

**SECTION L**  
**INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR**  
**RESPONDENTS**

**LIST OF SECTION L ATTACHMENTS**

Attachment L1 - Solicitation Question & Answer Template  
Attachment L2 - Past and Present Performance Information Sheet  
Attachment L3 - Past and Present Performance Questionnaire  
Attachment L4 - Sample Questionnaire Cover Letter  
Attachment L5 - Subcontractor/Teaming Partner Consent Letter  
Attachment L6 - Non-government Advisor NDA (*Qty or list by company names that are providing advisors*)  
Attachment L7 - DISA Subcontracting Plan Review Checklist  
Attachment L8 - Compliance and Cross Reference Matrix

**L1 – INFORMATION TO OFFERORS**

**L1.0 Program Title and Objectives**

**L1.0.1.** It is anticipated that this Defense Research Engineering Network (DREN) 4 solicitation will result in a single award Indefinite Delivery/Indefinite Quantity (ID/IQ) contract against which Firm Fixed Price (FFP) task orders will be placed in accordance with Federal Acquisition Regulation (FAR) Subpart 16.5 – Indefinite Delivery Contracts.

**L1.0.2.** The contract resulting from this RFP will consist of a four-year base period with three (3) two-year option periods. The total length of this contract, if all option periods are exercised, will be ten (10) years. The first ordering period is considered to be from the effective date of contract award through four years.

**L2.0 General Instructions**

**L2.0.1.** This section of the Information to Offerors 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 the RFP and must be submitted in accordance with these instructions. The offer shall address all requirements as stated in the Performance Work Statement (PWS) and Contract Data Requirements List (CDRL). Offerors are to provide their proposed prices for all Contract Line Item Numbers (CLINs) including Monthly Recurring Charge (MRC)/Non-Recurring Charge (NRC) per the CLIN Pricing Worksheet, an Excel Spreadsheet, attached to Section B. **Non-conformance with the instructions provided in this Information to Offerors may result in removal of the proposal from further evaluation.**

**L2.0.2.** 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 the offeror's capabilities and experience and will base its evaluation only on the information presented in the offeror's proposal.

**L2.0.3.** Elaborate brochures or documentation, binding, detailed art work, internet hyperlinks, or other embellishments are unnecessary and are not desired.

**L2.0.4.** The offeror shall make a clear statement in Volume I cover page that the proposal is valid for a minimum of 240 days from the proposal due date.

**L2.0.5.** In accordance with (IAW) FAR Subpart 4.8 (Government Contract Files), the Government will retain one digital copy of all unsuccessful proposals.

**L2.0.6.** Portions of the successful offeror's proposal may be incorporated into the contract as an attachment in Section J.

**L2.0.7. Use of Non-Government Advisors**

Non-Government personnel will be used on the source selection evaluation team. The non-government advisor may have access to all aspects of the offeror's proposal except for past performance information. The non-government advisors are from the following companies:

Parsons  
2457 Aviation Ave  
Suite 200  
North Charleston, SC 29406

D9Tech Resources, LLC  
2716 Gaston Lane  
Virginia Beach, VA 23456

CACI International Inc.  
1100 North Glebe Rd.  
Arlington, VA 22201

Technik Inc  
12950 Worldgate Drive  
#230  
Herndon, VA 20170

InuTeq LLC  
7000 Muirkirk Meadows Drive, Suite 100  
Beltsville MD 20705

The MITRE Corporation

MITRE-1 Building (Hayes Building)  
7515 Colshire Drive  
McLean, VA 22102

Every person supporting this procurement, whether Government or Non-Government, has fully executed a non-disclosure agreement (NDA), which binds the individual. These were obtained by the Contracting Officer prior to any source selection sensitive information being released to any individual involved in this process. This NDA remains in force regardless of the contractor's employment status with current or future employer(s). In addition, a non-disclosure agreement (NDA) from the company providing each non-government advisor has been executed.

If offerors object to any of the companies listed as participating on the source selection team, the offeror must immediately send their objection to the contracting office point of contact, listed in Section G. Otherwise the offeror should sign and submit the completed NDA along with the proposal. Failure to submit the completed NDA(s) along with the proposal may result in the offeror being ineligible for award.

## **L2.1 General Information**

### **L2.1.1. Point of Contact**

The contracting officer (KO) and the contract specialist (CS) are the sole points of contact for this procurement. Address any questions or concerns to the KO and CS. Written requests for clarification must be sent to the KO at the email address located in Section G.

### **L2.1.2. Debriefings**

The KO will notify offerors of any decision to exclude them from any competitive range (should one be established); 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 any competitive range are entitled to no more than one debriefing for each proposal. The KO will notify unsuccessful offerors in the competitive range of the source selection decision in accordance with FAR 15.506. 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.

### **L2.1.3. 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 KO in writing.

### **L2.1.4. Electronic Reference Documents**

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

the website for this solicitation. The DREN4 FedBizOpps web page is <http://www.fedbizzopps.gov/>.

#### **L2.1.5. Communications**

Exchanges of source selection information between Government and offerors will be controlled by the KO or CS. Evaluation notices and responses will be transmitted as emails and will be treated as source selection information. The subject line of the email shall be titled: “RFP HC1013-19-R-0006, Contractor Name, Source Selection Information See FAR 2.101 and 3.104.” Questions/comments are due no later than **XX:XX (CT) on MMM DD, YYYY**. Questions submitted after the deadline may not be answered. The email address for the KO and CS are contained in Section G, Contract Administration Data. Questions/comments will only be responded to if received in email and only when submitted on Attachment L1, Solicitation Questions and Answer Template.

No information concerning this solicitation or requests for clarification will be provided in response to offeror initiated telephone calls. All such requests must be made in writing and submitted as directed above. All questions/comments provided in a timely and compliant manner will be answered in writing and provided to all offerors. However, written inquiries may not be answered when requests are received by the Government points of contact after the original due date for receipt of questions as specified in this solicitation. The timeframe for submitting inquiries will not be extended as a result of an extension to the due date for the receipt of offers unless authorized by the KO.

#### **L2.1.6. Award without Discussions**

The Government reserves the right to award without discussions. Therefore, the offeror’s initial proposal should contain the offeror’s best approach/terms for technical, management, past performance, and price; however, despite this intent, the Government reserves the right to conduct discussions if the Source Selection Authority (SSA) determines they are necessary. If the SSA determines that discussions are necessary, a competitive range will be established. If the SSA determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the SSA may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. In the event issues pertaining to a proposed contract cannot be resolved to the SSA’s satisfaction, the Government reserves the right to withdraw and cancel the solicitation. In such event, offerors will be notified in writing.

#### **L2.1.7. Organizational and Consultant Conflict of Interest (OCCI)**

Each offeror shall specifically identify in its proposal whether or not any potential or actual OCCI, as described in Federal Acquisition Regulation (FAR) Subpart 9.5, exists for this procurement. If the offeror believes that no OCCI exists, the OCCI response shall set forth sufficient details to support such a position. If an offeror believes that an actual or perceived OCCI does exist on this procurement, the offeror shall submit an OCCI plan with the proposal, explaining in detail how the OCCI will be mitigated and/or avoided.

#### **L2.1.8. DD254, DoD Contract Security Classification Specification**

Offerors must complete Block 6 of the attached DD254 (Section J, Attachment J1) with the appropriate information for their companies. Completed DD254's must be submitted with proposals. Security classification requirements must be met at time of proposal submission.

#### **L2.1.9. Joint Venture/Partnership Agreement (if applicable)**

Contractor Team Arrangements (“CTA”), as defined in FAR 9.601(1), may submit a proposal in response to this RFP. While the CTA is its own unique entity distinct from the member companies, for the purpose of evaluation, each member of the CTA is considered the prime offeror.

For example purposes only: Company A and Company B form a CTA as a Joint Venture named Company C. Past performance from either Company A or Company B may be used to satisfy the requirements of the Past Performance Evaluation Factor. It is not necessary that Company C have the required past performance.

An offeror may submit a proposal as a CTA in response to the solicitation subject to the following conditions:

- 1) The Joint Venture or Partnership is registered in the System of Award Management (SAM.gov) and has a corresponding DUNS Number.
- 2) The Joint Venture or Partnership meets the definition of a Joint Venture for size determination purposes (FAR 19.101(7)(i)).
- 3) The offeror must submit a complete copy of the Joint Venture or Partnership agreement that established the CTA relationship.

#### **L2.2. Organization/Number of Copies/Page Limits**

The offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table L1 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 L1. The contents of each proposal volume are described in the information to offerors paragraph as noted in the table below.

**Table L1 - Proposal Organization**

VOLUME	RFP Paragraph Number	VOLUME TITLE	PAGE LIMIT
I	L3.0	Executive Summary	<i>five (5) (not including Table of Contents)</i>
II	L4.0	Supply Chain Risk Management (SCRM)	25
III	L5.0	Small Business Participation	25
IV	L6.0	Technical/Management	<i>200 (not including Title/Cover page, Table of Contents, List of Tables and Diagrams, Glossary,</i>

			<i>Technical (Hardware, Software, System, etc.) Manuals, and Cross Reference Matrix)</i>
V	L7.0	Past Performance	<i>four (4) pages per contract for at least four (4) contracts, not to exceed six (6), active within the previous 3 years from date of solicitation (no limit on “organizational structure change history”)</i>
VI	L8.0	Price	<i>No limit</i>
VII	L9.0	Contract Documentation	<i>SF1449 (1); Cover Letter (4); Authorized Offeror Personnel (2); Representations (1); EEO (none); Subcontracting Plan (none)</i>

### **L2.2.1. Page Limitations**

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal. Page limitations may also be placed on responses to Evaluation Notices (ENs) during discussions. The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors. Page limitations shall not be circumvented by including inserted text boxes/pop-ups or internet links to additional information; such inclusions are not acceptable and will not be considered part of the proposal. The Government reserves the right not to consider for award any proposal that does not adhere to the administrative requirements of this solicitation. Each page shall be counted in the page limitations except cover pages, tables of contents, glossaries, resumes, OCCI mitigation plans, blank pages, or those identified in Table L1, Proposal Organization, as having no limit.

### **L2.2.2. Page Size and Format**

**L2.2.2.1.** 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. Pages shall be single spaced. Except for the reproduced sections of the solicitation document, the text size shall be no less than 10 point Arial, Times New Roman, or Courier New font for all text. The technical volume of the proposal shall be submitted as either an MS Word 2007 or newer file and as an Adobe PDF document. 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  $\frac{3}{4}$ -inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall also apply to responses to ENs. It is the sole responsibility of the Offeror to ensure that the

electronic files submitted are virus free and can be opened and read by the Government. Proposal submissions shall not be locked, encrypted, or otherwise contain barriers to opening. The Government is under no obligation to seek clarification regarding electronic proposal submissions if submissions cannot be opened or accessed.

**L2.2.2.2.** 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, legible, and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the volume, and count as two pages. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 10 point Arial, Times New Roman, or Courier New font for all text included in a table.

#### **L2.2.3. Pricing Information**

All pricing information shall be addressed ONLY in the Price Volume. Price 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.

#### **L2.2.4. Cross-Referencing**

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume will be assumed to have been omitted from the proposal. Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity.

#### **L2.2.5. Cross Reference Matrix**

The offeror shall prepare a Cross Reference Matrix cross referencing all RFP requirements to the location of the offeror's responses in their proposal in accordance with the format in Section L, Attachment L8, Compliance and Cross Reference Matrix. The Cross Reference Matrix provides reference information but is not evaluated.

The offerors shall fill out the Compliance and Cross Reference Matrix (Attachment L8) indicating the proposal reference information as it relates to the PWS, CLIN numbers, and Sections L and M found therein, and the corresponding paragraph in the Technical Volume which addresses the referenced item.

The offerors may also add rows to the matrix as they see fit to provide clarity to their submittal. If this matrix conflicts with any other requirement, direction, or provision of this solicitation, the other reference shall take precedence over this matrix. In addition, to the extent this matrix discloses details as to the extent or manner by which the Government intends to evaluate the offeror's proposals for award, Section M references in the matrix are for information purposes only and the Government shall be obligated to evaluate proposals solely in conformance with the provisions of Section M of the solicitation.

#### **L2.2.6. 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.

#### **L2.2.7. Glossary of Abbreviations and Acronyms**

Each volume shall contain a glossary of all abbreviations and acronyms used, and with an explanation for each.

### **L2.3. Electronic Offers; Submitting proposals via the worldwide web**

- a. To respond to this solicitation, the offeror shall deliver an electronic proposal to <https://www.ditco.disa.mil/vendors/> in accordance with the following instructions:

Prior to submitting proposals, the offerors shall be registered in System for Award Management (<http://www.sam.gov>). The offeror must also have an External Certification Authority (ECA), located at: <http://iae.disa.mil/pki/eca/>. This webpage provides links to approved External Certificate Authorities (ECA). To apply for a certificate, select one of the approved ECA vendors and complete the registration. When applying, personnel will be required to verify their identity. If a new ECA is required, please contact the ECA vendor as soon as possible. The length of acquiring a new ECA depends on the vendor approval. \*\*NOTE: A Medium Assurance certificate is the type of certificate required.\*\*

The offeror must also be registered on the DITCO Solicitation and Uploads (formerly DCOP) web site, <https://www.ditco.disa.mil/vendors/>. If the offeror has an existing account (i.e., registered with DITCO for a prior solicitation) it is not necessary to re-register. The offeror may use that existing account to upload this proposal. If the offeror is required to register on the DITCO web site, choose the option for "The solicitation requires vendor registrations for eligibility" during the registration process. The offeror will then be prompted to enter the solicitation number. The solicitation number entered at this point is only used to help DITCO prioritize the order in which to review and approve the registration requests. Upon completion of the on-line registration process, a DITCO representative will review and approve the registration request before the offeror will be given access to the protected areas of the web site. As soon as the registration has been approved, an email will be sent to the email address of the person who registered. The email will contain a user id and password that will be needed when uploading proposals. The approval of the registration request usually takes one business day. This registration process allows DITCO to precisely track when proposals are uploaded (or attempted to be uploaded). **Offerors are strongly encouraged to register a minimum of two weeks prior to uploading a proposal.** Offerors should also attempt to upload their proposal as early as possible to ensure no problems arise at the last minute. If you have any problems contact the DITCO Customer Service Center via email at: [disa.scott.ditco.mbx.technical-support@mail.mil](mailto:disa.scott.ditco.mbx.technical-support@mail.mil).

- b. All proposal volumes shall be submitted both in MS Word 2007 or newer file, and as Adobe Acrobat, Portable Document Format (Adobe PDF), Version XI; except the Pricing Proposal, which shall be submitted in MS Excel 2013 or 2016. Note: There shall be no

page markings with restrictive legend prohibiting the copying and pasting of text for Government use specific to this acquisition.

- c. Submit each volume as a separate electronic .zip file with the name of the volume from the table in Section L2.2, Table L1. Each individual file within the zip file must be autonomous and complete.
- d. Virus Check. Offerors shall perform a virus check prior to proposal submittal and certify they have done so in the proposal's Cover Pages.
- e. Use of the software and procedures described in this part will reduce the amount of time and effort needed by the Government to receive and install proposals into an electronic evaluation system and will help to ensure that proposals are suitable for reading electronically. Information regarding electronic products listed herein should not be construed as Government endorsement for such products.
- f. Due Date/Time. The time specified on the SF-1449, Block 8, is Central Time (CT). Any proposal, modification, or revision that is received at the DITCO Solicitation and Uploads web site specified in Section L2.3(a) after the exact time specified for receipt of proposals in Block 8 is "late" and will be handled in accordance with FAR 15.208(b) and subparagraphs thereto.
- g. The offeror's proposal submission will be considered complete when all volumes have been received.
- h. The offeror shall prepare a "readme" file, included in Volume I, which describes the organization and layout of the files in its electronic submission. The file shall describe the names of the .zip files and the names of each file included therein.
- i. Efforts by the Government to clarify or expedite installation of electronic proposal submissions, in accordance with FAR 15.207(c), will not be considered discussions.

#### **L2.4. Distribution**

Proposals shall be uploaded as requested in paragraph L2.3 above.

#### **L3.0. Volume I - Executive Summary**

In the executive summary volume, the offeror shall provide the following information:

#### **L3.1. Narrative Summary**

The narrative summary of the entire proposal should be concise, to include addressing the significant risks, and highlighting any key or unique features, excluding price. The salient features should tie in with Section M evaluation factors/subfactors. Any summary material presented here shall not be considered as meeting the evaluation requirements set forth in Section M for any portions of other volumes of the proposal.

#### **L3.2. Table of Contents**

Include a master table of contents of the entire proposal.

#### **L4.0. Volume II - Supply Chain Risk Management (SCRM)**

A determination has been made by the program office that the items or services to be procured under this RFP are subject to Supply Chain Risk Management (SCRM) controls as outlined in the PWS. As a result, contractors will be required to submit a detailed organization-wide SCRM plan as part of their proposal. Supply chain risks range from natural threats to counterfeit products and applies to quality, security, resiliency, and product integrity. Mitigation plans to manage risks may involve logistics, cybersecurity, and financial management. The goal is to preclude undue risk to the Government and ensure supply chain continuity in the event normal business operations are interrupted. This evaluation factor will assess the adequacy of an organization-wide SCRM plan to identify threats to the supply chain, and provide mitigation strategies that will protect the Government's interest.

If a SCRM concern arises after contract award, the Government will determine whether a continuation of the contract poses an undue risk to both the common defense and security to this nation. If the Government determines that such a risk exists, the Government reserves the right to accept or reject a proposed mitigation plan by the Contractor (if one or more is presented within a reasonable time) as negotiated by the Contracting Officer or terminate the contract for convenience.

#### **L5.0. Volume III - Small Business Participation**

All offerors, including small business, that submit proposals as a prime contractor are required to propose on the extent of their inclusion of small businesses in the performance (small business participation) of the contract, including: small business, small disadvantaged business, women-owned small business, HUBZone small business, and service-disabled veteran-owned small business. The Government's assessment of small business participation and commitment will be measured to determine if small business participation is maximized where applicable. Small business participation is a separate and distinctly different requirement from the FAR 19.704 requirement for the Contracting Officer to review and accept an offeror's subcontracting plan. The small business participation plan is an actual commitment document that addresses the extent of small business utilization in the performance of a contract as outlined in DFARS 215.304(c)(i). The small business participation plan outlines the details of the offeror's firm intentions to maximize the utilization of small businesses within this acquisition. The offeror shall articulate small business contributions to contract performance at the prime contract through first tier subcontract levels. Second and third tier small business subcontractors will not be considered towards the total small business participation percentage.

All offerors, including small businesses and those who are DoD Comprehensive Test Program participants, shall submit a small business participation plan as a part of their proposal. The final small business participation plan will be monitored as a measure of contract compliance in accordance with Section G. The final small business participation plan will be incorporated at contract award within Section J. The small business participation plan is for the overall contract and will apply cumulatively to all resultant task orders issued to the contractor unless individually negotiated at the task order level. In accordance with DFARS 215.304(c)(i) small business participation is an evaluation factor under Section M.2.4.

Offerors shall address the below elements in their small business participation plan and must demonstrate their proposed approach as to how they will meet all their stated small business participation. The Small Business Participation Plan shall not reference the Subcontracting Plan (if required) or any other volume for information; all information required within the Small Business Participation Plan must be contained within this document. The offeror's proposed small business participation plan shall address the following elements:

1. Small business participation planned for this acquisition: Identification by name, type of business, products/services, dollar value, percent of estimated Total Acquisition Value (TAV), timeframe, and nature of commitment of the small business utilization planned for this acquisition as outlined in Table L2. The TAV for this IDIQ contract is the IDIQ contract ceiling as given in Section B. Table L2 should be incorporated into the small business participation plan.

**Table L2 - Small Business Participation Table**

Name of Company	Type of Business	Type of products or services	Sub-contract Type	TAV Dollars	Percent (%) of Estimated TAV	Timeframe	Nature of commitment

*Note: The percentages and dollar values shall be achievable for the procurement. **For Other-Than-Small Businesses only:** The dollar value commitments for small business participation presented in the Small Business Participation Plan shall be consistent with the dollar values presented for small business participation in your individual subcontracting plan.*

2. Descriptions of the complexity and variety of work small business are to perform under this contract, as well as a description of the type of agreements and/or commitments (this includes purchase orders, teaming agreements, or letters of commitment, etc.) to use small business firms under the contract.
3. Descriptions of specific initiatives and strategies that will be used under the contract to enhance small business utilization and capabilities.
4. Descriptions of the process used to ensure proper flow down of requirements, process management, and performance assessments of small business utilization at the first tier.

5. Descriptions of the methodology used to arrive at the proposed participation percentages.

## **L6.0. Volume IV - Technical/Management Approach**

### **L6.1. General**

The Technical/Management Volume should be specific and complete. Responses will be evaluated against the technical/management subfactors defined in Section M, Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible the actual methodology to be used for accomplishing/satisfying these subfactors. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

### **L6.2. Format and Specific Content.**

Offerors shall describe how their proposal addresses the PWS requirements and, in particular, the Technical/Management Approach Subfactors in Section M. Offeror's Technical/Management volume is limited per Table L1. The following are not included in the page limit: Title/Cover page, Table of Contents, List of Tables and Diagrams, Glossary, Cross Reference Matrix, and Technical (Hardware, Software, System, etc.) Manuals (e.g., those requested in Table L2). The volume shall include the following items which are also not included in the Volume page limit, but have the following individual page limits: a network diagram(s) depicting an overview of the basic backbone structure, limited to six (6) pages (note: 11 x 17 is equivalent to two (2) pages); a service delivery point (SDP) diagram, limited to six (6) pages (note: 11 x 17 is equivalent to two (2) pages), demonstrating the configuration of telecommunications/networking equipment; a first draft Initial Performance Capability (IPC) Plan of no more than twelve (12) pages; a staffing diagram showing levels and numbers of employees proposed to manage the network; and resumes (limited to no more than two pages per person) for proposed key personnel. At a minimum, key personnel shall include the Program Manager, Chief Engineer, Contracts Manager, and NOC Manager. Statements such as "have read, understand and will comply" are not sufficient and may be cause to reject the proposal for noncompliance. Brochures, etc. may be submitted with the technical proposal, but shall not substitute for submission of a Technical /Management proposal. Any brochures submitted will be included in the total page count allowed for this volume of the proposal. The following items will not be technically evaluated:

- (1) Title/Cover Page
- (2) Table of Contents
- (3) List of Tables and Diagrams
- (4) Glossary
- (5) Cross Reference Matrix

#### **L6.2.1. Technical/Management**

In the Technical/Management volume, address the proposed approach to meeting or exceeding the minimum performance or capability requirements of each technical/management subfactor,

as well as the risks in the proposed approach in terms of technical/performance, cost, and/or schedule.

### **L6.2.2. Volume Organization**

The Technical/Management volume shall be organized according to the following general outline:

- (1) Title/Cover Page
- (2) Table of Contents
- (3) List of Table and Drawings
- (4) Subfactor 1-1 (See Table L3 and Table M3)
- (5) Subfactor 1-2 (See Table L3 and Table M3)
- (6) Subfactor 1-3 (See Table L3 and Table M3)
- (7) Subfactor 1-4 (See Table L3 and Table M3)
- (8) Network Diagram
- (9) DREN Node Diagrams (including all types and subtypes)
- (10) First Draft IPC Plan
- (11) Staffing Diagram
- (12) Glossary
- (13) Resumes

Table L3 – Specific Subfactor Content lists explicit content to be provided by Offerors in their proposals. Table M3 – Subfactors Rated, located in Section M Criteria for Evaluation Factor contains the subfactors used in the evaluation of the Technical/Management proposal.

**Table L3 - Specific Subfactor Content**

Subfactor	PWS	Description
1-1. Network Architecture and Performance	6.1; 6.2	<ol style="list-style-type: none"><li>1) Performance:<ol style="list-style-type: none"><li>a) Describe the methods and procedures proposed to measure and report: latency, jitter, and loss.</li><li>b) Describe how your network will provide sufficient capacity to support wire speed data transfers at all times.</li><li>c) Describe how much buffering your components support in Switch and Router Functions.</li></ol></li><li>2) Architecture:<ol style="list-style-type: none"><li>a) List all products proposed and reasons for their selection. For all products proposed, the offeror shall provide detailed characteristics of all features used, software versions and manuals in .pdf or online access for hardware and software.</li><li>b) For both Ethernet and Internet Protocol (IP): Provide diagrams, descriptions/explanation of how your solution works, describe maximum frame/packet size and encapsulation overhead. Provide physical and logical diagrams to illustrate</li></ol></li></ol>

	<p>the proposed network design and implementation, describe clearly how all identified requirements will be met in your design. What is the level of separation at each of layer-1 (physical), layer-2 (Ethernet broadcast domains), and layer-3 (IP)? How are the networks isolated and protected from underlying commercial networks, if applicable? Show Primary and Secondary Ethernet and IP homing design and how failover and restoral will occur, including when the Primary IP DREN Core Node (DCN) and Primary Ethernet DCN are different. Describe the Out of Band (OOB) solution.</p> <p>c) Provide specific detail on bridging architecture to include: topology, protocols, capabilities, support of Quality of Service (QoS), Virtual Local Area Networks (VLANs), Multicast, and path determination including resiliency.</p> <p>d) Describe MACsec key and association management, multi-session if supported, implementation of the standard, overhead cost/performance, VLAN capacities including number encrypted vs bypass, scalability, maximum number of associations, and hierarchy of nodes, if any.</p> <p>e) Describe how networks will be isolated including the level of separation and confidentiality between networks.</p> <p>f) Describe locations where Internet Transit Service (ITS) will be available.</p> <p>g) Describe the mechanisms used to ensure non-attribution of Outreach.</p> <p>h) Describe mechanisms to make IP traffic symmetric at router functions when directed.</p> <p>i) Describe all route filtering mechanisms that will be offered.</p> <p>j) Describe how “N x” line rates will be implemented.</p> <p>k) Describe how the requirements of the Switch Functions (including Additional Switch Functions) will be implemented, including all of their capabilities, and how they scale or change to meet requirements (e.g., port density, capacity).</p> <p>3) DREN Node:</p> <p>a) Include a summary and rationale of the DCN placement optimization methodology.</p> <p>b) Show the proposed topology for Initial Performance Capability (IPC), the estimated/predicted Round</p>
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	<p>Trip Times (RTTs) between Nodes, and how those RTTs compare to the maximums allowed.</p> <p>c) List all offered DCN locations.</p> <p>d) Describe the design and protocol choices for implementing Tunnel Termination Point (TTP) at a DCN. Describe various failure scenarios and how the TTP service will fail-over to an alternate TTP.</p> <p>4) Transport:</p> <p>a) Describe level of operational experience supporting IPv6 in your own networks or networks you manage, and discuss your “corporate commitment” to IPv6.</p> <p>b) Show network component choices along with evidence that demonstrates:</p> <ul style="list-style-type: none"> <li>i) their full support for IPv6, on par with their IPv4 support</li> <li>ii) those products have been tested in an IPv6-only environment</li> <li>iii) components can perform ALL management functions in an IPv6-only environment</li> <li>iv) test results, lab reports, USGv6 profile, University of New Hampshire InterOperability Laboratory (UNH IOL) lab tests.</li> </ul> <p>c) Describe choice of protocols and relationships between DREN Nodes, and explain reason for choices and how metrics will be used for optimal routing choices.</p> <p>d) Describe proposal to implement the required IP traffic controls, especially the modified forwarding actions.</p> <p>e) Describe for IP Multicast: all mechanisms used to fully support all identified requirements, how and where bifurcation will occur, the multicast topology and how latency requirements will be met, a notional Rendezvous Point (RP) infrastructure and relationship for each IP network and to/from external networks, and security mechanisms to protect the multicast environment.</p> <p>f) Describe IP routing mechanisms to support anycast routing.</p> <p>g) Describe protocol and method to deliver flow data to the Government.</p> <p>5) Network Control and Data:</p> <p>a) Describe the proposed Firewall Function implementations including all capabilities and</p>
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		<p>capacities for rules, throughput, number of total sessions, and new sessions per second.</p> <p>b) Provide all design and technical data for selected compute platform(s) to meet requirements including capacities, interface methods, and remote access capabilities for each of Generic, DREN Active Measurement Program (DAMP), and DREN Joint Sensor (DJS) Compute Functions.</p> <p>c) Describe the interfaces (protocols, Application Programming Interfaces (APIs), etc.) that will be used to allow orchestration of optional DREN Node Functions.</p> <p>d) Describe the orchestration system(s) offered, and the Government's interfaces to those systems.</p> <p>e) Describe protocols, tools, and methodology to provide the APIs.</p>
1-2. Management and Support	6.4; 6.5	<p>1) Network Operations Center (NOC):</p> <p>a) Describe solution to Customer Service Management System (CSMS) requirements, including the ticketing system, automated alerts, integration of device alerts into ticketing system, and dashboard components (e.g., looking glass, flow tool, data access).</p> <p>b) Describe approach to customer inquiry, meeting incident response time requirements, and communications with customers.</p> <p>c) Describe NOC implementation plan including resources, facility details, physical location, and continuity of operations. Provide a detailed staffing plan, including qualified staff availability on a 24/7 basis and detail on staffing turnover rates for the previous three years. Describe central network management solution, including monitoring and integration with CSMS.</p> <p>d) Describe escalation processes and procedures.</p> <p>2) Program Support:</p> <p>a) Describe approach to configuration management processes.</p> <p>b) Describe approach to evolution of services, technology insertion, and technology refresh processes.</p> <p>c) Describe approach to provide simulation and test lab environments to meet requirements.</p> <p>d) Describe processes for ordering, billing and credits.</p> <p>e) Provide a notional schedule with milestones for service provisioning to 1) install a new DREN</p>

		<p>Service Delivery Point (SDP), 2) install a new DCN, and 3) install a new DREN eXchange Point (DXP).</p> <p>f) Provide a notional schedule with milestones for service provisioning to upgrade DREN Node line rate when a hardware change is required.</p> <p>3) Access Link Providers: Provide details of any internal and external access provider procurement and provisioning relationships showing sufficient service level agreements and insured achievement of required performance.</p> <p>4) Subcontractors: Discuss oversight mechanisms for assuring effective performance of subcontractors, especially at remote locations and outside of normal duty hours.</p> <p>5) Data Management:</p> <ul style="list-style-type: none"> <li>a) Provide methodology, hardware and software to implement Domain Name Service (DNS).</li> <li>b) Provide auditing methodology to ensure low error rates.</li> </ul>
1-3. Security	6.3; 12	<p>1) Risk Management Framework (RMF): Describe experience, approach, and capabilities to completing DoD Instruction 8510.01, Risk Management Framework (RMF) packages including Interim Authorization to Test (IATT) and Authorization to Operation (ATO).</p> <p>2) Network Protection: Describe approach to security protection and configuration consistency of the network management data.</p> <p>3) Device Management:</p> <ul style="list-style-type: none"> <li>a) Describe processes to correct vulnerabilities detected locally and by deployed vulnerability scanning/assessment tools.</li> <li>b) Describe internal configuration change board processes.</li> </ul> <p>4) DoD 8140.01/8570.01-M Requirements: Describe approach to comply with DoD Information Assurance (IA) Workforce Certification requirements with how you will maintain DoD 8140.01 certified individuals.</p>
1-4. Implementation and Transition	6.6	<p>1) Schedule: Provide first draft IPC plan.</p> <p>2) Planning Approach: Using the proposed DCN placement optimization methodology, present a summary of factors, the map and report (including table) for the proposed three IPC DCN locations.</p> <p>3) Execution Approach: Describe resources and staffing to execute Implementation and Transition including capability to provision services (e.g., circuits, ports),</p>

		<p>perform installations, equipment acquisition, and teaming arrangements if necessary.</p> <p>4) Test and Demonstration:</p> <ol style="list-style-type: none"> <li>Describe how the pairwise and aggregate throughput tests will be conducted.</li> <li>Describe approach to regression testing.</li> <li>Describe methodology and approach to Acceptance Testing.</li> </ol>
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## **L7.0. Volume V - Past Performance**

### **L7.1. General**

Each offeror shall submit a past performance volume with its proposal, containing past performance information in accordance with the format contained in Attachment L2, Past and Present Performance Information Sheets. Offerors are advised that the Government will use data provided by each offeror in this volume and may use data obtained from other sources in the evaluation of past performance.

Along with the information required in this paragraph, the offeror shall submit a consent letter executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of past performance information to the offeror so the offeror can respond to such information.

### **L7.2. Relevant Contracts**

Submit information using the format contained in Attachment L2, Past and Present Performance Information Sheet. Past and Present Performance Information for the offeror/prime/subcontractors should be submitted on contracts that are considered most relevant in demonstrating the ability to perform the proposed effort. Content limitations for the Past Performance volume are provided above in Table L1. Include rationale supporting the assertion of relevance. The Government uses degrees of relevancy when assessing recent, relevant contracts per Section M, Table M5, Past Performance Relevancy Ratings. The past performance evaluation team will consider the performance quality of relevant recent efforts for the second aspect of the past performance evaluation using Section M Table M6, Past Performance Quality Assessment. Finally, the past performance evaluation team will review this past performance information and determine the quality as it applies to performance confidence assessment. Performance Confidence Assessment ratings are identified in Section M, Table M7.

#### **L7.2.1. Specific Content**

Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort and to what aspects of the proposed effort they relate. This 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 is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions in terms of improvements achieved or problems rectified. Categorize the relevant information into the specific technical/management subfactors used to evaluate the proposal.

### **L7.2.2. 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 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 procurement. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your 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 identified for past performance evaluation/confidence assessment. Because the Government intends to consider past performance information provided by other sources as well as that provided by the offerors, the "roadmap" should be both specifically applicable to the efforts identified and general enough to apply to efforts on which the Government receives information from other sources.

## **L8.0. Volume VI - Price**

### **L8.1. General Instructions**

#### **L8.1.1. Price Completeness, Reasonableness and Balance**

This section is to assist in submitting information other than pricing data that is required to evaluate the completeness, reasonableness and balance of the proposed price. The Government will verify that all solicitation requirements have been priced, figures are correctly calculated, and prices are presented in a clear and useful format. Note that unreasonably high proposed prices, initially or subsequently, may be grounds for eliminating a proposal from competition. Additionally, unbalanced pricing poses an unacceptable risk to the Government and may be a reason to reject an offeror's proposal.

#### **L8.1.2. Price Information**

Pricing must be submitted for the base period and all option periods, including option pricing for an additional six-month period that may be authorized IAW FAR 52.217-8 "Option to Extend Services". *See* FAR 52.217-8 which authorizes the Government to require continued performance of any services within the limits and at the rates specified in the contract. The pricing proposal should include separate line items by CLIN for the additional six-month period IAW FAR 52.217-8. These prices shall be identical to the proposed pricing in the six months prior to expiration of the final option period. The offeror shall complete the CLIN Pricing Worksheet, an Excel Spreadsheet, attached to Section B, and include pricing for all CLINs and periods as requested. A total evaluated price will be calculated by applying pricing model to the applicable base and option years CLIN pricing obtained from the offeror's CLIN pricing worksheet for the base period, all option periods, and the option pricing for the additional 6-month period. See Section M, Attachment M1 for a description of the price model. Pricing will

be incorporated into Schedule B and related B-Tables upon contract award and used for all orders placed post-contract award.

Information beyond that required by this instruction shall not be submitted, unless considered essential to document or support the 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.**

#### **L8.1.3. Pricing Information Requirements**

Based on adequate price competition, the Contracting Officer (KO) does not anticipate a requirement for certified cost or pricing data. However, contractors may be required to submit information other than cost or pricing data in accordance with FAR 52.215-20 (Alt IV). This information will be required by the KO if deemed necessary.

#### **L8.2. Volume Organization**

The Price Volume shall consist of the following sections:

##### Section 1 – CLIN Pricing Worksheet

- A.** The Price Volume shall include a Monthly Recurring Charge (MRC) and a Non-Recurring Charge (NRC) set forth in the CLIN Pricing Worksheet, an Excel Spreadsheet, attached to Section B. This spreadsheet reflects whether the government anticipates MRC or NRC being proposed for the respective bandwidth for each Service Delivery Point (SDP), or other items in the spreadsheet. All MRC and NRC must be priced for all contract years and the additional 6-month period (i.e., ten years and six months, consisting of one base period of four years, three (3) two-year option periods, and the additional 6-month period). Failure to price all MRCs and NRCs may result in a rejection of the offeror's proposal. No substitute pricing summaries are acceptable. Offerors are required to provide a price for every CLIN/SubCLIN that is not marked To Be Negotiated (TBN). Contractor generated abbreviations such as "NSP" (Not Separately Priced), "N/A" and "N/C" (No charge) are not acceptable entries. Each contract year will be clearly marked in the spreadsheet. The Government reserves the right to reject any proposal that includes terms, conditions, or assumptions in the Price Volume.
- B.** The offeror shall submit their proposed unit prices for the Schedule CLINs in MS Excel 2016 or higher on the CLIN Pricing Worksheet. All pricing shall be quoted in U.S. Currency and carried to no more than two decimal places.
- C.** If any existing facilities located on Government property and provided under a DITCO Contract are to be utilized to implement the required service, the offeror shall describe fully and identify any/all downward price adjustments to be realized including all of the offeror's cost allocations prior to and subsequent to the start of the service requirements of the RFP. The offeror shall also certify that the adding of service to its existing facilities serving the user service locations shall not interfere nor degrade existing leased

services. This information can be provided as a supplemental documents to the CLIN Pricing Worksheet.

## Section 2 – Supplemental Documents

Include any required supplemental documents to the CLIN Pricing Worksheet.

## **L9.0. Volume VII - Contract Documentation**

**L9.1.** The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The Offeror's proposal must include a signed copy of the solicitation and completion of Sections A through K.

### **L9.1.1. Section A - Solicitation/Contract Form**

Completion of blocks 17A/ B and signature and date for blocks 30 A/B/C of the Standard Form (SF) 1449. Signature by the Offeror on the SF1449 constitutes an offer, which the Government may accept. The "original" copy should be clearly marked in a separate file.

### **L9.1.2. Cover Letter**

The Offeror shall submit a cover letter with the proposal. The cover letter shall 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 bind your company contractually. Identify those individuals authorized to negotiate with the Government. Provide company/division's street address, county and facility code; CAGE code; DUNS code; TIN; type of small business and labor surplus area designation, if applicable. This same information must be provided if the work for this contract will be performed at any other locations. List all contractor 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. Offerors are required to indicate in their cover letters that the acceptance period for their offer is 240 calendar days. (4-page limit).

### **L9.1.3. Section B - Supplies or Services and Prices**

Completed pricing information referenced in Section B of the RFP via the provided CLIN Pricing Worksheet, an Excel Spreadsheet. This shall be submitted with Volume VI – Price.

### **L9.1.4. Section G - Contract Administrative Data**

Complete information per RFP.

### **L9.1.5. Section H - Special Contract Requirements**

Complete information per RFP.

### **L9.1.6. Section I - Contract Clauses**

Complete information per RFP.

#### **L9.1.7. Section K - Representations, Certifications, and other Statements of Offerors**

If your firm's annual representations and certifications have been entered into the web site at <http://orca.bpn.gov/>, do not include them with your offer. In this case, include in Volume VII a statement that the online representations and certifications are current (1-page limit). If your firm's annual representations and certifications have not been entered into the web site at <http://orca.bpn.gov/>, complete the necessary fill-ins and certifications noted in section K.

Equal Employment Opportunity (EEO) Pre-award Clearance Information. To expedite the Government's EEO pre-award clearance request process, the prime contractor shall include a list of all proposed subcontractors with a proposed subcontract value estimated at \$10 million or more, to include the following information: Name, address, individual's name/point of contact, and telephone number. The Government plans to request EEO clearances early in the evaluation process to avoid possible delays in making contract awards (page limit not applicable).

Required Facility and Level of Safeguarding Clearances, or Interim Clearances. The Offeror shall demonstrate that they either currently have the required facility and level of safeguarding clearances or interim clearances. The Offeror shall also demonstrate that they can comply with the Contract Security Classification Specification, DD Form 254, provided as RFP Attachment 3. Facility and key personnel security clearances shall be submitted with the proposal. Passing of clearance and personnel information shall be in keeping with Federal regulations governing Personally Identifiable Information (PII).

### **L9.2. Other Information Required**

#### **L9.2.1. 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. In addition, please provide the name, title and telephone number of your responsible Senior Executive (e.g., CEO).

#### **L9.2.2. Government Offices**

N/A.

#### **L9.2.3. 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 locations. 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.

#### **L9.2.4. Small Business Subcontracting**

A subcontracting plan is required (FAR 52.219-9) for Other than U.S. Small Businesses only (i.e. Large Businesses). **ONLY OTHER THAN U.S. SMALL BUSINESS OFFERORS**

**ARE REQUIRED TO SUBMIT A SUBCONTRACTING PLAN.** Offerors are required to submit either an individual subcontracting plan, an approved commercial plan, or a negotiated DoD Comprehensive Test Program subcontracting plan. In addition, offerors are required to complete the DISA Subcontracting Plan Review Checklist (Attachment L7) by inserting dollar values and percentages from your subcontracting plan as applicable for items 1 and 2, and also items 3 through 19 by completing the paragraph and page number columns.

The subcontracting plan is the organization's business plan for the inclusion of small businesses within their capture/contracting processes. An individual subcontracting plan highlights the general "potential" for subcontracting opportunities within a specific procurement. The contract awardee has the "life of the contract" to make a "good faith effort" to ensure that subcontracted dollars will go to small businesses. Although distinct and different from each other, the small business participation plan is complementary to a subcontracting plan. Subcontracting plans shall reflect and be consistent with the commitments presented in the small business participation plan.

Other than U.S. Small Business Offerors (i.e., Large Businesses) must submit a subcontracting plan that meets the requirements of FAR 19.704, FAR Clause 52.219-9 (Alternates and Deviations) and DFARS 252.219-7003 (or DFARS 252.219- 7004 if the Offeror has a DoD Comprehensive Test Program subcontracting plan).

The contracting officer will review subcontracting plans on an acceptable or unacceptable basis for compliance with FAR 19.704, FAR Clause 52.219-9 (Alternates and Deviations), and the applicable DFARS clause. A subcontracting plan is unacceptable if it does not clearly meet the requirements of FAR 19.704, FAR Clause 52.219-9 (Alternates and Deviations) and DFARS 252.219-7003 (or DFARS 252.219- 7004 if the Offeror has a DoD Comprehensive Test Program subcontracting plan). Subcontracting plans will only be reviewed for acceptability for those Offeror(s) deemed to be an apparent awardee(s).

The subcontracting plan shall be included in the offer, and the approved subcontracting plan shall be incorporated into the contract under Section J.

#### **L9.2.5. Government Furnished Property (GFP)**

The Government does not plan to provide any GFP.

#### **L9.2.6. Required Submittals**

The Offeror must provide the following submittals in response to the RFP:

- a. On-Line Representations and Certifications
- b. Volume I, Executive Summary
- c. Compliance and Cross Reference Matrix (Attachment L8)
- d. Volume II, Supply Chain Risk Management (SCRM)
- e. Volume III, Small Business Participation
- f. Volume IV, Technical/Management
- g. Volume V, Past Performance (Attachments L2 through L5)
- h. Volume VI, Price (per Section B)

- i. Volume VII, Contract Documentation
  1. Cover Letter, Form SF1449, Solicitation, Offer and Award
  2. Non-Government Advisor NDAs (Attachment L6)
  3. Small Business Subcontracting Plan (only required for other than small businesses)
  4. OCCI Mitigation Plan
  5. DISA Subcontracting Plan Review Checklist (Attachment L7)
  6. Copy of the Joint Venture or Partnership Agreement that established any Contractor Team Arrangement relationship

## **L10.0. PROVISIONS INCORPORATED BY REFERENCE**

Pursuant to FAR 52.252-1, Solicitation Provisions Incorporated by Reference, the following provisions are incorporated herein by reference. *List of provisions will be generated by PD2.*

## **L11.0. PROVISIONS INCORPORATED BY FULL TEXT**

*List of provisions will be generated by PD2.*

**ATTACHMENT L1**  
**SOLICITATION QUESTIONS AND ANSWERS TEMPLATE**  
*(if using this spreadsheet to monitor questions/answers, edit as necessary and include as attachment to Section L)*



**ATTACHMENT L2**  
**PAST AND PRESENT PERFORMANCE INFORMATION SHEET**

Provide the information requested in this form for each contract reference. Provide frank, concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted. Limit the number of references submitted and the length of each submission to the limitations set forth in Table L1, respectively, of Section L-2 of this solicitation.

A. Offeror Name (Company/Division): \_\_\_\_\_

CAGE Code: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

(NOTE: If the company or division performing this effort is different than the offeror or the relevance of this effort to the instant procurement is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume.)

B. Program Title: \_\_\_\_\_

C. Contract Specifics:

1. Contracting Agency or Customer \_\_\_\_\_

2. Contract Number \_\_\_\_\_

3. Contract Type \_\_\_\_\_

4. Period of Performance \_\_\_\_\_

5. Initial Contract Cost/Price \_\_\_\_\_

6. Current/final Contract Cost/Price \_\_\_\_\_

7. Annual Contract \$ Value \_\_\_\_\_

8. If Amounts for 5 and 6 above are different, provide a brief description of the reason

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D. Brief Description of Effort as   Prime or   Subcontractor

(Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current procurement)

E. Completion Date:

1. Original date: \_\_\_\_\_

2. Current Schedule: \_\_\_\_\_

3. Estimate at Completion: \_\_\_\_\_

4. How Many Times Changed: \_\_\_\_\_

5. Primary Causes of Change: \_\_\_\_\_

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F. Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

1. Program Manager: Name \_\_\_\_\_

Office \_\_\_\_\_  
Address \_\_\_\_\_

Telephone \_\_\_\_\_

2. Contracting Officer: Name \_\_\_\_\_

Office \_\_\_\_\_  
Address \_\_\_\_\_

Telephone \_\_\_\_\_

G. Address any technical/management (or other) area about this contract/program considered unique.

H. For each of the applicable subfactors under the technical/management factor in Section M, illustrate how your experience on this program applies to that subfactor.

I. Specify, by name, any key individuals who participated in this program and are proposed to support the instant procurement. Also, indicate their contractual roles for both procurements.

J. Include relevant information concerning your compliance with subcontracting plan goals for small disadvantaged business (SDB) concerns, monetary targets for SDB participation, and notifications submitted under FAR 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting.

K. Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

L. Identify whether a subcontracting plan in accordance with FAR 52.219-9, Small Business Subcontracting Plan, was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

M. 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).

**ATTACHMENT L3**  
**PAST AND PRESENT PERFORMANCE QUESTIONNAIRE**

**SECTION I: CONTRACT IDENTIFICATION**

1. Contractor: \_\_\_\_\_
2. Cage Code of contractor contract was awarded to: \_\_\_\_\_
3. Contract number: \_\_\_\_\_
4. Contract type (e.g., firm fixed price, cost plus, etc.): \_\_\_\_\_
5. Was this a competitively awarded contract? Yes  No
6. Period of performance: \_\_\_\_\_
7. Initial contract cost: \$ \_\_\_\_\_
8. Current/final contract cost: \$ \_\_\_\_\_
9. Reasons for differences between initial contract cost and final contract cost:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Description of products/service provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Geographic description of services under this contract, e.g., local, nationwide, worldwide, other Commands, etc.: \_\_\_\_\_

**SECTION II. EVALUATOR AND AGENCY IDENTIFICATION**

A. Agency (customer) name:

B. Evaluator's name and title: \_\_\_\_\_

C. Evaluator's phone number and email address:  
\_\_\_\_\_

**SECTION III. PAST PERFORMANCE QUESTIONS/EVALUATION**

(Circle your response, and/or provide written responses, when applicable.)

**1. Technical Performance**

a. Did the contractor meet the technical requirements of the PWS?

Yes  No

If no, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

b. What was the overall quality of the contractor's performance? \_\_\_\_\_

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## 2. Program Management

a. Did the contractor effectively manage and direct the contract?

Yes      No

If no, please explain:

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b. Did the contractor maintain good business relations with the agency?

Yes      No

If no, please explain:

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## 3. Transition/Phase-In

Did the contractor smoothly transition its resources and personnel?

Yes      No

If no, please explain:

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## 4. Employee Staff and Retention

a. Did the contractor recruit, hire, train and retain a qualified workforce with the appropriate skill levels during the term of the contract, and maintain a low turnover rate?

Yes      No

If no, please explain:

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b. Did the contractor replace departing personnel with employees of the same quality and skills and do so with minimal disruption to contract performance?

Yes      No

If no, please explain:

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## 5. Cost Performance

a. Did the contractor effectively forecast, manage and control costs? Did it alert the agency of unforeseen costs before they occurred?

Yes      No

If no, please explain:

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b. Did the contractor meet forecasted costs and perform within contract costs?

Yes      No

If no, please explain:

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For question number 6, please use ONE of the following performance levels to answer the question:

**EXCEPTIONAL (E) (Blue)** - During the contract period, contractor performance meets or met contractual requirements and exceeds or exceeded many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**VERY GOOD (VG) (Purple)** - During the contract period, contractor performance meets or met contractual requirements and exceeds or exceeded some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective

**SATISFACTORY(S) (Green)** – During the contract period, contractor performance meets or met contractual requirements. The contractual performance of the element or sub-element being assessed contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**MARGINAL (M) (Yellow)** – During the contract period, contractor performance does not or did not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

**UNSATISFACTORY (U) (Red)** – During the contract period, contractor performance does not or did not meet most contractual requirements and recovery in a timely manner is not likely. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

**6. What is your **OVERALL** level of satisfaction with the contractor's performance?**

Exceptional      Very Good      Satisfactory      Marginal      Unsatisfactory

#### **SECTION IV. RETURN OF COMPLETED FORM**

Please return your completed form to:

*(Name, mailing address, email address, and fax number of person responsible for past performance evaluation)*

**ATTACHMENT L4**  
**SAMPLE QUESTIONNAIRE COVER LETTER**

**LETTERHEAD**  
**(Date)**  
**FOR OFFICIAL USE ONLY**

The (Name of Organization) is in the process of selecting a contractor for a *(name of program)* program. (*Describe in general terms the nature of the effort and give RFP #.*) One of the considerations in proposal evaluation is the verification of the offerors' past and present performance on contracts, which reflect the offeror's ability to perform on the proposed effort. We depend on information received from agencies such as yours, which have had firsthand experience with an offeror, for the evaluation of the offeror's performance on those contracts.

Our areas of interest in the offeror are summarized in the enclosed questionnaire. As discussed in our initial phone contact with your office, our schedule is extremely tight and we need your written response no later than \_\_\_\_\_ calendar days after your receipt of this letter. To assist you in preparing your response and expediting your reply, the questionnaire may be filled out by hand and "faxed" to XXXXX-XXXX (Attention: \_\_\_\_\_) or you can email your completed questionnaire to \_\_\_\_\_.

Please call \_\_\_\_\_ at XXXXX-XXXX prior to fax transmission or if you have any questions. Your completed questionnaire will become a part of the official contract file. Your help is greatly appreciated and your prompt response will be one of the keys to the successful and timely completion of this Source Selection.

---

Signature

1 Atch  
Questionnaire

**ATTACHMENT L5**  
**SUBCONTRACTOR/TEAMING PARTNER CONSENT LETTER**  
**FOR THE RELEASE OF PAST AND PRESENT PERFORMANCE INFORMATION**  
**TO THE PRIME CONTRACTOR**

Past and present 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 contractor during exchanges. In an effort to assist the Government's Past Performance Evaluation Team in assessing your past performance relevancy and confidence, we request that the following consent letter be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent letters should be submitted as part of your Present/Past Performance Volume.

***SAMPLE***

Dear "Contracting Officer:"

We are participating as a (subcontractor/teaming partner) with (prime contractor or name of entity providing proposal) in responding to the DISA Request for Proposal XXXXXX-XX-R-XXXX for XXXXXX contract.

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

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

Company Name:

Address:

**ATTACHMENT L6**  
**NON-DISCLOSURE AGREEMENT BETWEEN**  
**NONGOVERNMENT ADVISOR'S COMPANY AND OFFEROR**

I, \_\_\_\_\_ (*print or type name*) as an Authorized Representative of \_\_\_\_\_ (*insert employer name*), a contractor or subcontractor for the Defense Information Systems Agency/Defense Information Technology Contracting Organization, performing under Contract Number \_\_\_\_\_ (*insert contract number under which Non-Government Advisor is performing*), understand that an employee from my company has been assigned to the source selection team ("SST") for solicitation number \_\_\_\_\_ ("Solicitation"), and the employee, as a Non-Government Advisor, may have access to, become aware of, or possess information/data that is considered sensitive or proprietary and may be protected by law from unauthorized use or disclosure. This employee has been informed of his/her obligation not to disclose to any individual, business entity, organization, or anyone outside of the SST any contractor bid or proposal information or source selection information as defined in Federal Acquisition Regulation (FAR) 3.104-4, or any contractor's proprietary information submitted in response to the Solicitation for as long as such information remains proprietary. This employee will be required to protect all such information from unauthorized use or disclosure, and refrain from using the information for any purpose other than that for which it was furnished. Execution of this Agreement shall not nullify or affect in any manner any other Confidentiality or Non-Disclosure Agreement, including any Standard Form 312 or 4414, which he/she has executed or may execute with the United States Government or any of its departments or agencies.

\_\_\_\_\_ (*print or type company name*) ("Offeror") consents to the Government providing Offeror's proposal, except past performance information, including any proprietary information contained therein, to the Non-Government Advisor from \_\_\_\_\_ (*insert company name of non-Govt advisor*). The Offeror represents and warrants that the individual indicated in the signature block below has the authority to execute this Agreement on behalf of the Offeror.

This Agreement may not be amended or modified except in a writing signed by both parties, and shall be governed by and construed in accordance with the laws of the United States. If any provision of this Agreement is found to be unenforceable, the remaining provisions shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement in a manner most closely approximating the intention of the parties as expressed herein. The Non-Government Advisor and the Offeror have carefully read this Agreement and understand their respective obligations under it.

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Signature of Authorized Representative for the  
Non-Government Advisor's Company

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Date

---

Printed/Typed Name of Authorized Representative

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Signature on Behalf of Offeror

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Date

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Printed/Typed Name and Title

Offeror Name (Company Name must be same as on Offer)

**ATTACHMENT L7**  
**DISA SUBCONTRACTING PLAN REVIEW CHECKLIST**

<b>Contractor Name and Address</b>							
<b>Solicitation Number &amp; Title</b>							
<b>Period of Performance</b>							
<b>Total Contract Price</b>							
<b>Date of Subcontracting Plan</b>							
<b>Items/Service (Description)</b>							
<b>Individual</b>		<b>Approved Commercial Plan</b>		<b>DoD Test Program Comprehensive Plan</b>			

**REQUIRED ELEMENTS OF THE SUBCONTRACTING PLAN**

**1. Total Large and Small Business Subcontracting - Percentages & Dollars (FAR 52.219-9(d)(1) and (2)**

Base Period		1st Option		2nd Option		3rd Option		
\$	%	\$	%	\$	%	\$	%	

**2. Small Business Subcontracting - Percentages & Dollars (FAR 52.219-9(d)(1) and (2)**

Base Period		1st Option		2nd Option		3rd Option		
\$	%	\$	%	\$	%	\$	%	

**2. Small Disadvantaged Business Subcontracting - Percentages & Dollars (FAR 52.219-9(d)(1) and (2)**

Base Period		1st Option		2nd Option		3rd Option		
\$	%	\$	%	\$	%	\$	%	

**2. Women-Owned Small Business Subcontracting - Percentages & Dollars (FAR 52.219-9(d)(1) and (2)**

Base Period		1st Option		2nd Option		3rd Option		
\$	%	\$	%	\$	%	\$	%	

**2. HUBZone Small Business Subcontracting - Percentages & Dollars (FAR 52.219-9(d)(1) and (2)**

Base Period		1st Option		2nd Option		3rd Option		
\$	%	\$	%	\$	%	\$	%	

**2. Service Disabled Veteran-Owned Small Business Subcontracting - Percentages & Dollars (FAR 52.219-9(d)(1) and (2)**

Base Period		1st Option		2nd Option		3rd Option		
\$	%	\$	%	\$	%	\$	%	

**2. Veteran-Owned Small Business Subcontracting - Percentages & Dollars (FAR 52.219-9(d)(1) and (2)**

Base Period		1st Option		2nd Option		3rd Option		
\$	%	\$	%	\$	%	\$	%	

<b>REQUIRED ELEMENTS OF THE SUBCONTRACTING PLAN - <i>Should provide a statement/assurance to address the following:</i></b>	<b>YES</b>	<b>NO</b>	<b>Para # &amp; Page #</b>
3. Description of principal types of supplies and services to be subcontracting and an identification of types of supplies or services planned for subcontracting to small business. FAR 52.219-9(d)(3)			
4. Description of method used to develop the subcontracting goals. FAR 52.219-9(d)(4)			
5. Description of the method used to identify potential sources for solicitation purposes. FAR 52.219-9(d)(5)			
6. A statement as to whether or not the offeror included indirect costs in establishing goals and a description of the method used to determine the proportionate share of indirect costs to be incurred with small businesses. FAR 52.219-9(d)(6)			
7. The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual. FAR 52.219-9(d)(7)			
8. A description of the efforts the offeror will make to ensure small businesses have an equitable opportunity to compete for subcontracts. FAR 52.219-9(d)(8)			
9. Clause inclusion and flow down: FAR 52.219-8 will be included in all subcontracts which offer further subcontracting opportunities. Subcontractors, except small businesses, who receive subcontracts over the applicable threshold (\$700,000 or \$1,500,000 for construction) will adopt a similar subcontracting plan. FAR 52.219-9(d)(9)			
<b>REPORTING AND COOPERATION – <i>Should provide a statement/assurance to address the following:</i></b>	<b>YES</b>	<b>NO</b>	<b>Para # &amp; Page #</b>
10. Cooperate in any studies or surveys as may be required. FAR 52.219-9(d)(10)(i)			
Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan. FAR 52.219-9(d)(10)(ii)			
Include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts intended for use by multiple agencies. FAR 52.219-9(d)(10)(iii)			
Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) ( <a href="http://www.esrs.gov">http://www.esrs.gov</a> ), following the instructions in the eSRS. FAR 52.219-9(d)(10)(iv)			

Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS. FAR 52.219-9(d)(10)(v)			
Provide its prime contract number and its unique entity identifier, and the e-mail address of the offeror's official responsible for acknowledging receipt of or rejecting the ISRs to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs FAR 52.219-9(d)(10)(vi)			
Require that each subcontractor with a subcontracting plan provide the prime contract number, its own unique entity identifier, and the e-mail address of the subcontractor's official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans. FAR 52.219-9(d)(10)(vii)			
<b>RECORDKEEPING – <i>Should provide a statement/assurance to address the following:</i></b>	<b>YES</b>	<b>NO</b>	<b>Para # &amp; Page #</b>
11. Description of records maintained to show compliance with plan requirements and procedures (on a plant-wide or company-wide basis unless otherwise indicated in the solicitation). FAR 52.219-9(11)			
Source lists and vendor data on SB, SDB, WOB, HUBZone, VOSB & SDVOSB concerns. FAR 52.219-9(11)(i)			
Lists of organizations contacted for sources. FAR 52.219-9(11)(ii)			
Records on each subcontract solicitation resulting in an award over \$150,000 (explaining whether SB, SDB, WOB, HUBZone, VOSB, or SDVOSB concerns were solicited) and, if applicable, reasons SB concerns failed to receive award. FAR 52.219-9(11)(iii)			
Description of any outreach efforts for SB, SDB, WOB, HUBZone, VOSB & SDVOSB concerns. FAR 52.219-9(11)(iv)			
Description of buyer training and monitoring. FAR 52.219-9(11)(v)			

For other than Commercial Plans, on a contract-by-contract basis, records to support subcontract award data including the name, address and business size of each subcontractor. FAR 52.219-9(11)(vi)			
<b>REQUIRED ELEMENTS OF THE SUBCONTRACTING PLAN - <i>Should provide a statement/assurance to address the following:</i></b>	<b>YES</b>	<b>NO</b>	<b>Para # &amp; Page #</b>
12. Make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that the offeror used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. FAR 52.219-9(12)			
13. Provide the contracting officer with a written explanation if the contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in FAR 19.704(a)(12). This written explanation will be submitted to the contracting officer within 30 days of contract completion. FAR 52.219-9(13)			
14. Not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor. FAR 52.219-9(14)			
15. Pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract, and notify the contracting officer if the offeror pays a reduced or an untimely payment to a small business subcontractor. FAR 52.219-9(15)			
16. Small disadvantaged business goal greater than five percent (5%)? **Requires approval one level higher than contracting officer if below 5%** DFARS 219.705-4(d)			
17. Does the contract contain options?			
18. If the contract contains options, are there separate goals?			
19. The plan has a signature page which includes the name, title and company name for the person submitting the plan; the			

name, title and department/agency contracting organization for the person approving the plan; and date signed.			
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**ATTACHMENT L8**  
**COMPLIANCE AND CROSS REFERENCE MATRIX**

Objectives, Constraints and Related Documentation			Technical/Management Approach Proposal Volume	
PWS	Evaluation Criteria Section M, Subfactors for Technical/ Management Factor	Instructions to Offerors Section L	Technical Proposal	First Draft IPC Plan
6.1; 6.2	1-1a	SF1		
6.1; 6.2	1-1b	SF1		
6.1; 6.2	1-1c	SF1		
6.1; 6.2	1-1d	SF1		
6.1; 6.2	1-1e	SF1		
6.4; 6.5	1-2a	SF2		
6.4; 6.5	1-2b	SF2		
6.4; 6.5	1-2c	SF2		
6.4; 6.5	1-2d	SF2		
6.3; 12	1-3a	SF3		
6.3; 12	1-3b	SF3		
6.3; 12	1-3c	SF3		
6.3; 12	1.3d	SF3		
6.6	1.4a	SF4		
6.6	1.4b	SF4		
6.6	1.4c	SF4		
6.6	1.4d	SF4		

Reference	Instructions to Offerors, Section L
	The relevant instructions to address the PWS subject specified in the row are in section:
SF1	"Subfactor 1-1. Network Architecture and Performance"
SF2	"Subfactor 1-2. Management and Support"
SF3	"Subfactor 1-3. Security"
SF4	"Subfactor 1-4. Implementation and Transition"