

## **SOLICITATION FAR CLAUSE ADDENDUM**

### 52.212-1 ADDENDUM

#### **52.212-1 ADDENDUM "Instructions to Offeror – Commercial Products and Commercial Services"**

Washington Headquarters Services (WHS) Acquisition Directorate (AD) is releasing this **preliminary solicitation** for **Information Technology (IT), Artificial Intelligence (AI), Machine Learning and Program (MLP) Support Services** electronically only, via General Services Administration (GSA) eBuy. This electronic version of the Request for Quote (RFQ) is the official version for this acquisition. No hard copy of this solicitation will be issued.

The Government anticipates award of a single contract to the responsible Offeror that submits the offer that is most advantageous to the Government based upon the evaluation factors discussed in this RFQ.

All Offerors must comply with the following instructions for proposal format and content. Proposals that do not comply with these instructions may render the Offeror ineligible for award. The Offeror shall submit documentation illustrating its approach for satisfying the requirements of this solicitation. Proposals must be clear, coherent, and prepared in sufficient detail for effective evaluation of the Offeror's proposal against the evaluation criteria. The documentation shall address all aspects of this solicitation and include the Offeror's approach to performing and satisfying the requirements specified in the Performance Work Statement (PWS).

The Government intends to award without discussions but reserves the right to conduct discussions if determined to be in the Government's best interest.

Offerors are hereby instructed that regardless of any language that may be used in this solicitation, the Department is NOT conducting this procurement under Federal Acquisition Regulation (FAR) Part 15, "Contracting by Negotiations." This procurement is being conducted in accordance with the ordering procedures of GSA Stars III and FAR 16.505(b)(1)(ii).

#### **A. PROPOSAL VOLUME REQUIREMENTS**

The following are descriptions of the information that shall be provided with the quote.

#### **PROPOSAL VOLUMES REQUIREMENTS**

<b>Volume</b>	<b>Section</b>	<b>Page Limit</b>
<b>I</b>	<b>ADMINISTRATIVE VOLUME</b>	No Page Limit

	1) Proposals shall remain valid for a period of 120 calendar days after the Proposal due date 2) Names and telephone numbers of person(s) authorized to conduct negotiations 3) Name of the official authorized to bind the Offeror's organization shall be clearly identified 4) Company/Division Street Address; facility code; SAM UEI number and size standard, Cage Code 5) Organizational Conflict of Interest (OCI) certification 6) Listing of all Offeror/subcontractor and their CAGE Code 7) Signed SF1449 (and SF30's if applicable). 8) Completion of Clauses/Provisions such as 52.212-3 Alt I, and 52.219-28 9) Acknowledgment of receipt of any amendments 10) Completed blocks 17a, 30a (signed), 30b and 30c. 11) The SF1449 must be executed by a representative of the Offeror authorized to commit the Offeror to contractual obligations	
<b>II</b>	<b>PASS/FAIL – CLEARANCE &amp; BUSINESS SIZE</b>	
	1) Top Secret Facility Clearance Validation Letter from the Defense Counterintelligence and Security Agency 2) 8(a) Eligibility Re-certification relative to the solicitation NAICS Code	No Page Limit
<b>III</b>	<b>TECHNICAL VOLUME</b>	
	1) Technical Approach and Capability 2) Completed Personnel Matrix ( <b>Attachment 3</b> ) 3) Key Personnel Resumes 4) Key Personnel Commitment Letters 5) Completed Key Personnel Qualification Requirements ( <b>Attachment 4</b> )	(1) 10 pages (2) Matrix Only (3) No Page Limit (4) No Page Limit (5) No Page Limit
<b>IV</b>	<b>PAST PERFORMANCE</b>	8 pages

.V	PRICE	
	1) Complete Pricing Matrix ( <b>Attachment 5</b> )	(1) (1) MS Excel Pricing Matrix

Draft

**A.1 Instructions for Proposal Submissions:** This section of the Instruction 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 in the ITO and must be submitted in accordance with these instructions. Noncompliance with the instructions provided in the ITO may make the Proposal ineligible for award.

#### **A.1.1 Sufficient Detail**

Proposals shall comply with the following guidelines:

- Be complete and respond directly to the requirements of the solicitation.
- Address the factors and their related elements as listed in FAR 52.212-2 of the solicitation.  
Address the factors and their related elements as listed in FAR 52.212-1 and FAR 52.212-2 of the solicitation.
- Be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated assertions. Extraneous, repetitious, or wordy submissions are not desired and could result in lower ratings.
- Do not simply rephrase or restate the Government's requirements, but rather provide convincing rationale to address how the Offeror intends to meet the requirements.
- Do not simply rephrase or restate the Government's requirements, but rather provide convincing rationale to address how the Offeror intends to meet the requirements.
- 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.

#### **A.1.2 Validity Statement**

The Offeror's Proposal is valid for 120 calendar days after date of submission, and the Government will retain one copy of all submitted Proposals.

#### **A.1.3 Physical Appearance of Submissions**

- Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary and are not desired.
- Proposals shall be submitted as electronic copies via e-mail.
- No models, mockups, or videotapes will be accepted.

##### **A.1.3.1 Glossary of Abbreviations and Acronyms**

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

## **A1.4 Page Format Restrictions and Limitations**

### **A.1.4.1 Page and Font Size**

Text shall be single-spaced on an 8.5 x 11-inch paper format, with a minimum one-inch margin all around. Pages shall be numbered consecutively. A page printed on both sides shall be counted as two pages. No foldout pages shall be used.

Page limitations shall be treated as maximum. Pages submitted in excess of the page limitations stated throughout this document will be removed and not evaluated. Pages that exceed the maximum page length above shall not be evaluated or considered by the Government. Documents incorporated by reference or as attachments to the Proposal shall be included in the overall maximum page lengths and will not be considered or evaluated if they exceed the maximum page.

Font size shall be no smaller than twelve (12) point Times New Roman. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable. Lettering within tables, charts, graphs, and figures shall be no smaller than ten (10) point Times New Roman. Margins on all four edges of each sheet will be at least one-inch. Proprietary statements, security markings, and page numbers shall be placed within the defined margin area. Pages shall be numbered sequentially by volume. In the event discussions are held, these page format restrictions shall apply to the Final Proposal Revisions (FPRs).

### **A.1.4.2 Labeling**

The number of pages shown in the table above should be submitted in electronic format. Responses to Administrative Volume, Technical Volume, and Price Volume shall be in separate electronic folders (files). A cover letter shall be inserted in each folder (file), clearly marked as to the RFQ identification, date of submittal, and acknowledgement of all amendments. The cover letter shall also include the Offeror's name, address, Taxpayer ID number, CAGE code, and the Offeror's Point of Contact (POC) name, phone, and email. The cover letter shall not count against any page limitation. Pages that exceed the maximum page length above shall not be evaluated or considered by the Government.

### **A.1.4.3 Pages Counted**

Each page shall be counted except the following:

- cover pages
- teaming arrangements
- tables of contents
- glossaries
- lists of figures, tables, or drawings

- tabs
- dividers
- Personnel Matrix
- Key Personnel Resumes
- Key Personnel Commitment Letters
- Key Personnel Qualification Template
- Pricing Matrix
- blank pages

#### **A.1.5 Indexing**

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

#### **A.1.6 Electronic Submission:**

Electronic copies of each volume shall be submitted electronically through the Solicitation Module of the Procurement Integrated Enterprise Environment (PIEE) at <https://piee.eb.mil> by the Proposal due date and time stated in block 8, page 1 of the SF1449. Proposals submitted by any other means will not be evaluated. Proposals sent through proprietary or third party File Transfer Protocol (FTP) sites or DoD SAFE will not be retrieved. It is the responsibility of the Offeror to confirm receipt of Proposals. All Proposals received after the exact time specified for receipt shall be treated as late submissions and will not be considered except under facts and circumstances allowed by the FAR.

Any Proposal received after the exact time specified for receipt of Proposals shall be treated as a late submission in accordance with the FAR 52.212-1 Instructions to Offerors--Commercial Products and Commercial Services (Sep 2023). Each written volume shall be submitted as a separate file in the portal. All MS Excel Solicitation attachments matrixes shall be completed by the Offeror and submitted in MS Excel as a separate attachment in the appropriate volume. All responses to the solicitation shall be in separate files and volumes corresponding to the evaluation factors identified in the above Proposal Submission Chart. Offerors are solely responsible for ensuring that the Proposal is successfully submitted and received by the due date and time. Electronic copies of each volume shall be compatible with the following software products: Adobe Acrobat Reader and Microsoft Office Suite 2016. Narrative portions of the Proposal shall be in Adobe Acrobat portable document file (pdf) searchable text format. The Offeror shall not embed sound or video (e.g., MPEG) files into the Proposal files. Electronic files shall be clearly identified for each volume, section, and item.

Offerors shall provide a listing of all subcontractors under its Proposal in the Administrative Volume I.

#### **A.1.7 Pricing Data/Cost Information**

Price information shall be completed in the pricing matrix attached to the solicitation and

addressed in Volume III - Price. All labor rates and contract line items shall be rounded to the nearest cents not to exceed two places beyond the decimal point. If unit or total line-item pricing exceeds two decimal places for cents, the Government will round to the nearest cent not exceeding the total line-item pricing. All price information must be submitted in the attached price matrix (Attachment 5).

#### **A.1.8 Cross Referencing & Volume Designation**

Information required for Proposal evaluation that is not found in its designated volume may be assumed to have been omitted from the Proposal at the discretion of the Government. Each volume, other than the Price 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. Exceptions to the above include only teaming arrangements, socio- economic commitment information, and Organizational Conflicts of Interest assertions that must be submitted in Volumes I - III, but may not be cross-referenced in other volumes.

#### **A.1.9 Confidential Information**

The Freedom of Information Act (FOIA) and its amendments have resulted in an increasing number of requests from outside the Government for copies of contract qualifications and Proposals submitted to federal agencies. If an Offeror's submissions contain information that the Offeror believes should be withheld from such requestors under FOIA on the grounds that they contain "trade secrets and commercial or financial information" [5 USC (S)552(b)(4)], the Offeror should mark its submissions in the following manner:

- The following notice should be placed on the title page: "Some parts of this document, as identified on individual pages, are considered by the submitter to be privileged or confidential trade secrets or commercial or financial information not subject to mandatory disclosure under the Freedom of Information Act. Material considered privileged or confidential on such grounds is contained on page(s) ."
- Each individual item considered privileged or confidential under FOIA should be marked with the following notice: "The data or information is considered confidential or privileged and is not subject to mandatory disclosure under the Freedom of Information Act."

### **B. ADMINISTRATIVE (VOLUME I)**

The offeror shall present all cover letters, certifications, and completed provisions in this Volume. If applicable, Offeror shall identify any subcontractor's/teaming partners and provide corresponding CAGE Code in this volume. The offeror shall submit a letter from the Defense Counterintelligence and Security Agency (DCSA) that demonstrates the Offeror holds an active Top Secret Facility Clearance as identified in the DD Form 254. The SF1449 must be signed by a representative of the Offeror authorized to commit the Offeror to contractual obligations.

### **C. PASS/FAIL (VOLUME II)**

The Government requests the following information, which will be evaluated on a pass/fail basis. If an Offeror receives a fail for any of the below criteria, the Offeror's Proposal will not be evaluated any further and will be deemed ineligible for award.

1. The Offeror shall submit a letter from the Defense Counterintelligence and Security Agency that demonstrates the Offeror holds an active Top Secret Facility Clearance as identified on the DD254
2. The Offeror shall submit evidence of their 8(a) eligibility and that their small business size standard corresponds to the NAICS code assigned to this contract.

**Evidence of a Top Secret Facility Clearance:** The Offeror shall submit a letter from the Defense Counterintelligence and Security Agency (DSCA) that demonstrates the Offeror holds an active Top Secret Facility Clearance at the time of Proposal submission.

**Evidence of 8(a) Eligibility and Small Business Size Standard Instructions:** The Offeror shall submit evidence, either from System for Award Management (SAM) or the SBA Small Business Dynamic Search, that their small business size standard corresponds to the NAICS code assigned to this contract. This requirement is a 100% set-aside for 8(a) Small Business concerns under **NAICS code 541512**. If the government determines that an Offeror is not an eligible 8(a) Small Business concern under NAICS code 541519 on the Proposal due date and time, no further evaluation will be performed and the Offeror will not be considered for the award.

The Offeror shall also provide the following in its technical approach: The Offeror shall complete the attached Personnel Matrix by filling out all the required elements listed in the matrix for Volume II-Technical.

**Personnel Matrix (Attachment 3):** The Offeror shall complete the attached Personnel Matrix by filling out all the required elements listed in the matrix for Volume IV-Technical.

**Key Personnel Resumes:** The offeror shall provide Key Personnel resumes and complete the Personnel Matrix (**Attachment 3**) and Key Personnel Qualifications (**Attachment 4**) by filling out all the required elements listed in them. The Personnel Matrix shall be submitted in **Volume II** as a separate excel spreadsheet and not as a PDF nor embedded in the Technical Approach. The Key Personnel Qualifications shall be submitted in Volume II and may be embedded as a PDF in the Technical Approach or submitted separately.

Resumes shall contain the following information:

- Name of Key Personnel
- Role the individual will play (e.g., Program Manager)
- Proposed labor category
- Security clearance and citizenship
- Education to include degree(s), degree-granting institution, date degree awarded, and specialization
- Certifications, professional licenses, and professional affiliations
- Total years of experience, and total years of experience related to PWS requirements (by employer), to include the month and year (for example: OCT 2020- OCT 2022)
- Work assignments, to include location/organization, start and end dates (include month and year; for example: OCT 2020 - OCT 2022) of each assignment, responsibilities for each assignment, and a brief description of how each assignment relates to the PWS requirements

**Commitment Letters for Key Personnel Instructions:** Commitment letters for all key personnel shall be submitted with the proposal submission by the date and time for receipt of proposals. All commitment letters shall be signed by the proposed key personnel no earlier than ten (10) calendar days prior to the date and time for receipt of proposals. Key personnel shall not use Government issued Common Access Cards to sign any portion of the proposal. The signature date must accompany the signature in the signed Commitment Letters. The Commitment Letters shall affirmatively state that the key personnel: (A) grant permission to the Offeror to use his/her resume, and (B) is willing to work for the proposing Offeror on the instant solicitation. If a revised proposal is required, Commitment Letters for all key personnel shall be updated with a new signature and signature date within ten (10) calendar days prior to the date and time for receipt of proposal revision.

If the Offeror learns, or has reason to believe, of the unavailability (e.g., death or disqualification) of its proposed key personnel, Offeror shall notify the Contracting Officer in writing no later than the next business day. Upon timely notice, the Agency may accept a signed Commitment Letter of the Offeror's proposed substitute key personnel.

**Key Personnel Qualifications Template (Attachment 4):** Submitted resumes must meet all the requirements of the key personnel labor categories under which they are proposed. The contractor shall complete the corresponding Key Personnel Qualifications Template. Failure to complete the Key Personnel



Qualifications template may result in the Offeror being ineligible for award.

**\*\*Offerors are precluded from cross-referencing tabs or sections.**

Note: Key personnel resumes, Commitment Letters, Key Personnel Qualifications Template, and Personnel Matrix under Technical Approach (Volume III) shall not count against the page limitation.

#### **D. FACTOR 1 - TECHNICAL APPROACH & CAPABILITY (VOLUME III) (12 page limit)**

##### **D.1 TECHNICAL APPROACH (5 page limit)**

The Proposal shall describe the methods and techniques used in its technical approach to complete the critical tasks of PWS Section 5. The following tasks are considered critical with respect to the evaluation and Offerors are required to address in their proposal; Critical Tasks are **5.2, 5.3, 5.4, and 5.5**. The Offeror is not required to address each task or subtask, but must address all critical tasks with enough details to demonstrate the ability to successfully perform the requirements. Proposals that omit or merely reiterate identified tasks may be rejected. Offerors shall map all proposed labor categories to the positions proposed and include this information in Volume III – Technical Approach and Capability, and Volume V – Price.

**Management Approach (3 page limit):** The Offeror shall describe their proposed management approach through Program Management Controls, submission of a Staffing Plan, and Key Personnel. This volume must not contain any reference to cost; however, resource information such as data concerning labor categories, subcontracts, etc. must be provided to demonstrate the Offeror's understanding of the requirement.

**Staffing Plan (3 page limit):** The Proposal shall provide a staffing approach to meet the Government's requirements and how the Offeror plans to manage unexpected turnover due to promotions, employees leaving the company, extended illnesses, military duty, etc., and how that plan minimizes the impact on contract performance. The staffing section shall demonstrate how the Offeror will ensure personnel coverage during absences (sick and personal leave of employees).

The Staffing Plan shall also describe the Offeror's plan to effectively and efficiently meet the Government's requirements with the proposed staff over the life cycle of the contract. The Offeror shall also provide a rationale that describes the basis for their proposed level-of-effort and labor mix.

The Staffing Plan shall indicate the proposed resource allocation for all PWS critical tasks, to include a PWS critical task breakout of all proposed labor categories and hours over the 12-month base period and four 12-month options.

**Phase-in Plan (1 page limit):** The Proposal shall describe the Offeror's phase-in approach by submitting a phase-in plan that demonstrates the Offeror's approach for providing the necessary resources to ensure and maintain service quality levels and staffing levels for the thirty (30) calendar day phase-in period.

**Personnel Matrix (Attachment 4):** The Offeror shall complete the attached Personnel Matrix (Attachment 4) by

filling out all the required elements listed in the matrix for Volume III – Technical Approach and Capability. The Personnel Matrix shall be submitted in Volume IV as a separate excel spreadsheet and not a .pdf nor embedded in the Technical Approach and Capability. Inconsistencies between the staffing matrices may result in the Offeror's proposal being ineligible for award.

##### **Key Personnel Qualifications:**

a. **Key Personnel Requirement Qualifications (Attachment 8):** The Offeror shall complete the Key Personnel Qualifications Requirements document by filling in the qualifications and tasks as stipulated in the PWS for each specific Key Personnel position and provide a description that identifies how the proposed personnel meets those qualifications and any prior experience or relevant information pertaining to the performance of the critical tasks identified.

b. **Key Personnel Resume (No page limit):** Offerors shall provide a resume for each of the proposed Key Personnel identified in PWS Section 1.6.11. The resume shall demonstrate how the personnel meets the personnel requirements listed in Section 1.6.11 of the PWS and the proposed labor categories. Where the individual has one or more of the preferred skills and experience listed in Section 1.6.11, the resume shall demonstrate how the individual meets the preferred attribute(s). Resumes shall contain the following information

**Resumes shall contain the following information:**

1. **Name of key personnel**
2. **Role the individual will play on the contract; e.g. Project Manager, Task 1 Team Lead, Master Practitioner**
3. **Proposed labor category**
4. **Security clearance and citizenship**
5. **Education to include degree(s), degree-granting institution, date degree awarded, and specialization**

6. Certifications, professional licenses, and professional affiliations
7. Total years of experience, and total years of experience related to the PWS requirements (by employer), to include the month and year (for example: OCT 2015 – SEP 2018)
8. Work assignments, to include location/organization, start and end dates (include month and year; for example: OCT 2015 – SEP 2018) of each assignment, responsibilities for each assignment, and a brief description of how each assignment relates to the PWS requirements
9. Percentage of time available to the contract

Submitted resumes must meet all of the requirements of the Contract labor category under which they are proposed.

**Note.** Resumes for Key Personnel (Volume II) and the Personnel Matrix under (Volume III) shall not count against the page limitation.

#### **E. PAST PERFORMANCE (VOLUME IV) (8 page limit)**

The Government is requesting that the Offeror provide up to three (3) past performance contract references that reflect recent and relevant experience. Recent experience is defined as that which is completed within the past three (3) years from the Proposal due date with twelve (12) months of the period of performance completed. Relevant experience is defined as that which is similar in scope, size, and complexity to the work described in the attached Performance Work Statement and contract type.

Past performance contract references can come from the Offeror or the subcontractor, as long as they served as the Prime Contractor for the past performance reference. If the Offeror submits recent and relevant projects performed by a subcontractor as a past performance reference, the Offeror must explain how the subcontractor significantly contributed to the performance of the referenced project and how the Offeror expects the subcontractor to significantly contribute to the successful performance of the solicited work.

All past performance references shall include contract/delivery order number, contract type, program name, total contract cost, short description of work performed, reasons why the project is considered relevant by the Offeror, names, and email addresses.

Offerors shall state which past performance reference contracts are listed in the Contractor Performance Assessment Report System (CPARS), for review by the Government. For reference contracts that are not listed in CPARS, a Past Performance Questionnaire (PPQ) shall be submitted in lieu of the CPARS report, and the Offeror shall also include valid telephone numbers and email addresses for the persons completing the PPQ.

Past performance contract references must be completed by the customer, Contracting Officer Representative (COR), or the Contracting Officer using the Past Performance Questionnaire's (PPQs). PPQs are REQUIRED for contracts not listed in Contractor Performance Assessment Report System (CPARS).

The Offeror shall provide Past Performance Questionnaires (PPQ) to its customer references and instruct them to submit them in accordance with the instructions in the PPQ (**Attachment 3 – PPQ**). Questionnaires must be received via email no later than the Proposal due date and time specified in the solicitation. Questionnaires that are not received by the due date and time may not be evaluated.

#### **F. PRICE (VOLUME V)**

The Offeror shall map all proposed labor categories to the positions proposed and include this information in Volume V- Price. Proposed personnel must meet all PWS requirements for the PWS-defined position they will fill, and if applicable they must also meet all of the criteria contained in the pricelist description of the particular labor category under which they are proposed. Failure to comply with this section will render the Offeror ineligible for award.

The contract will be awarded as a single order consisting of Labor Hour (LH) and Time-and-Material (T&M) contract line item numbers (CLINs) under **NAICS 541512**. The Offeror shall propose pricing by completing the MS Excel Pricing Matrix (**Attachment 5**) and submitting it in MS Excel format as Volume V of its proposal. The Offeror shall not submit Volume V in PDF document format. The Pricing Matrix contains three tab categories entitled: (1) CLIN Pricing Summary, (2) Labor Categories, and (3) Labor Rate Table which must be completed by the Offeror. **All proposed 'total' CLIN pricing shall be rounded up to the nearest whole dollar amount (i.e., \$6,558.53 shall be entered as \$6,559.00).**

**Labor Hour (LH):** The offeror shall propose labor rates for each labor category in each contract year, as listed in Technical "Exhibit 3 – Labor Hour CLIN Table." The hours contained in the tables are the required estimates of the number of labor hours that will be used in the contract year.

**Time and Material (T&M):** The Offeror is not required to propose prices for Time and Material

CLINs. The Government will provide a not-to-exceed price based on the Government's estimates of lodging, travel location(s), and the number of estimated days. The T&M cost of the contract will be added into the total evaluated price.

The Offerors shall present its pricing format via the attached MS Excel pricing template, 'Attachment 5 – Pricing Matrix'.  
The Offeror shall also provide pricing in Section SF 1449 – CONTINUATION SHEET of the solicitation.

## **END OF FAR CLAUSE 52.212-1ADDENDUM**

### **52.212-2ADDENDUM**

#### **52.212-2ADDENDUM "EVALUATION - COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (NOV 2021)"**

##### **1) BASIS FOR CONTRACT AWARD**

Unless all proposals are rejected, the Government intends to award a single order to the responsible Offeror whose proposal, conforming to the solicitation, will be most advantageous to the Government, price and other factors considered. The Government may select for award the Offeror whose price is not necessarily the lowest, but whose technical Proposal is more advantageous to the Government and warrants the additional cost for a best-value award determination. Offeror's must satisfy the requirements described in the Performance Work Statement (PWS), as well as other Request for Proposal (RFP) requirements.

Proposals shall be reviewed, evaluated, and awarded in accordance with the evaluation criteria identified in this document. Proposals that take exception to any requirement, state assumptions or impose requirements not in or contrary to the solicitation or otherwise qualify the Proposal shall not be considered and shall be deemed unacceptable for award.

Proposals shall be evaluated on the factors listed below. Technical Approach & Capability and Past Performance are equal, and when combined are significantly more important than Price, however Price is a substantial Factor. As Offerors become more equal under Factor 1 and Factor 2, Factor 3 will be more significant in the award decision.

##### **3. PASS/FAIL CRITERIA**

The Government will evaluate a Proposal ONLY IF the offer/Proposal satisfies all of the following elements, which will be evaluated on a pass/fail basis\*:

- The Government will review the Offeror's submitted letter issued from the Defense Counterintelligence and Security Agency against the requirement's DD254, and verify that the Offeror holds an active Top Secret Facility Clearance as identified on the DD254.
- The Offeror shall submit Letters of Commitment for all proposed Key Personnel, with the Proposal submission by the Proposal due date established in the latest version of the solicitation. The date of signature on the commitment letters shall be within 10 calendar days of the Proposal due date. If revised offers are requested or required, the letters of commitment shall be updated and signed within 10 calendar days of the due date of the revised offer. Each commitment letter **shall affirmatively state**:
  - that the key personnel granted permission to the prime contractor to use his/her resume
  - is willing to work for the proposing Offeror on the instant solicitation
- The Government will verify the Offeror's 8(a) eligibility and whether the Offeror's small business size standard is a Small Business concern corresponding to the NAICS code assigned to this solicitation: **NAICS 541512**. The Government will verify this information either via the SBA Dynamic Small Business Search database or the System for Award Management (SAM).

\*Offerors will only be eligible for award after an evaluation is conducted in accordance with the criteria set forth in FAR 52.212-2 of this solicitation. If the Offeror receives a "fail" in **any** one of the elements listed above, the Offeror's proposal will not be evaluated further.

##### **4. EVALUATION FACTORS**

The award of the contract will be determined by evaluations and ratings under the below Factors. The overall total proposed price will be based upon Attachment 5 - Pricing Matrix.

The evaluation of the contract will be based on an assessment of the Offeror's proposal. Proposals shall be evaluated on the factors listed below. Technical Approach & Capability, and Past Performance are equal, and when combined

are significantly more important than Price; however, Price is still a substantial Factor. As Offerors become more equal under Factors 1 and 2, Price (Factor 3) will become more significant in the award decision.

Factor 1 – Technical Approach & Capability

Factor 2 – Past Performance

Factor 3 – Price

## A. FACTOR 1 - TECHNICAL APPROACH & CAPABILITY

The Government will evaluate the adequacy of the Offeror's approach as demonstrated by the proposed technical approach and capabilities. The Proposal shall be sufficiently complete to demonstrate how the Offeror will comply with PWS critical task requirements throughout the performance period. The Government will evaluate the Offeror's technical approach and capabilities for completing and providing the Staffing Plan, Personnel Matrix, Phase-In Plan, and Key Personnel to perform the requirements listed in the solicitation. Data previously submitted, or presumed to be known, i.e., descriptions of previous projects performed for the Government, cannot be considered as a part of the Proposal unless physically incorporated in the proposal. Clarity, completeness and conciseness are essential.

Management Approach: The Government will evaluate the Management Approach for soundness of approach, understanding of the requirement, and completeness, effectiveness, and efficiency. The Offeror's Management Approach to meeting the PWS requirements needs to demonstrate to the Government that the proposed approach will meet the schedule and performance requirements.

Staffing Plan: The Government will evaluate and assess the Offeror's staffing approach to meet the Government's requirements and how the Offeror plans to attract, select, hire, and retain qualified personnel capable of successfully meeting the PWS requirements, and how that plan minimizes the impact on contract performance.

Phase-in Plan: The Government will evaluate the Offerors phase-in plan that adequately describes an approach to provide a smooth, uninterrupted Phase-in, which shall take place during the initial 30 calendar days upon contract award.

Personnel Matrix: The Government will evaluate the Offeror's level-of-effort and labor mix and rationale for soundness of approach, understanding of the requirement, and completeness, effectiveness, and efficiency.

### **Key Personnel Qualifications:**

**a. Key Personnel Requirement Qualifications (Attachment 8):** The Offeror shall complete the Key Personnel Qualifications Requirements document by filling in the qualifications and tasks as stipulated in the PWS for each specific Key Personnel position and provide a description that identifies how the proposed personnel meets those qualifications and any prior experience or relevant information pertaining to the performance of the critical tasks identified.

**b. Key Personnel Resume (No page limit):** Offerors shall provide a resume for each of the proposed Key Personnel identified in PWS Section 1.6.11. The resume shall demonstrate how the personnel meets the personnel requirements listed in Section 1.6.11 of the PWS and the proposed labor categories.

Submitted resumes must meet all of the requirements of the Contract labor category under which they are proposed.

## B. FACTOR 2 - PAST PERFORMANCE

The Government will evaluate how well the Offeror has performed on contracts that have been determined to be both recent and relevant to the PWS.

In the case of a Offeror without a record of relevant past performance or for whom no information on Past Performance is available, the Offeror will not be evaluated favorably or unfavorably on past performance.

## C. FACTOR 3- PRICE

In accordance with FAR 15.404-1 *Proposal Analysis Techniques*, proposals will be evaluated to determine if they are fair and reasonable. The price must be found to be fair and reasonable in order to be eligible for award. Price will not be scored or receive an adjectival rating. The evaluated price will include all Contract Line Item Numbers (CLINs) and all option periods.

For evaluation purposes only, the total evaluated price is the sum of the following for the labor-hour contract:

**Labor Hour (LH) CLINs:** For the evaluated price of labor hour CLINs for each Labor Category (LCAT) in each contract year, the government will multiply the Offeror's proposed labor rate by the government's corresponding

labor hours by the respected LH CLINs identified within the solicitation. The sum of these figures will represent the LH cost of the contract, and will be added into the total evaluated price.\*\*

**Time & Material (T&M) CLINs:** The Proposal is not required to propose prices for the Time and Material CLINs. The Government will provide a not-to-exceed price based on the Government's estimates of lodging, travel location(s), and estimated number of days. The T&M cost of the contract will be added to the total evaluated price.

The offeror is required to propose pricing but is not required to propose hours for the Labor Hour CLINs. The labor hours have been provided and the offeror only has to provide labor rates for the labor hour requirements with respect to pricing.

#### 4) RATING METHODS

##### A. FACTOR 1 - TECHNICAL APPROACH AND CAPABILITY

**Combined Technical/Risk Rating Method:** The combined technical/risk rating includes consideration of risk in conjunction with the strengths, weaknesses, significant weaknesses, uncertainties, and deficiencies in determining technical ratings. Each proposal shall be given a rating identified in Table 1 that reflects the degree to which the proposed approach meets or does not meet the threshold performance or capability requirements through an assessment of the relative strengths, deficiencies, weaknesses and significant weaknesses, and risks to successful performance.

Table 1. Combined Technical/Risk Rating Method		
Color	Rating	Description
BLUE	Outstanding	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low.
PURPLE	Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate.
GREEN	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
YELLOW	Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
RED	*Unacceptable	Proposal does not meet requirements of the solicitation, and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is unawardable.

**\*NOTE:** If an Offeror is determined "Marginal" or "unacceptable" under Factor 1 – Technical Approach & Capability, the Offeror's Proposal will be considered unacceptable overall and shall not be further evaluated or considered for award.

##### Definitions:

- A strength is a significant, outstanding, or exceptional aspect of the proposal that increases the likelihood of successful contract performance.
- A weakness is a flaw in the proposal that decreases the Government's confidence in the Proposal's ability to successfully perform the requirements of the contract.
- A significant weakness is a flaw in the proposal that appreciably decreases the Government's confidence in the Proposal's ability to successfully perform the requirements of the contract.
- A deficiency is a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in the proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

##### B. FACTOR 2 - PAST PERFORMANCE

There are three aspects to the past performance evaluation: recency, relevancy, and quality (including general trends in contractor performance and source of information).

**Step 1 – Recency.** The first step is to evaluate the recency of the Offeror's past performance. Recency is generally expressed as a time period during which past performance references are considered relevant, and is critical to

establishing the relevancy of past performance information. Performance of each reference must be completed within the previous three (3) years of the proposal due date to be considered recent.

Step 2 – Relevance. The second step is to determine how relevant a recent effort accomplished by the Offeror is to the effort to be acquired through the source selection. The relevancy rating evaluates the aspects of a Offeror's recent history of contract (or subcontract) performance that would provide the most context and give the greatest ability to measure whether the Offeror will successfully satisfy the current requirement. There are four levels of relevancy as shown in Table 2.

Table 2. Past Performance Relevancy Rating Method	
Rating	Definition
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.

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Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.
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If the Offeror submits recent and relevant projects performed by a subcontractor as a past performance reference the Offeror must also explain how the subcontractor significantly contributed to the performance of the referenced project and how the Offeror expects the subcontractor to significantly contribute to the successful performance of the solicited work.

Step 3 – Quality of Products or Services. The third aspect of the past performance evaluation is to establish the overall quality of the Offeror's past performance (see FAR 15.304(c)(2)). The past performance evaluation conducted in support of a current source selection does not establish, create, or change the existing record and history of the Offeror's past performance on past contracts; rather, the past performance evaluation process gathers information from customers on how well the Offeror performed those past contracts. The past performance confidence assessment rating is based on the Offeror's overall record of recency, relevancy, and quality of performance. In conducting a performance confidence assessment, each Offeror shall be assigned one of the ratings in Table 3.

In the case of Offerors for which there is no information on past contract performance or where past contract performance information is not available, the Offeror may not be evaluated favorably or unfavorably on the factor of past contract performance (see FAR 15.305(a)(2)(iv).) In this case, the Offeror's past performance is unknown and assigned a performance confidence rating of "neutral."

Table 3 .Performance Confidence Assessment Rating Method	
Rating	Definition
Substantial Confidence	Based on the Offeror's recent/relevant performance record, the Government has a high expectation that the Offeror shall successfully perform the required effort.
Satisfactory Confidence	Based on the Offeror's recent/relevant performance record, the Government has a reasonable expectation that the Offeror shall successfully perform the required effort.
Neutral Confidence	No recent/relevant performance record is available or the Offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The Offeror may not be evaluated favorably or unfavorably on the factor of past performance.
Limited Confidence	Based on the Offeror's recent/relevant performance record, the Government has a low expectation that the Offeror shall successfully perform the required effort.
No Confidence	Based on the Offeror's recent/relevant performance record, the Government has no expectation that the Offeror shall be able to successfully perform the required effort.

**Offerors that receive a rating of No Confidence under Factor 2 shall be considered unacceptable overall and shall not be further evaluated or considered for award.**

### C. FACTOR 3 – PRICE

The price factor will not receive a rating, but the evaluated price must be found to be fair and reasonable in order to be eligible for award as indicated in Factor 3 - Price. The pricing evaluation will be based on price analysis techniques found in FAR Part 15.404-1 *Proposal Analysis Techniques* to determine if they are fair and reasonable. If a Offeror's price is not found to be fair and reasonable, the Offeror will not be eligible for award.

(End of provision)

In order to be eligible forward, the offeror's proposed price must be found fair and reasonable utilizing one of the techniques under FAR 15.404-1 (Proposal Analysis Techniques). For evaluation purposes only, the total evaluated price is the sum of the following for the contract: Firm Fixed Price (FFP) CLINs: Total prices submitted for (a) the base period, (b) all option periods, and (c) the six-month extension authorized by FAR clause 52.217-8. For purposes of determining the evaluated price for the six month52.217-8 extension, the total price is calculated as one-half of the total price of the final option year.

#### 52.228-5ADDENDUM

#### **52.228-5INSURANCE - WORK ON A GOVERNMENT INSTALLATION (ADDENDUM)**

i. Pursuant to FAR 52.228-5, Insurance - Work on a Government Installation, the contractor shall acquire and maintain during the entire performance period of this contract, insurance of at least the following kinds and minimum amounts as set forth below:

Type	Amount
Comprehensive General Liability	
Bodily injury or death	\$500,000per occurrence
Motor Vehicle Liability (for each motor vehicle)	
Bodily injury or death	\$200,000per person
\$500,000 per occurrence	
\$20,000 per occurrence	
Property Damage	
Workers 'Compensation and	
Employer's Liability	\$100,000per person*

\*Workman's Compensation and Employer's Liability Insurance: In accordance with amounts specified by the laws of the state in which the work is to be performed under this contract. In the absence of such state laws, an amount of \$100,000shall be required and maintained.



ii. Prior to the commencement of work hereunder, the Contractor shall furnish to the Contracting Officer a certificate of written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in policies adversely affecting the interests of the Government in such insurance shall not be effective for such period as may be prescribed by the laws of the State in which this contract is to be performed and in no event less than thirty (30) days after written notice thereof to the Contracting Officer.

iii. The Contractor agrees to insert the substance of this clause, including this paragraph, in all subcontracts hereunder.

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