

ORAL TECHNICAL PROPOSAL INSTRUCTIONS

TECHNICAL PROPOSALS

Each offeror remaining in the competitive range will provide an oral technical proposal. This proposal must include, at a minimum, the following:

Management Approach

Management plan for the task, including (as appropriate): use of subcontractors, corporate and on-site task order management, plan for continuity of operations at performance commencement and completion, corporate benefits packages for personnel, and use of electronic media to track task order performance and invoices.

Technical Approach

Description of the technical approach, methodology, technique, or plan to accomplish the Task Order including, at a minimum, operating environment or quality assurance procedures.

A brief technical proposal for each main task requirement shall be included in the description of work to be provided.

Past Performances:

The Contractor shall identify three (3) contracts, which it has recently performed, or currently performing, that are similar in nature to this task order. If the Contractor has not performed three such contracts, it shall identify as many similar contracts as it has performed or is performing. The Contractor shall provide the following information with respect to each of these contracts:

- Contract number, contract type, and dollar value;
- Date of contract award and period of performance;
- Name, address, and telephone number of all applicable contract points of contact; and
- Brief description of contract work, scope, and responsibilities

If the contract is cost-reimbursement in nature, an identification of the Estimated Cost contained in the contract as awarded and the final cost incurred under the contract. If the initial Estimated Cost and final cost incurred deviate by more than 2.0%, provide an explanation of the reasons (e.g., change order, cost overrun, cost underrun) for the deviation and the dollars associated with each reason. If the contract is still being performed, compare actual cost incurred to date with the pro-rated portion of the estimated cost expected to be incurred through this date, and provide explanations (with associated dollar values) for deviations of more than 2.0%.

Staffing Plan

The Contractor shall submit a general staffing plan for each task. The contractor shall submit resumes of the proposed key personnel to accomplish this task. Personnel performing under Task 4 are specifically considered key personnel, while for all other Tasks, the number and job descriptions of key personnel are left to the contractor's discretion. The Government will conduct interviews of the key personnel proposed for Task 4 and will provide notification of acceptance/non-acceptance of personnel within 72 hours after completion of each interview. The contractor shall describe the certainty of the proposed staff person and how long the services are expected to remain within the task.

The Contractor shall demonstrate that: the contractor's staff has the necessary technical knowledge and that competence level is continuous, stable, and more than adequate to meet DOC's support requirements.