ITO Attachment – 1.4	SAMPLE CONSENT LETTER
ITO Attachment – 1.5	SAMPLE CLIENT AUTHORIZATION LETTER
ITO Attachment – 2.0	PROPOSED TEAM LIST

ITO Attachment – 3.0

DEPLOYMENT SCENARIO

ITO ATTACHMENT 1.1 Past Performance Information Forms (PPIF)

Offerors must use the Past Performance Information (PPI) Tool (Use latest version from FBO.gov) in order to electronically submit the PPI portion of the Past Performance Volume in accordance with the RFP.

Downloading the PPI Tool

The PPI Tool can be downloaded by performing the following steps (if you are unable to download the Tool, contact the contracting officer for assistance):

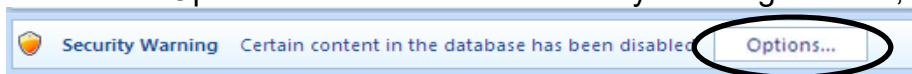
1. Access the FedBizOpps (<https://www.fbo.gov/>) website.
2. Find the solicitation posting.
3. Locate the “ppi tool” link [ppi tool.accdb](#) from the “All Files” column **ALL FILES** on the solicitation’s “Notice Details” tab **Notice Details**.
4. Select the link and save the “ppi tool” to your computer. Name the file as the prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.accdb).

Note: PPI Tools saved in Microsoft Office versions 2007 and greater will be saved with “.accdb” file extension.

Entering information in the PPI Tool

After selecting and saving the tool, enter information by performing the following steps:

1. Open the saved PPI Tool.
2. Select the “Options” button from the “Security Warning” banner, if applicable



3. The “Security Alert” pop-up screen displays.

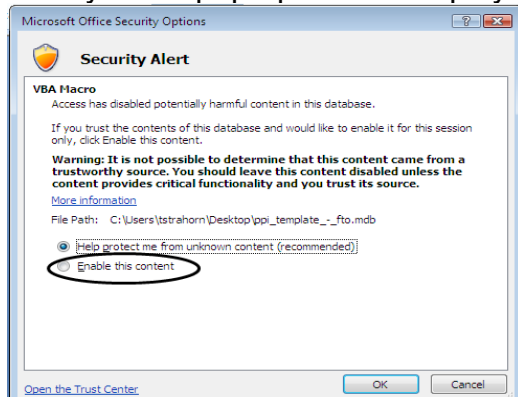


Figure 1: Security Alert Pop-up

Note:

- Files saved using Microsoft Office 2010 will have the “Enable Content” button on the “Security Warning” banner and therefore will not get a Security Alert pop-up.
 - If a “read only” file is opened, in order to populate data in the file, click “Save As” in the “Read-Only” message bar. Enter the filename as the prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.accdb).
4. Select the radio button “Enable this content” and then click “OK.” A setup pop-up screen displays.

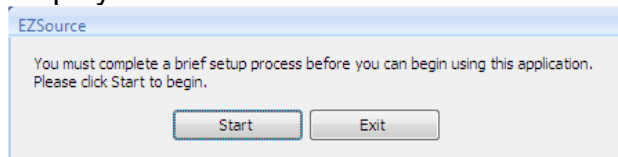


Figure 2: Setup Pop-Up

5. Select the “Start” button. The “Application Setup” screen displays.

Figure 3: Application Setup Screen

Note: Once the offeror’s Name and RFP Number have been entered they can be edited by selecting the “Edit offeror And RFP Number” button from the “Contractor’s Menu”

6. Enter the offeror’s Name and RFP Number and then click the “Next” button. The application setup continues.

Figure 4: Continue the Application Setup

7. Choose the appropriate option by selecting the corresponding radio button and then click the “Next” button. The “Contractor’s Menu” displays.

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

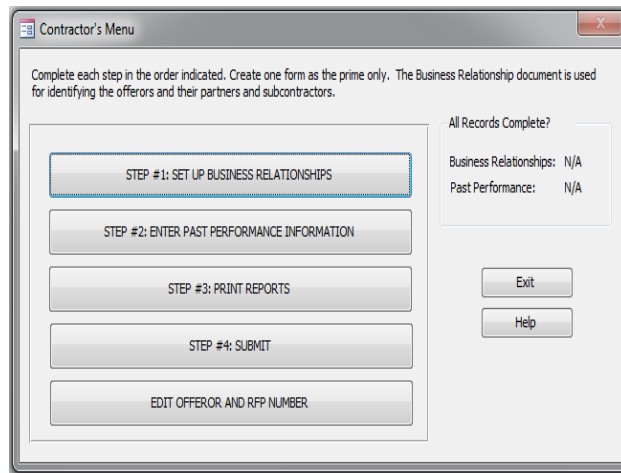
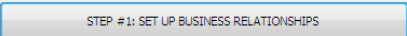


Figure 5: Contractor's Menu

8. Click the "Step 1: Set up Business Relationships" button

 to create a business relationship, if applicable, for each business entity before proceeding throughout the PPI Tool (refer to Addendum to FAR 52.212-1 of the RFP for detailed instructions). Identify all prime and sub-prime organizations and categorize them according to the appropriate role in the proposed acquisition. The "Business Relationships" screen displays.

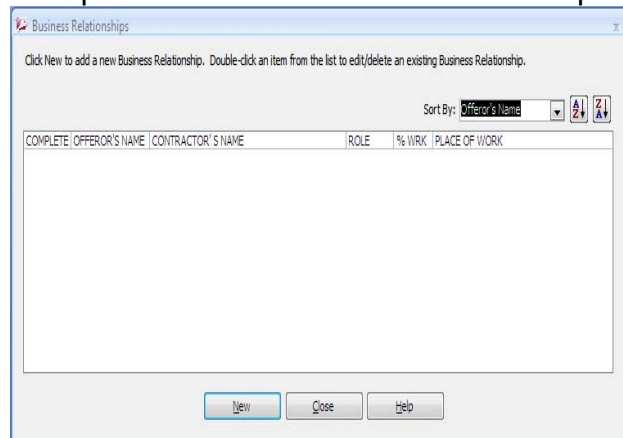


Figure 6: Business Relationships

9. Click the "New" button to create a business relationship for the proposed acquisition. An additional "Business Relationships" screen displays.

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

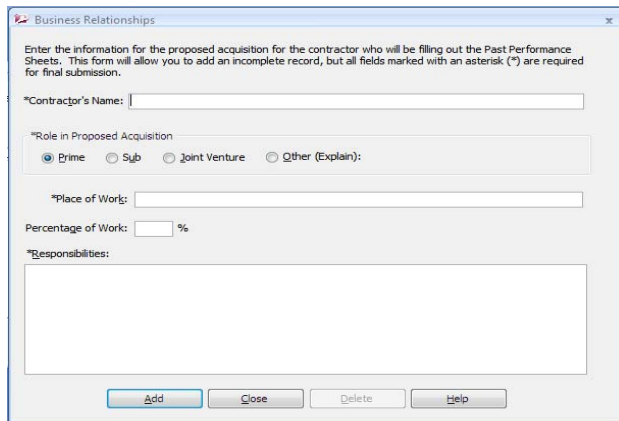



Figure 7: Enter New Business Relationship

10. Complete the fields as follows (fields marked on the screen with an asterisk '*' are required):
 - Contractor's Name: Self-explanatory
 - Role in Proposed Acquisition: Choose one of the four options – Prime, Sub, Joint Venture, or Other (Explain). An explanation comment box will display when you select "Other."
 - Place of Work: Location where contractor will perform work.
 - Percentage of Work: Identify percentage of work contributed by specified business entity
 - Responsibilities: Detail proposed responsibilities of specified business entity.
11. Select one of the buttons at the bottom of the screen.
 - Add – Saves the current business relationship and allows for the addition of a new one.
 - Close – Cancels the current business relationship without saving.

Note: In order to edit or delete an existing business relationship in the list, double-click on it.
12. Select the "Close" button on the "Business Relationships" screen after all of the business relationships has been added.
13. Click the "Step 2: Enter Past Performance Information (PPI)" button
 to enter the Past Performance Information. The "Past Performance" screen displays.

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

Past Performance

Click New to enter a new Past Performance item. Double-click an item from the list to edit/delete an existing Past Performance entry.

Sort By: Contractor

COMPLETE	CONTRACTOR	CONTRACT NUMBER	PROGRAM TITLE	SHORT TITLE	ROLE
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New Close Help

Figure 8: Past Performance

14. Click the “New” button to enter Past Performance Information for the proposed acquisition. An additional “Past Performance” screen displays.

Past Performance

Please refer to Section I, Instructions in the RFP for other required information not marked with an asterisk. This form will allow you to add an incomplete record, but all fields marked with an asterisk (*) are required for final submission.

Contract Information | Program Details | ROC & Key Individuals

*Contractor: Contractor DUNS Number:

Cage Code: Delivery/Task Order:

*Contract Number: *Contract Type:

*Program Title: *Short Program Title (S.I. Acronym):

Contr Agency/Customer:

Contract Dollar Value:

*Original: *Current:

Explain the differences in contract values, if applicable:

Period of Performance (mm/dd/yyyy)

*Start Date: *Original End Date: *Current End Date:

Explain the differences in Period of Performance, if applicable:

Save Close Delete Help

Figure 9: Enter Past Performance Information

15. Complete the fields on each of the tabs as follows (fields on the screen marked with an asterisk “*” are required):
- Contract Information Tab
 - Contractor: Select from the dropdown the appropriate business entity.
 - Cage Code: Self-explanatory.
 - Contract Number: If you don’t have a contract number, enter “N/A.”
 - Program Title: Enter full name of program.
 - Contr Agency/Customer: Enter servicing contracting agency and customer (office symbols suffice).
 - DUNS Number: Self-explanatory
 - Delivery Task/Order: If the order is provided as a stand-alone reference, enter the task/call/delivery/purchase order number.

- Contract Type: Enter Firm-Fixed-Price (FFP), Cost Plus Fixed-Fee (CPFF), Indefinite Delivery/Indefinite Quantity (ID/IQ), LH, Blanket Purchase Agreement (BPA), Cost Plus Incentive-Fee (CPIF), Cost Plus Award Fee (CPAF), etc. For additional clarification, click the question mark button.
- Short Program Title (i.e. Acronym): Enter abbreviated title for the program or enter “N/A.”
- Contract Dollar Value:
 - Original: Input total contract dollar value, with all options if applicable, in the amount originally awarded on the referenced contract.
 - If ID/IQ or BPA, provide total ceiling.
 - If stand-alone task/call/delivery/purchase, provide amount of the individual contract.
 - Current: Input total contract dollar value, with all options if applicable, as the contract stands at time of PPI submission.
 - If ID/IQ or BPA, provide total ceiling.
 - If stand-alone task/call/delivery/purchase, provide amount of the individual contract.
 - Explain the differences in Contract Value, if applicable: Enter an explanation of the difference between the original contract dollar value and the revised value as of the time of PPI submission.
- Period of Performance (mm/dd/yy)
 - Start Date: Input start date of contract.
 - Original End Date: Input original end date based on award.
 - Current End Date: Input end date, as the contract stands at time of PPI submission.
 - Explain the differences in Period of Performance, if applicable: Enter an explanation of the difference between “Original End Date” and “Current End Date.”
- Program Details Tab
 - Brief Description of Effort as:
 - Select Prime, Sub, Joint Venture, or Other (Explain). An explanation comment box will display when you select “Other.”
 - Provide a brief description of the service provided and actual work performed under this contract reference.
 - ****If applicable: Provide information on performance problems encountered on the identified contracts. At a minimum, briefly describe the problem experienced, actions taken to alleviate the problem, and whether or not the problem was satisfactorily overcome.****
 - Explain how your performance on this contract is relevant for each applicable factor or subfactor, as instructed under Past Performance in Addendum to

FAR 52.212-2 of the RFP. Include any unique aspects that demonstrate relevancy in this effort. Provide evidence to support such relevance to the requirements as described in the RFP.

- Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also estimate the percentage of the total proposed effort to be performed by this entity, and whether this entity will be performing as the prime, subcontractor or a corporate division related to the prime (define relationship).

Percentage of work to be performed

Subfactor 1 – Program Management

Subfactor 2 – Maintenance

Subfactor 3 – Supply Chain Management

Subfactor 4 – Technical Performance Discriminators

- Compliance with FAR 52.219-8, Utilization of Small Business Concerns. Leave this section blank.
- Subcontracting Plan. Leave this section blank.
- POC & Key Individuals Tab
 - Key Individuals: Click the “New” button to specify any key individual or individuals who participated in this program or who may support the proposed acquisition. Also indicate their roles for both acquisitions, previous and current. To edit or delete an existing key individual, double-click an item from the list.

Note: In accordance with FAR 15.305(a)(2)(iii), relevant contract efforts performed by from key personnel may be evaluated. If you wish to include the past performance of individual key personnel, select the “New” button for each individual and fill out the necessary information.
 - Customer Points of Contact: Click the “Program/Site Manager,” “Contracting Officer” or “Admin POC” button for the point of contact that you would like to add, edit, or delete.

Note: For government contracts provide current information on Program Manager, Contracting Officer, and Admin POC, if available.
For commercial contracts provide points of contact fulfilling these same roles, if available.

16. Select from the buttons at the bottom of the Past Performance screen:


- Save – Saves the Past Performance Information and displays the “Contract Information” tab on the Past Performance screen.

- Close – Closes the Past Performance screen. If there were any updates, a pop-up window displays asking to save before closing.
 - Delete – Deletes the current PPI record. A pop-up window displays, select “Yes” to delete the record or “No” to close the window without deleting the record.
- Note:** In order to edit or delete an existing PPI record in the list, double-click on it.

17. Select the “Close” button on the “Past Performance Information” screen after all of the PPI records have been added.

Printing Reports and Submitting PPI Tool

In order to print the Business Relationships and PPI reports, perform the following steps:

1. Click the “Step 3: Print Report” button . A pop-up displays asking which report to print.

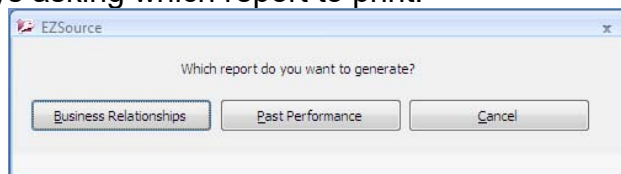


Figure 10: Select Report to Print

2. Select separately each of the two options, “Business Relationships” or “Past Performance.” The Business Relationships and Past Performance documents will print separately; combine the two to create your Past Performance Volume.

In order to submit the Business Relationships and PPI, perform the following steps:

3. Click the “Step 4: Submit” button . The “Submission Instructions” screen displays.

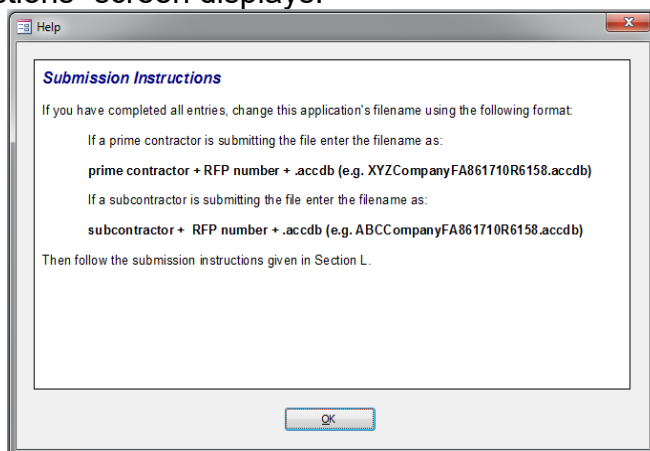


Figure 11: Submission Instructions


4. Follow the submission instructions. Hard copies of the pages generated from this tool shall be used in the hard copy of the past performance volume subject to the limitations outlined in this RFP and should be Tab 1 of the past performance volume.

Note:

- Submit an electronic copy (e.g. CD) of the saved PPI database file with your proposal. If a prime contractor is submitting the file enter the filename as:
 - prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.accdb)
 If a subcontractor is submitting the file enter the filename as:
 - subcontractor + RFP number + file extension (e.g. ABCCompanyFA861710R6158.accdb)
- Once the file is saved to a CD or any location that is marked as “Read-only,” it must first be saved to the desktop in order to read/edit the file.

Editing Offeror and RFP Number

In order to edit the offeror name and/or the RFP number identified during start-up, perform the following steps:

1. Click the “Edit offeror and RFP Number” button . The “Application Setup” screen displays.

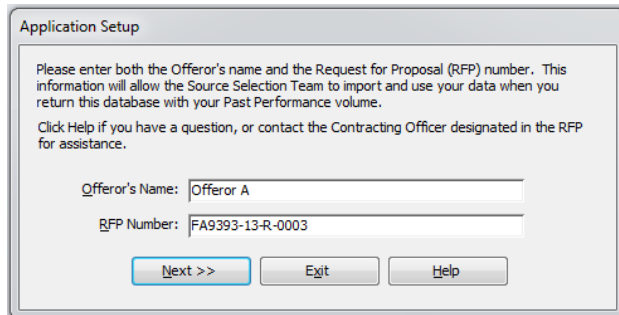


Figure 12: Change Name and RFP Number - Application Setup

2. Update the offeror's name and/or RFP number.

Click the “Next” button  twice to return to the “Contractor's Menu”.

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

ITO ATTACHMENT 1.2

PAST PERFORMANCE QUESTIONNAIRE

WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE INFORMATION IAW FAR 3.104

SECTION 1: CONTRACT IDENTIFICATION

A. Contractor: _____

B. Cage Code of contractor contract was awarded to: _____

C. Contract number: _____

D. Contract type: _____
(If multiple types (i.e. Firm-Fixed Price with Time & Material), list percentage and dollar amount of Firm-Fixed Price portion)

E. Was this a competitive contract? Yes _____ No _____

F. Period of performance: _____

G. Initial contract cost: \$ _____

H. Current/final contract cost: \$ _____

I. Reasons for differences between initial contract cost and final contract costs:

J. Description of service provided:

SECTION 2: CUSTOMER OR AGENCY IDENTIFICATION

A. Customer or agency name: _____

B. Customer or agency description (if applicable):

C. Geographic description of services under this contract, i.e. local, nationwide, worldwide, other Commands:

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

SECTION 3. EVALUATOR IDENTIFICATION

- A. Evaluator's name: _____
- B. Evaluator's title: _____
- C. Evaluator's phone/fax number: _____
- D. Evaluator's email: _____
- E. Number of years evaluator worked on subject contract: _____

SECTION 4: EVALUATION

Please indicate your satisfaction with the contractor's performance by placing an "X" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

CODE PERFORMANCE LEVEL

- B BLUE/EXCEPTIONAL - The contractor's performance meets contractual requirements and exceeds some or many (requirements) to the Government's benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
- G GREEN/SATISFACTORY – The contractor's performance meets contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
- Y YELLOW/MARGINAL – Performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.
- R RED/UNSATISFACTORY – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.
- N NOT APPLICABLE - Unable to provide a score.

Subfactor 1 Program Management

	B	G	Y	R	N
P1. Did the contractor adequately provide a qualified, experienced program manager who is knowledgeable and able to meet program milestones, requirements, resolve problems, communicate with customer and report program status.					
P2. Did the contractor adequately document and manage quality standards and maintain FAA requirements.					
P3. Did the contractor adequately manage and smoothly transition resources and personnel during contract phase-in.					
P4. Did the contractor adequately provide a knowledgeable, qualified and experienced FSR capable of providing technical analysis and guidance, troubleshooting assistance, and maintenance instruction/training.					
P4. Did the contractor participate and complete the phase out inventory within the time frame allotted by the new contract.					

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

Subfactor 2 Maintenance

	B	G	Y	R	N
S1. Did the contractor adequately manage and supply all parts, tools and support equipment needed to meet operational fleet requirements?					
S2. Did the contractor adequately furnish FAA certified spares and parts in the proper configuration?					
S3. Did the contractor adequately operate and maintain an inventory and supply ordering system?					
S4. Did the contractor adequately provide parts and spares to locations away from the MOB, to restore aircraft to operational status?					
S5 Did contractor follow tech data procedures in accomplish maintenance requirements? If not please explain discrepancy and corrective action if any.					

Subfactor 3 Supply Chain Management

	B	G	Y	R	N
P1. Did the contractor establish maintenance and supply support at each aircraft site to satisfy the Mission Capability (MC) requirements?					
P2. Did the contractor track and analyze systems, components and parts in order to identify adverse supply and reliability trends and propose solutions to improve both?					
P3. Did the contractor support and maintain a COMPS at each operating location to support mission objectives/requirements?					
P4. Did the contractor source and furnish FAA certified parts in a timely manner to support both depot and organization maintenance objectives/requirements?					

Subfactor 4 Technical Performance Discriminators

	B	G	Y	R	N
P1. Did the contractor provide facilities to meet the the requirements for depot/organization, drop in maintenance and paint/interior standards that were met or exceeded?					
P2. Did the contractor provide an effective Aging Aircraft/DMSMS program?					
P3. Did the contractor effectively manage subcontractor's performance in a way that ensured contract requirements were met or exceeded?					
P4. Did the contractor complete the phase in inventory requirements within the allotted time frame as called out in the contract?					
P5 Did the contractor provide an effective approach/schedule to ensure contractor was fully operational at contract performance start date?					
P6 Did the contractor work with the departing contractor in a professional and cooperating manner to ensure a smooth transition?					

Factor 3 Price Performance

	B	G	Y	R	N
CP1. Were funds status reporting accurate and timely? If not, please explain.					
CP2. Did the contractor submit timely proposals for additional customer and/or unscheduled requirements and perform within proposed prices? If not, please explain.					
CP3. Did the contractor promote savings for the customer and ensure best value commercial pricing in proposals? Please explain.					
CP4. Did the contractor adhere to contract price/cost? If not, please explain.					

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

2. Please discuss each and every response for which you indicated B/E (Blue/Exceptional), Y/M (Yellow/Marginal) or R/U (Red/Unsatisfactory) in response to the questions above (use additional sheets, if necessary).

3. Government Contracts Only: Has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes ___ Default ___ Convenience ___ Pending Terminations ___
No ___

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).

SECTION 5: NARRATIVE SUMMARY

What were the contractor’s most positive aspects in the performance of the contract?

What were the contractor’s most negative aspect in the performance of the contract?

Would you have any reservations about soliciting this contractor in the future or having them perform one of your critical and demanding programs?

Please provide any additional comments concerning this contractor’s performance, as desired.

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

Evaluator's Signature

Date

Thank you for your prompt response and assistance!

Please return this completed questionnaire to:

:

DEPARTMENT OF THE AIR FORCE

AFLCMC/WVK ATTN: Matthew Tonay

3001 Staff Dr, STE 1AG1 104A

Tinker AFB OK 73145-3020

Telephone: 405-739-4148

matthew.tonay.1@us.af.mil

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

ITO ATTACHMENT 1.3
SAMPLE QUESTIONNAIRE COVER LETTER

LETTERHEAD

(Date)

FOR OFFICIAL USE ONLY

SUBJECT: Present/Past Performance Questionnaire for the C-21 Contractor Logistics Support (CLS) Solicitation Concerning Contract Numbers(s) **(CONTRACT AND ORDER NUMBER (IF APPLICABLE) TO BE EVALUATED)**. The effort was performed by **(SPECIFIC ENTITY THAT PERFORMED THE WORK)** under **(CAGE CODE)**.

- (a) We are currently responding to Air Force Life Cycle Management, Tinker Air Force Base, Oklahoma, Request for Proposal (RFP) FA8106-18-R-5000 for the C-21 (CLS) requirements. This acquisition is being conducted as a trade-off source selection. The RFP specifically requires that we, as an Offeror, send the attached questionnaire to several points of contact (POC) on recent and relevant efforts that we (or a proposed team member) have performed. As such, please take a few moments of your time to fill out the attached questionnaire.
- (b) **DO NOT RETURN THE COMPLETED QUESTIONNAIRE TO US.** The information contained in the completed Present/Past Performance Questionnaire is considered sensitive and cannot be released to us, the Offeror. The completed Present/Past Performance Questionnaire should be sent directly to the Government not later than **(DATE TO BE INSERTED BY OFFEROR)**. The questionnaires should be E--mailed to the following address: matthew.tonay.1@us.af.mil.
- (c) If you have any questions regarding the source selection, contact the Contracting Officer, Matthew Tonay at Phone: 405-739-4148 or email matthew.tonay.1@us.af.mil. If you have questions regarding the clarification of contract number, POC or program title on the questionnaire, please contact **(CONTRACTOR'S POC AND PHONE NUMBER FOR PAST PERFORMANCE ISSUES)**.
- (d) Thank you for your timely assistance.

Sincerely,
(TITLE AND NAME OF COMPANY OFFICIAL)

Attachment: Present/Past Performance Questionnaire

NOTE: Offeror to insert information where there is *(italics text surrounded by parentheses)* in the sample letter.

ITO ATTACHMENT 1.4

SUBCONTRACTOR/TEAMING PARTNER CONSENT FORM FOR THE RELEASE OF PAST AND PRESENT PERFORMANCE INFORMATION TO THE PRIME CONTRACTOR

Past performance information concerning subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor's or teaming partner's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor/teaming partner past and present performance information to the prime during exchanges. In an effort to assist the Government's Past Performance Evaluation Team (PPET) in assessing your past performance relevancy and confidence, we request the following consent form be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent forms should be submitted as part of your Past Performance Volume.

SAMPLE CONSENT LETTER

Dear Matthew Tonay

We are currently participating as a **(subcontractor/teaming partner)** with **(prime contractor or name of entity providing proposal)** in responding to the Department of the Air Force, Tinker AFB, OK, Request for Proposal FA8106-18-R-5000 for C-21 Contractor Logistics Support.

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:

ITO ATTACHMENT 1.5
SAMPLE CLIENT AUTHORIZATION LETTER

In an effort to assist the Government's Past Performance Evaluation Team (PPET) in assessing your past performance on recent and relevant commercial contracts, we recommend that the following letter be sent to your points of contact for those commercial efforts that you identify in your Past Performance Volume:

SAMPLE CLIENT AUTHORIZATION LETTER

(for commercial contracts)

Note: This should be placed on company letterhead

Client Authorization Letter

Dear (Commercial Client/Customer)

We are currently responding to the Department of the Air Force, Tinker AFB, OK Request for Proposal FA8106-18-R-5000 for C-21 Contractor Logistics Support.

The Government is placing increased emphasis on past performance in order to obtain best value in source selections. They are requesting that clients of companies who submit proposals in response to their RFP for the program/effort identified above be identified and that their participation in the validation process be requested. Therefore, in the event you are contacted for information on work we have performed on **(list program)**; you are hereby authorized to respond to those inquiries.

We have identified Mr./Ms. **(Name)** of your organization as the point of contact based on their knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to **(Name, title, phone number and fax number for the POC)**

ATTACHMENT 5 – INSTRUCTIONS TO OFFERORS

**ITO ATTACHMENT 2.0
PROPOSED TEAM LIST**

TEAMING LIST

Offeror (Prime) Contractor:

CAGE Code:

DUNS Number:

Designation Codes:

Joint Venture: JV

Informal Joint Venture: IJV

Prime/Sub: PS

Mentor/Protégé: MP

Subs/Teaming Contractor:

Designation Code:

CAGE Code:

DUNS Number:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**ITO ATTACHMENT 3.0
DEPLOYMENT SCENARIO**

The contractor shall develop and provide a detailed 60 day Phase-in Plan and Milestone Schedule for the scenario presented below. Additionally, the contractor shall provide an Operations Plan detailing how they will maintain operations until the deployment is complete. The Contractor shall provide technical approach and pricing for this scenario.

The C-21 aircraft is currently deployed to an undisclosed location in Southwest Asia for an indefinite period of time. The Contractor shall accomplish a smooth transition to take over operations from the previous contractor. The transition shall be accomplished so that it does not interrupt current work in progress. Assumptions of the deployed location are presented below. Develop and submit a 60-day Phase-in Plan and Milestone Schedule to take over maintenance operations. For each major event included in your plan, list the tasks required to accomplish and details of the time needed. Also provide an Operations Plan detailing how the contractor will continue to support the deployment. The Operations Plan should include logistics and part support activities to include customs clearance and shipping considerations, application of applicable agreements, passport/visa considerations to include host country immigration/customs laws, host country labor laws, and manning requirements to include the number of shifts required and length of tour. Sustainment considerations should be addressed within your approach understanding that the deployed site is operating on an indefinite basis.

For the purpose of this scenario, the following information will apply.

- Two C-21 aircraft deploy or are deployed to Southwest Asia with no projected date for withdrawal.
- The primary mission of these aircraft includes transport of United States Government personnel, cargo and possible medical evacuation.
- These aircraft are routinely rotated through the deployed operational location. Major (depot) inspections are completed when they return to their CONUS MOBs. Only field level maintenance is expected to be performed at the deployed location.
- Government will provide transportation for personnel, supplies, and equipment to and from the deployed site.
- Government will provide room and board for contractor personnel at the deployed site.
- The Government will provide all maintenance facilities to include facilities to house contractor's supplies, materials, and equipment.
- There is no GFP or GFE associated with the deployed location.
- All support equipment is to be provided by the contractor.
- All spare parts are to be provided by the contractor.
- The contractor will be responsible for adhering to all applicable SOFAs, Bi-Lateral agreements, Host tenant agreements and all customs and visa requirements to support the deployed location.

- Monthly Data
 - Average flying hours per aircraft: 36 hrs/month
- Mission Requirements are as follows: 80% MC Rate per aircraft, 95% Departure Rate
- Operational hours are 24 hours a day, 7 days a week, the contractor shall provide support to meet the MC rate requirements IAW with applicable laws and regulations.
- Post (Hardship) Differential % of Basic Compensation is 5%, Danger Pay does not apply to this deployed location.
- Labor Law Assumptions
 - Ordinary work week consists of 48 hours per week or six 8 hour days.
 - Ordinary work hours during the holy month are limited to 36 hours per week or six 6 hour days. All hours over 6 per day or 36 per week during this time period are paid at the overtime premium of 1.25% of the basic rate.
 - Maximum working hours per week are 60 or six 10 hour days except in the case of an emergency. All hours over the ordinary work hours mentioned above are paid at the overtime premium of 1.25% of the basic rate.
 - All workers shall be allowed twenty-four consecutive hours of paid rest. If it is necessary to work the 7th day, the worker will be compensated with another day off and be paid at 2.5% of basic rate.
 - The provisions above do not apply to the Site Supervisors.
 - 10 paid holidays are required per year; any hours worked on a holiday will be paid at 1.25% of the basic rate.
 - Workers with one year of continuous service to the employer will receive no less than 3 weeks of annual leave if their total service is less than 5 years and 4 weeks of annual leave if their total service is more than 5 years. Annual leave may be divided, but by no more than two periods. Worker may not waive annual leave.