Section L
INSTRUCTIONS TO OFFERORS

1.0 Program Structure and Objective

The government plans to award a single contract for Diminishing Manufacturing Sources and Material Shortages program. In accordance with the Performance Work Statement (PWS), the contractor will be required to furnish an Information Technology (IT) capability. The services provided through this acquisition are to assist the Air Force community in determining the present and future state of program managed system's Bill of Material (BOM), identified items status, and their life cycle procurement efforts. Additionally, the requirement will consist of the loading of new BOMs and updating of BOMs, to ensure an accurate source of data and analysis exists, to assist the program managers with evaluating potential supportability risk due to the discontinuation of a line item or loss of suppliers. The contractor shall also provide engineering and technical services for the effort, to include activities which enhance the Diminishing Manufacturing Sources and Material Shortages (DMSMS) process.

1.1. 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 the ITO and must be submitted in accordance with these instructions. Any Offeror who submits an incomplete package may be considered ineligible for award. The offer shall be compliant with the requirements as stated in the Performance Work Statement (PWS) and appendices. Non-conformance with the instructions provided in the 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 Block 18 of the model contract/solicitation. The Offeror shall make a clear statement in the signed model contract 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.

2.1.6 All or parts of the Offeror's Technical proposal may be added to the contract. Should there be any discrepancies between the Technical proposal and the Performance Work Statement (PWS) or Systems Requirement Document (SRD), the PWS and SRD will take precedence.

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 System for Award Management (SAM) website at https://beta.sam.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 52.215-1(b).

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 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 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 2.0 of the ITO.

2.3.3. The Offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 2.3 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 2.3. 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 2.3. Proposal Organization

Volume	ITO Paragraph Number	Volume Title	Hard Copies/ Disk Copies	Page Limit
I	3.0	Technical	4/1	40
	3.2.2	Title Page (Not included in 40 page limit)		1
	3.2.2	Team List (see Attach 2.0)(Not included in 40 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 3.2.4 3.2.5	Subfactor 1 Live Demonstration of Tool Capabilities Subfactor 2 Contractor Requirements Subfactor 3 Small Business Participation		Unlimited
II	4.0	Past Performance	3/1	Unlimited
	2.2.1	Title Page		1
	2.2.2	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
	4.1	Past Performance Information Forms (PPIF) (See Attach 1.1*)		*
	4.1.1	Consent Letter (See Attach 1.4)		Unlimited
	4.1.1	Client Authorization Letters (See Attach 1.5)		Unlimited
	4.2	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	2/1	Unlimited
	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
	5.1	General Information		Unlimited
	5.2	Volume Organization		Unlimited
IV	6	Contract Documentation	2/1	Unlimited
	2.2.1	Title Page (SF1449)		1
	2.2.2	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
	2.2.2/6.3.4	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
	6.3.5	Attachments to the Model Contract		Unlimited

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 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 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, and 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. 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.

2.4.1. 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. The original proposal shall be printed double sided so that pages can be flipped on the short edge otherwise known as head to toe printing (head to toe is a term used in duplex printing meaning that the top or head of a document's front side should match with the bottom or "toe" of the back side). For document security, the document shall be bound in a three-ring, loose-leaf binder. The original proposal shall be maintained with the contract file until no longer required.

All other proposal copies shall be printed double sided so that pages can be flipped on the long edge otherwise known as head to head printing (head to head is a term used in duplex printing meaning that the top or "head" of a document's front side should match with the top of the back side). The proposal copies will be used by the source selection team members for evaluation of offers. Unless the offeror requests otherwise, the government will destroy extra copies of such unsuccessful proposals.

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 2016, MS Excel 2016, and MS-Power Point 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
AFSC/PZAAC: ATTN: Joshua Westmoreland
3001 Staff Drive, STE 1AB1 100B
Tinker AFB OK 73145-3020
Telephone: 405-736-3657
Joshua.Westmoreland.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 Section M, 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. Offerors shall assume that the government has no prior knowledge of their experience or facilities, and will base its evaluation only on the information presented in the proposal. 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 Government must receive a photocopy of the contractor’s Authority to Operate (ATO) within three business days after government request. The ATO must be current and in accordance with the PWS. The ATO is a condition to award and if not presented to the Government PCO within three business days of request the offeror shall be removed from consideration and award will be made to next competitive offeror. The government will consider an ATO from another DoD agency providing the DoD approved ATO contains the same security requirements as the AF approved ATO.

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 One – Live Demonstration of Tool Capabilities
(6) Subfactor Two – Contractor Requirements
(7) Subfactor Three – Small Business Participation. Note, offerors that are considered a large business by the applicable NAICS must also submit a small business subcontracting plan in addition to the small business participation plan

3.2.3. Subfactor One: Live Demonstration of Tool Capabilities
The Offeror shall provide a live demonstration of their tool capabilities as described in section M, and using the Sample Data. The live demonstration will be conducted as follows:

The Government has included in this solicitation a flat file containing approximately 120,000 lines of data (here after known as "Sample Data"). These Sample Data are a direct representation of the 30.5 million lines of data that will be provided at contract award. The government will allow each offeror 15 minutes after system access is established for set-up and 3 hours to perform a live demonstration of their tool. The Government will provide a computer. Due to external hardware/software restrictions, if the offeror needs any files for internet access, the offeror shall make arrangement with the Government for review/upload prior to the scheduled demonstration. No unapproved USB connected devices are allowed. The Government will also provide the ability to display the computer screen content on an external viewer so the evaluation team can follow along. The Government expects to contact offerors within three working days after proposal submission deadline to schedule a date and time for the Live Demonstration. The government intends to schedule all live demonstrations not later than ten calendar days of proposal response date. All live demonstrations will be conducted at Tinker AFB, OK. All travel costs are at contractor expense.

Prior to live demonstration, the offeror shall import the Government provided Sample Data into their DMSMS predictive tool and relink as described in the PWS. These Sample Data are for demonstration purposes only. These Sample Data are not considered Critical Technology and shall not be considered as part of the Flat File delivered after contract award. At the beginning of the live demonstration, the Government will provide the offeror a list of twelve part attributes which will be used to run twelve queries. The offerors shall produce Query results displaying part attribute data which will also be provided at the beginning of the live demonstration. Offerors shall login to their DMSMS predictive tool, perform live queries and download the reports to a Government provided CD for future evaluation. Offerors shall also be required to show their DMSMS predictive tool can display on the government provided computer screen all part attribute data fields listed in PWS Appendix B and Appendix C that were not already displayed in the twelve query results.

The Government will provide each offeror querying attributes at the beginning of the live demonstration personnel and space at the facility dedicated to the workload.

Note: The Government intends to conduct the live demonstration on-site at Tinker AFB. However, due to potential COVID-19 related disruptions, the government reserves the right to revise the live demonstration to comply with social distancing restrictions that are in effect. If the determination is made to revise how the live demonstration is conducted, the Government will provide specific instructions to offerors with a clarification evaluation notice.

3.2.4. Subfactor Two: Contractor Requirements
The Offeror shall provide an approach for the accomplishment of Contractor Requirements. The approach shall provide a detailed approach for the accomplishment of requirements in PWS Sections 1.3 through 1.3.19. As a minimum, the offeror's approach shall include details of how:

a) The approximately 30.5 million line items provided by the Government will be imported, linked, populated with PWS Appendix C data and made available to Air Force users in 90 calendar days after receipt of Appendix B data.

b) Loading of new lines of data and Updating of line item data will be accomplished.

c) The Tool/Tools Authority to Operate will be kept current

d) Tool Database Training will be accomplished).

3.2.5. Subfactor Three: Small Business Participation

SB Plan Format

Prepare and submit one SB Participation Plan. For each SB category identified in the SB Participation Plan, specifically identify the SB concerns that will participate in this acquisition, either as part of a joint venture or a first-tier subcontractor, and provide the extent to which each identified SB concern will participate (expressed in both dollars and percentages of the total acquisition).

Large businesses must submit both a Small Business Participation Plan (dollars expressed in total contract value) and a Small Business Subcontracting Plan (dollars expressed in subcontracted dollars). Large businesses will not be eligible for award if they fail to submit an acceptable Subcontracting Plan. The Subcontracting Plan shall reflect and be consistent with the commitments offered in the SB Participation Plan. Large businesses achieve goals through subcontracting. Small businesses can achieve goals through their own performance / participation as a prime without having to subcontract.

An offeror submitting a proposal as a prime contractor and approved in the "Test Program for Negotiation of Comprehensive SB Subcontracting Plans" shall submit their Comprehensive SB Subcontracting Plan in lieu of the SB Subcontracting Plan.

LTSF3.1.1. SB Size Determination

For purposes of the SB Participation Plan, the business size standard applicable to this solicitation shall be determined by the North American Industry Classification System (NAICS) Code as indicated on the front page of the solicitation.

LTSF3.2. Documentation of Commitment

The offeror shall provide documentation regarding commitments for this effort including teaming agreements. Copies of such agreements shall be provided as part of the SB Participation Plan. All offerors shall provide any information concerning long-term relationships with SB subcontractors, such as mentor-protégé relationships, etc.
All offerors shall provide the following for all SBs participating in the proposed contract.
Name of SB:
Contractor and Government Entity (CAGE) of SB:
Type of SB:
Estimate of total dollars:
Type of service/supply:
Variety and complexity of the work:
PWS references:

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, 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. The Government Past Performance Evaluation Team (PPET) evaluates each member of the Offeror's team for relevancy and performance quality, 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: Joshua Westmoreland). Email address for questionnaires is Joshua.Westmoreland.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 Section L, 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 Section M, para 2.3.2.1 Recency Assessment. Request each offeror submit up to five (5) PPIFs for the prime contractor, and up to four (4) PPIFs for each significant subcontractor/teaming partner. Significant subcontractor is defined as a contractor who is proposed to perform over 10% 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 8 pages, although more or less may be submitted, if necessary and relevant to the DMSMS Tool effort.

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 Section M, 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 5 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. Price Volume
In the price volume, the offeror shall provide the following information in addition to the completed Pricing Matrix (Attachment 3). 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**

<u>and documentation be included elsewhere in the proposal</u>. Offerors shall not input pricing information in Part I – Section B – Supplies or Services and Prices of the model contract.

5.2.1. Price Reasonableness

The government will evaluate proposals for reasonableness. Normally, price reasonableness is established through adequate price competition, but may also be determined through other price analysis techniques. The burden of proof for credibility of proposed costs/prices rests with the offeror. The offeror shall provide sufficient rationale describing how prices were developed (such as assumptions, historical data, projections, expertise, management decisions, etc.). It shall be noted that completeness is one aspect of price reasonableness. For completeness, the offeror shall provide unit prices for all applicable CLINs in the Pricing Matrix (Attachment 3).

5.2.2 Unbalanced Pricing

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. The offeror shall provide rationale for any proposed CLIN price increase greater than 5% per performance period year to year. Rationale shall also be provided for any proposed CLIN price decrease per performance period year to year. 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, the offeror shall complete the attached Pricing Matrix (Attachment 3).

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 and to ensure the proposed price does not pose an unacceptable risk to performance. Offeror 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 adequate to ensure performance is not at an unacceptable risk with prices proposed too low.

5.2.4. Cost or Pricing Information Requirements

FAR part 15 applies to this acquisition. 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/or price realism and none of the exceptions in FAR 15.403-1 apply, the offeror may be required to submit cost or pricing data.

5.2.5. Total Evaluated Price (TEP)

The TEP is the sum of extended pricing for the one base period plus the sum of extended pricing for four option periods, and the six month extension. Offerors shall propose pricing for the six month extension based on proposed pricing in the fourth option. The Pricing Matrix will automatically apply the fourth option year price for the six month extension. Offerors are not required to complete the CLIN pricing in the Model Contract, Section B. The Pricing Matrix will be used for all pricing. The TEP is for evaluation purposes only. Estimated quantities in the Pricing Matrix are for evaluation purposes only and do not obligate the government in any way.

5.3. Pricing Support Information

5.3.1. Rounding
In the Pricing Matrix (Attachment 3), all dollar amounts shall be rounded to the nearest cent. The travel G&A rate should be rounded to four 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 TEP.

5.3.2. Explanation of Specific Estimating Techniques and Methods
Provide a brief explanation of the methodology used to estimate prices in the development of the offeror's proposed pricing. The offerors may use any generally acceptable estimating techniques consistent with the offerors Disclosure Statement as appropriate. In addition, the offeror is required to provide a general summary of their estimating system, purchasing system, and accounting system, and provide an explanation of any deviations from these systems in the development of the proposed pricing. If there are no deviations, then state accordingly in the Price Volume. The government reserves the right to obtain information from the Contract Business Analysis Repository (CBAR) as considered necessary.

5.3.3. Past Experience Basis of Estimate
Where price estimates are based on past experience, identify the past experience; explain how the past experience relates to the current effort including similarities and differences and how price data available from the past experiences was adapted to the current effort pricing.

5.3.4. Proposed Price Reduction per Corporate/Management Decision
If proposed 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. If there is no proposed price reduction, then state accordingly in the Price Volume.

5.3.5. Price Assumptions Used in Development of Proposed Pricing
All significant assumptions, scope limitations and/or qualifications affecting the pricing proposal shall be addressed and explained. If there are no proposed price assumptions, then state accordingly in the Price Volume

5.3.6. Over & Above Travel G&A Rate
Travel G&A rates should be proposed as firm, fully burdened rates valid for all contract performance years for CLIN X003. No profit or fee is allowed. This G&A markup factor shall represent all indirect costs associated with travel. Proposed rates are considered ceiling rates; these are fixed at the rates proposed regardless of what actuals are running in contract out-years.

5.3.7. Probable Subcontractors
Submit a list of the proposed probable subcontractors and inter-divisional transfers showing (a) the supplier, (b) description of effort, (c) type of contract, and (d) determination of fair and

reasonable price. As prime contractor, documentation is required to demonstrate subcontractor quotes are considered fair and reasonable. Include an explanation of offeror's determination of proposed subcontractor pricing considered fair and reasonable.

5.3.8. 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.

5.3.9. Other Documentation
Other documentation considered by offerors to be essential for support of proposed prices shall be presented in this section.

5.3.10. Submission of Pricing Matrix
Submit the completed Pricing Matrix (Attachment 3) in support of the proposed TEP. The proposed pricing in the Pricing Matrix submitted shall be consistent with your approved estimating system and must duplicate the logic and mathematical formulas reflected in the paper copy of your proposal. The Pricing Matrix (Attachment 3) submitted shall comply with the following format requirements:

(a) Data file shall be submitted on a CD.
(b) Data file should be .XLS file format (MS-Excel 2016 or above) compatible format.

5.4. Volume Organization.
The Price volume shall consist of the following sections to include Title Page, Table of Contents, List of Tables and Figures, and Glossary of Abbreviations and Acronyms:

<u>SECTION 1</u> – Include your rationale in response to the following paragraphs.
5.2.1 - Price Reasonableness
5.2.2 - Unbalanced Pricing
5.2.3 - Price Realism

<u>SECTION 2</u> – Include your rationale in response to the following paragraphs.
5.3.1 - Rounding
5.3.2 - Explanation of Specific Estimating Techniques and Methods
5.3.3 - Past Experience Basis of Estimate
5.3.4 - Proposed Price Reduction per Corporate/Management Decision
5.3.5 - Price Assumptions Used in Development of Proposed Pricing
5.3.6 - Over & Above ravel G&A Rate
5.3.7 - Probable Subcontractors
5.3.8 - Government Field Support Agencies
5.3.9 - Other Documentation

<u>SECTION 3</u>
5.3.10 - Submission of Pricing Matrix

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.

6.1.1. Solicitation/Contract Form
Signature by the offeror 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
Completed pricing information in Pricing Matrix (Attachment 3).

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 has completed the annual representations and certification electronically via the SAM website at https://www.sam.gov/SAM/. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representation 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

Solicitation Document	***Page/ Paragraph***	***Requirement/ Portion***	***Rationale***
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/PZC, located at Tinker AFB. 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/PZC 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**.** Attachments to the Model Contract
The offeror shall provide the following as attachments to the model contract:

LIST OF DOCUMENTS, EXHIBITS OR ATTACHMENTS

Form Number	Description/File	Date	Number of Pages
Attachment 1	Performance Work Statement (PWS)	5/14/2020	40
Attachment 2	Wage Determinations	12/23/2019	56
Attachment 3	Pricing Matrix	N/A	File
Exhibit A	Contract Data Requirements Lists - Data Item Descriptions	4/12/2017	24

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 1.1

PAST PERFORMANCE INFORMATION FORM

Provide the information requested in this form for each contract/program being described. Provide frank, concise comments regarding your performance on the contracts you identify. Request each offeror submit up to five (5) PPIFs for the prime contractor, and up to four (4) PPIFs for each significant subcontractor/teaming partner.

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 acquisition 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: ______________
(If multiple types (i.e. Firm-Fixed Price with Time & Material), list percentage and dollar amount of Firm-Fixed Price portion)
4. Period of Performance: ______________
5. Original Contract $ Value: ______________ (Do not include unexercised options)
6. Current Contract $ Value: ______________ (Do not include unexercised options)
7. If Amounts for 5 and 6 above are different, provide a brief description of the reason:

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 acquisition)

E. Completion Date:

1. Original date: ______________
2. Current Schedule: ______________
3. Estimate at Completion: ______________
4. How Many Times Changed: ________
5. Primary Causes of Change:

F. Are there Contractor Performance Assessment Reports (CPARS) or other Past Performance Reports available for this contract? ______YES ______NO

G. 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 and/or Site Manager	Name:______________________________________
	Office:______________________________________
	Address:____________________________________
	____________________________________
	Telephone:__________________________________
	Fax Number:_________________________________
	Email:
2. Contracting Officer	Name:______________________________________
	Office:______________________________________
	Address:____________________________________
	____________________________________
	Telephone:__________________________________
	Fax Number:_________________________________
	Email:
3. Administrative Contracting Officer	Name:______________________________________
	Office:______________________________________
	Address:____________________________________
	____________________________________
	Telephone:__________________________________
	Fax Number:_________________________________
	Email:

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

I. For each of the applicable subfactors under the technical factor in the "Evaluation Criteria for Award, illustrate how your experience on this program applies to that subfactor, if you are to perform the same effort on the proposed contract.

J. Specify, by name, any key individual(s) who participated in this evaluated program and are to support the proposed effort. Also, indicate their contractual roles for both acquisitions.

K. 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).

ITO ATTACHMENT 1.2

PAST PERFORMANCE QUESTIONAIRE -PREAMBLE

The 429 SCMS squadron of the Air Force Sustainment Center is in the process of competitively selecting a source for the Diminishing Manufacturing Sources and Material Shortages (DMSMS) Predictive Tool program. This effort is to provide DMSMS support for all Air Force (AF) users located at Hill AFB, Tinker AFB, and Robins AFB hereafter to be called Air Force Sustainment Center (AFSC) to proactively reduce mission capability impacts. This effort also supports users outside the AFSC. The AF must continue to proactively improve logistics support and system sustainability. The AF users must be able to status parts across multiple weapon system platforms which require linking of the data in order to run necessary queries and reports from a single access point. This effort will help assure all required parts and materials to support AFSC managed weapon systems are available within acceptable production lead times. In addition, the effort will reduce the overall cost of ownership of the weapon systems by, (1) facilitating economical DMSMS resolution costs, (2) reducing the number of reactive solutions, (3) minimizing any delays in organic depot-level repair as well as Contractor repair, and (4) improving system availability.

One of the considerations in proposal evaluation is the verification of the offerors' past performance on contracts or other work efforts which reflect the offeror's ability to perform on the proposed effort. We depend on information received from organizations such as yours, which have had first-hand experience with the offeror, for the evaluation of the offeror's performance on those contracts or work efforts.

Our areas of interest regarding the offeror are summarized in the enclosed questionnaire. In order to meet the acquisition milestones, we request your written response no later than TBD calendar days after your receipt of this letter. This schedule will allow us sufficient time to analyze the data prior to the start of negotiations.

To assist you in preparing your response and expediting your reply, the questionnaire may be filled out electronically and e-mailed to Joshua.Westmoreland.1@us.af.mil. Please call Joshua Westmoreland at (405) 736-3657 if you have any questions. Your completed questionnaire will become a part of the official source selection records and should include the following heading:

For Official Use Only
Source Selection Information IAW FAR 2.101 and 3.104.

Your assistance is greatly appreciated and your prompt response will be one of the keys to the successful and timely completion of this Source Selection.

____

Joshua Westmoreland, Procuring Contracting Officer

1. Atch : Past Performance Questionnaire

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:
____
____

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.

The Contractor	**B**	**G**	**Y**	**R**	**N**
1. Provided experienced managers and supervisors with the technical and administrative abilities needed to meet contract requirements. <u>SUPPORTING INFORMATION</u>:					
P2. Did the contractor adequately document and manage quality standards and maintain FAA requirements.					
2. Demonstrated the ability to hire, maintain, and replace, if necessary, qualified personnel during the contract period. <u>SUPPORTING INFORMATION</u>:					
3. Delegated authority to project managers and supervisors commensurate with contract requirements. <u>SUPPORTING INFORMATION</u>:					
4. Home office participated in solving significant local problems. <u>SUPPORTING INFORMATION</u>:					
5. Followed approved quality control plan. <u>SUPPORTING INFORMATION</u>:					
6. Provided effective quality control and/or inspection procedures to meet contract requirements. <u>SUPPORTING INFORMATION</u>:					

7. Corrected deficiencies in timely manner and pursuant to their quality control procedures. <u>SUPPORTING INFORMATION</u>:					
8. Provided timely resolution of contract discrepancies. <u>SUPPORTING INFORMATION</u>:					
9. Identified problems as they occurred. <u>SUPPORTING INFORMATION</u>:					
10. Suggested alternative approaches to problems. <u>SUPPORTING INFORMATION</u>:					
11. Displayed initiative to solve problems. <u>SUPPORTING INFORMATION</u>:					
12. Developed realistic progress schedules. <u>SUPPORTING INFORMATION</u>:					
13. Met established project schedules. <u>SUPPORTING INFORMATION</u>:					
14. Provided timely resolution of warranty defects. <u>SUPPORTING INFORMATION</u>:					
15. Was responsive to contract changes. <u>SUPPORTING INFORMATION</u>:					

16. Provided adequate project supervision. <u>SUPPORTING INFORMATION</u>:					
17. Obtained consent of surety for increases in bonding as work-in-progress increased. <u>SUPPORTING INFORMATION</u>:					
18. Paid subcontractors/suppliers in a timely manner. <u>SUPPORTING INFORMATION</u>:					
19. Provided accurate and complete line item cost proposals including all aspects of work required for each task. <u>SUPPORTING INFORMATION</u>:					
20. Cooperated with Government personnel after award. <u>SUPPORTING INFORMATION</u>:					
21. Met or exceeded small business and small disadvantaged business goals set forth in the approved subcontracting plan. <u>SUPPORTING INFORMATION</u>:					
22. How would you rate the contractor's overall performance on this contract? <u>SUPPORTING INFORMATION</u>:					

23. Was the contractor ever issued a cure or show cause notice under the referenced contract? If yes, explain. EXPLANATION:	☐ Yes ☐ No
24. Would you award another contract to this contractor? If not, explain. EXPLANATION:	☐ Yes ☐ No

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.

Evaluator's Signature Date

Thank you for your prompt response and assistance!

Please return this completed questionnaire to:

DEPARTMENT OF THE AIR FORCE

AFSC/PZAAC ATTN: Joshua Westmoreland

3001 Staff Dr, STE 1AB1 100B
Tinker AFB OK 73145-3020
Telephone: 405-733-3657
Fax: 405-736-8731
Joshua.Westmoreland.1@us.af.mil

ITO ATTACHMENT 1.3
SAMPLE QUESTIONNAIRE COVER LETTER

LETTERHEAD

(Date)

FOR OFFICIAL USE ONLY

SUBJECT: Present/Past Performance Questionnaire for the DMSMS Predictive Tool 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 327 Air Sustainment Wing (ASW), 727 Aircraft Sustainment Group, Tinker Air Force Base, Oklahoma, Request for Proposal (RFP) FA8106-09-R-0010 for the C-38 Contractor Logistics Support (CLS) requirements. This acquisition is being conducted as a price performance 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 faxed to: AFSC/PZAAC, ATTN: Joshua Westmoreland, FAX number (405) 736-8731, or e-mailed to the following address: Joshua.Westmoreland.1@us.af.mil

(c) If you have any questions regarding the source selection, contact the Contracting Officer, Joshua Westmoreland. 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 OR 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 (Contracting Officer)

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 (location) request for Proposal (solicitation number) for the (program title or description of effort).

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

____

____

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

Company Name:

Address:

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, OC-ALC Request for Proposal (RFP No.) for the (program title or description of effort).

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)

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.			