



Attachment C
eFAST Screening Information Request (SIR)
for Competitive Award - Proposal Requirements,
Instructions, and Evaluations

PA 26-017-C8

November 2025

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

Table of Contents

1.	Set-Aside.....	1
2.	Functional Area (FA)	1
3.	Milestone Schedule.....	1
4.	Proposal Instructions	1
4.1.	Technical Section – Volume 1.....	1
4.1.1.	Technical Approach with Corporate Experience	1
4.2.	Resume Section – Volume 2	2
4.3.	Price/Cost Proposal – Volume 3.....	3
4.4.	Other Proposal Documents – Volume 4.....	4
4.4.1.	Past Performance	4
4.4.2.	Subcontractors and Other Teaming Considerations	5
4.4.3.	NAICS Code.....	5
4.5.	Proposal Format.....	5
5.	Technical Evaluation Factors	5
5.1.	Technical Approach with Corporate Experience – Rated.....	6
5.2.	Resumes – SOW Requirements Evaluation (Pass/Fail).....	6
6.	Non-technical Evaluation Factors	6
6.1.	Resumes - MOA Labor Category Description & Qualifications (J-3) (Pass/Fail) ..	7
6.2.	Past Performance – Pass/Fail.....	7
7.	Evaluation Ratings, Definitions, and Risk Assessments	7
7.1.	Technical Evaluation Ratings and Definitions.....	7
7.2.	Technical Evaluation Narratives	8
7.3.	Risk Assessment.....	8
7.4.	Evaluation Definitions for Pass/Fail Factors	9
8.	Relative Importance of Evaluation Factors and Disqualification of Offeror for Unacceptable Ratings	9
8.1.	Relative Importance of Evaluations Factors	9
8.2.	Disqualification of Offeror for Unacceptable Ratings.....	9
10.	Price/Cost Proposal Evaluation	10
11.	Basis for Award Decision	10
12.	Assumptions, Conditions, or Exceptions.....	11
13.	Submission Instructions	11
14.	Attachments.....	12

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

1. Set-Aside

8(a) Socially and Economically Disadvantaged Business (SEDB)

2. Functional Area (FA)

Business Administration Management (BAM)

3. Milestone Schedule

Draft SIR release:	5/13/2025
SIR release:	11/26/2025
Questions due:	12/2/2025, 12:00 PM ET
Proposal due:	12/12/2025, 12:00 PM ET

4. Proposal Instructions

The offeror's Technical Proposal must include Technical and Resume sections.

4.1. Technical Section – Volume 1

The Technical Section of the offeror's proposal must not exceed a total of **ten (10)** pages. This page count includes full discussion of the offeror's Technical Section and graphics (if any). The page count does not include the cover page, table of contents, executive summary, or acronym list (if provided). The offeror must allocate the page count to each Technical Section as it sees fit. The Government will not evaluate pages exceeding the page count limit.

4.1.1. Technical Approach with Corporate Experience

The offeror must provide information to demonstrate **HOW** the offeror will complete the requirements identified in the Statement of Work (SOW). The offeror's Technical Approach must explain what tools, methods, technologies, steps, deliverables, and/or other actions the offeror will employ to satisfy the discriminating sections listed in Section 5.1. The offeror must also provide Corporate Experience for **exactly two (2)** previous and/or current Federal Government contracts of **similar size, scope, and complexity** as the requirements identified in the SOW performed as a prime contractor or a subcontractor. The offeror must explain how the Corporate Experience is relevant to completing the SOW's requirements and supports the provided technical approach. Corporate Experience alone is not a substitute for the

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

Technical Approach. If the offeror submits more than two (2) previous contracts, the Government will only evaluate the very first two (2) listed in the proposal and the remaining ones **will not be evaluated**.

If a teaming arrangement is proposed per Section 4.4.2, the offeror may provide additional experience from a subcontractor, not counted as part of the two (2) above. If the offeror submits more than two (2) previous contracts from a subcontractor, the Government will only evaluate the very first two (2) of the subcontractor's contracts listed in the proposal and the remaining ones will not be evaluated.

4.2. Resume Section – Volume 2

The Government does not require all resumes corresponding to the roles and labor categories specified in SIR Attachment B at the time of proposal submission. However, the offeror must submit exactly **two (2)** resumes with the proposal submission, as listed in the Required Resumes table below. There is a **two-page** limit on each resume. The offeror must complete and submit *SIR Attachment D – Resume Matrix* as part of the proposal (in Volume 4 – Other Proposal Documents).

Resumes must demonstrate the proposed personnel's experience relevant to the SOW requirements (as identified for each in the table below) and qualifications relevant to the identified eFAST labor category as defined in Master Ordering Agreement (MOA) Attachment J-3 – General Labor Category Descriptions and Qualifications.

At a minimum, each proposed resume must include the following:

- Education – colleges, schools, and certifications with relevant dates and fields of study;
- Experience – description of the area(s) of work in which the person is qualified and how the work relates to the SOW requirements. For each position listed in the resume, start/end dates (month and year), company name and position title;
- Applicable SOW Requirements – identify the applicable SOW section(s) and industry role (as shown in the table below) that the resume is proposed for;
- A signed and dated statement from the proposed personnel attesting to the veracity of the information provided in the resume; and

For degrees from foreign universities and colleges, the offeror must accompany the proposed resume with a completed and signed copy of SIR Attachment F – eFAST Labor Category Waiver Request Form and provide documentation demonstrating equivalence to a U.S. degree.

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

Using Attachment G, the offeror must certify that all proposed resumes meet the requirements as specified in Acquisition Management System (AMS) Clause 3.14-3, Foreign Nationals as Contractor Employees.

Required Resumes Table:

Role Name	eFAST Labor Category	Number of Required Resumes	SOW Sections (Tasks)
Senior II Business/Financial/Management Analyst	Senior II Business/Financial/Management Analyst	2	SOW Section 3.2 (Task 2)

4.3. Price/Cost Proposal – Volume 3

The offeror must complete and submit the Price/Cost Proposal in the format provided in *SIR* Attachment B – Supplies or Services and Prices.

The offeror must propose labor rates for the Labor Loading Matrix (roles, eFAST Contract Line Item Numbers (CLINs)/labor categories, and hours) specified in *SIR* Attachment B. The Government does not accept alternate labor mixes. Labor rates must remain consistent within each period of performance. In this manner, there must be a single rate per resource for each year of performance, which must not be escalated for a change in the fiscal year during that period. One (1) labor category with multiple resources may have different rates across the individual labor category. If the offeror proposes a subcontractor(s), the offeror must include subcontractor(s) in the Labor Loading Matrix as a prime/subcontractor (P/S) mix.

The offeror must provide cost buildup data for the labor rates proposed for each of the resources, including proposed subcontractor's specified for this effort in *SIR* Attachment B. If the offeror proposes a teaming arrangement, the offeror must comply with the MOA Section H.3 for proposing pricing.

The Government also considers price/cost in the ultimate TO award decision. In an effort to receive the highest quality solution at the lowest possible price/cost, the Government requests all available discounts on all services and materials for this procurement. The proposal must clearly identify the TO price/cost and the discount price/cost for each labor rate and item being discounted.

The Technical Proposal must not contain any pricing information.

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

4.4. Other Proposal Documents – Volume 4

The offeror must provide all other documents that are not included in the Technical, Resume, or Price Proposal Volumes, in a separate volume. These include, but are not limited to:

- Completed Attachment D, in accordance with (IAW) Section 4.2
- Attachment E, Past Performance Questionnaires (PPQs) or Contractor Performance Assessment Reporting System (CPARS) evaluations; IAW Section 4.4.1.
- Completed Attachment G, Proposal Information
- Completed Attachment H, Proposal Compliance Matrix
- Completed Attachment I, Resume Compliance Checklist
- Completed Attachment J, Past Performance Compliance Checklist

4.4.1. Past Performance

The offeror must provide two (2) past performance evaluations of CPARS or PPQs (completed and signed by the offeror's customer in the format provided in SIR Attachment E – Past Performance Questionnaire), or a combination of both demonstrating the offeror satisfactorily performing activities similar to those set forth in the SOW during the five (5) years prior to the proposal due date.

In addition, for those proposed subcontractors where the offeror has proposed that the subcontractor will perform at least 40% of the work, the offeror must provide one (1) past performance evaluation (for the proposed subcontractor) of CPARS or PPQ (completed and signed by the proposed subcontractor's customer in the format provided in SIR Attachment E – Past Performance Questionnaire) demonstrating the proposed subcontractor's satisfactorily performing activities similar to those set forth in the SOW during the five (5) years prior to the proposal due date.

An offeror (or proposed subcontractor) that performed work as a subcontractor may request past performance evaluations from the prime contractor's *customer* for work the offeror performed as a subcontractor. This also applies to proposed subcontractors' PPQs. The Government does not accept PPQs completed by prime contractors as evaluators because prime contractors are not customers.

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

4.4.2. Subcontractors and Other Teaming Considerations

If the offeror proposes subcontractors to perform part of the work, it must comply with the requirements specified in Section H.4 of the eFAST MOA. The offeror must specify the P/S ratio for the work in both the Technical and Price/Cost Proposals.

The offeror's team qualifies to respond to a task order (TO) opportunity based on the combination of all the FA's for which each team member qualifies individually.

Unless the wholly owned or subsidiary entity of the offeror is also proposed as a subcontractor, otherwise, <technical approach/corporate experience/past performance, etc> from the wholly owned or subsidiary entity will not be evaluated.

The offeror must specify, in the corresponding Technical Section, the SOW requirements each subcontractor will perform as it applies to the Technical Approach and Corporate Experience.

4.4.3. NAICS Code

The offeror must propose an appropriate North American Industry Classification System (NAICS) Code for the FA specified in Section 2 above and in the Instructions sheet of SIR Attachment B.

4.5. Proposal Format

The offeror must conform all proposal submissions to the following specifications:

- Technical Proposals can be either Portable Document Format (PDF) or Microsoft (MS) Word, Microsoft 365 compatible;
- Price/Cost Proposal must be MS Excel, Microsoft 365 compatible;
- Word documents must be in Times New Roman 12 point font with 1 inch margins;
- Text contained within the graphics must be no smaller than Times New Roman 8 point font; and
- Table text must be no smaller than Times New Roman 10 point font.

5. Technical Evaluation Factors

The Government will give the offeror's Technical Proposal an overall technical rating as specified in Section 7.1.

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

5.1. Technical Approach with Corporate Experience – Rated

The Government will evaluate Technical Approach with Corporate Experience based on the extent to which the offeror demonstrates a likelihood of successful performance of the discriminating sections of the SOW. The discriminating criteria are those sections/tasks of the SOW that are especially important, significant, and critical in the ultimate source selection decision.

The following are discriminating sections of the SOW with relative importance defined:

SOW Sections 3.1 and 3.2 are discriminating sections and equally important. Offeror should address both sections in the Technical Approach with Corporate Experience.

The Government will evaluate the relevant contributions of a proposed subcontractor as **equal to** the contributions of the prime offeror as it relates to the factor.

The offeror that receives an “Unacceptable” rating for the Technical Approach with Corporate Experience factor will be excluded from further consideration for award.

5.2. Resumes – SOW Requirements Evaluation (Pass/Fail)

The Government will evaluate each resume listed in the List of Required Resumes table provided in Section 4.2 based on the extent to which it demonstrates the individual’s likelihood of successful performance of the requirements in the SOW section(s) specified in the table. The Government will evaluate each resume separately on a Pass/Fail (P/F) basis and then assign an aggregate P/F rating for the Resumes factor. A failed rating for one resume will not necessarily result in a “Fail” aggregate rating.

The offeror that receives an aggregate rating of “Fail” for the Resumes factor may be excluded from further consideration for award.

During the proposal evaluation process, the Government may request the offeror to confirm that the proposed labor resources as shown in Section 4.2 are still available to perform work after TO award. The Government will evaluate any substituted resumes.

6. Non-technical Evaluation Factors

The Government will evaluate the below factors individually, without assigning an aggregate rating. These factors will not be considered in the best value determination.

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

6.1. Resumes - MOA Labor Category Description & Qualifications (J-3) (Pass/Fail)

The Government will evaluate each resume, listed in Section 4.2, of the *potential awardee*, against the applicable Attachment J-3 requirements on a P/F basis.

If the offeror under the award decision is not successful in passing the P/F resume review, the CO may:

- (a) handle non-compliance resumes by either replacements or a waiver process, at the discretion of the CO; or
- (b) select an alternate awardee and the Government will initiate the P/F resume review process for the alternate awardee.

6.2. Past Performance – Pass/Fail

The Government will evaluate past performance on a P/F basis to determine whether the offeror's CPARS evaluations and/or PPQs demonstrate a satisfactory performance history with ratings of "Satisfactory" or higher for all evaluation areas.

The Government **may** exclude the offeror that receives a "Fail" assessment for the Past Performance factor, or does not submit the required past performance information by the proposal due date, from further consideration for award.

7. Evaluation Ratings, Definitions, and Risk Assessments

The Government will assign adjectival ratings for the rated proposal sections. Additionally, the Government reserves the right to obtain information outside of the technical proposals that supports technical proposal evaluation.

Adjectival ratings are intended to be used as guides for intelligent award decision making.

7.1. Technical Evaluation Ratings and Definitions

The Government will assign adjectival ratings for the rated proposal sections based on the definitions described in the table below.

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

Rating	Definition
Exceeds	In addition to meeting the requirements for a rating of “Meets,” as defined below, the proposal section reflects cumulative strengths that demonstrate a high likelihood of successful performance or identifies innovations or features that should significantly benefit the project and provide substantial value to the Government. The cumulative impact of the strengths significantly outweighs the cumulative impact of the weaknesses and risks noted in the offeror’s proposal section.
Meets	The offeror’s proposal section is responsive to the factor requirements and demonstrates an average likelihood of successful performance. The cumulative impact of strengths demonstrated by the proposal section does not support a rating of “Exceeds,” as defined above. The proposal section is likely to be successful regardless of the cumulative impact of weaknesses and risks noted in the offeror’s proposal section.
Unacceptable	The offeror’s proposal section demonstrates a low likelihood of successful performance. The cumulative impact of strengths, weaknesses, and risks demonstrated by the proposal section does not support a rating of “Meets,” as defined above. The cumulative impact of the weaknesses significantly outweighs the cumulative impact of the strengths noted in the offeror’s proposal section.

7.2. Technical Evaluation Narratives

Strength – An element or feature that bolsters the likelihood of successful performance of the requirements of the SOW, exceeds the minimum requirements, or identifies innovations and leading practices or features that should significantly benefit the project and provide substantial value to the Government.

Weakness – An element or feature that detracts from the likelihood of successful performance of the requirements of the SOW, fails to meet the minimum requirements, or otherwise harms the Government.

7.3. Risk Assessment

Risk is an aspect of a proposal that has the potential to impact the performance of the resulting contract. Risk assessment analysis serves to assess and evaluate potential risks to the Government associated with the selection of the offeror's overall proposal for fulfilling the requirements of the contract. The Government may assess risk adjectival ratings throughout the evaluation process and to any part of the proposal.

The primary criteria used in the assessment of risk are the degree to which the offeror substantiates the ability to meet schedule, price and performance components of the contract. The evaluation of risk will also focus on whether the offeror’s proposal in one part of the proposal is logically consistent with information supplied in other parts of the proposals. A single unmitigated risk item may pose such a high degree of uncertainty as to cause the entire

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

proposal to be determined as high risk to the Government. The Government can adjust technical evaluation factor ratings based on a risk consideration.

Risk will be adjectivally rated as follows:

- **HIGH (H).** Likely to cause serious disruptions of schedule, increases in cost or degradation of performance even with special emphasis and close monitoring.
- **MODERATE (M).** Can potentially cause some disruption of schedule, increases in cost, or degradation of performance, but with special emphasis and close monitoring of the contractor, will probably be able to overcome difficulties.
- **LOW (L).** Has little potential to cause disruption of schedule, increases in cost, or degradation of performance. With normal effort/monitoring will probably overcome difficulties.

7.4. Evaluation Definitions for Pass/Fail Factors

Pass – The proposal section meets the factor requirements.

Fail – The proposal section does not meet one or more factor requirements.

8. Relative Importance of Evaluation Factors and Disqualification of Offeror for Unacceptable Ratings

8.1. Relative Importance of Evaluations Factors

The Technical Proposal is more important than price/cost. As technical ratings become closer, price/cost will become more important.

The Technical Factors, listed in descending order of importance, are:

- Technical Approach with Corporate Experience
- Resumes

Technical Approach with Corporate Experience is more important than Resumes. All resumes are equal.

8.2. Disqualification of Offeror for Unacceptable Ratings

If a Technical Evaluation Factor under Section 5 above states that an offeror that receives an “Unacceptable” rating or “Fail” “will be excluded from further consideration for award,” then no

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

remaining Technical Factor(s) (Rated or P/F) will be evaluated and the offeror will be excluded from further consideration of award. Offerors will be advised of such down-selection decisions only via the debrief process after TO award has occurred.

9. Alternate Technical Evaluation Procedure

If the Government receives only one (1) proposal, the Government may opt to use only one (1) evaluator (identified in advance) to evaluate the Technical Proposal.

Additionally, the evaluator will only evaluate resumes in accordance with Sections 5.2 and 6.1.

10. Price/Cost Proposal Evaluation

The Government reserves the right to request additional information that supports the proposed prices/costs.

The Government will determine whether prices are fair and reasonable based on price analysis in accordance with AMS Policy 3.2.3.1.2 and AMS Guidance T3.2.3.A.1.b.

The Government reserves the right to perform price realism in accordance with AMS T.3.2.3.A.1.d. The Government reserves the right to conduct cost analysis, in accordance with AMS Guidance T3.2.3.A.1.c and T3.2.3.A.1.d., if necessary to ensure a fair and reasonable price and to support the price realism analysis.

The Government may review the offeror's proposal to determine whether it is unbalanced with respect to prices or separately priced line items in accordance with AMS Guidance T3.2.3.A.1.e.(4). Offers that are materially unbalanced may be rejected.

11. Basis for Award Decision

The Government will utilize the Best Value Approach, which is a method of selecting the proposal that represents the greatest value to the Government based on the evaluation of technical, cost/price and other factors specified in the SIR. This approach does not require the Government to make the award to either the offeror submitting the highest rated technical proposal or the offeror submitting the lowest cost/price, although the Government's ultimate decision may make the award to either of these offerors. While the Government strives for maximum objectivity, the evaluation process by nature is subjective and professional judgment is implicit throughout the entire process.

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

The Government expects to award one (1) TO under this competition, but reserves the right to not award a TO if such action is determined to be in the Government's best interest.

The Government intends to award a TO without discussions and/or negotiations with offerors, but reserves the right to conduct discussions and/or negotiations with any and/or all offerors, as determined by the CO.

12. Assumptions, Conditions, or Exceptions

The offeror must submit, in Attachment G, any assumptions, conditions, or exceptions regarding any of the terms and conditions (T&C) of this SIR. If the offeror does not submit assumptions, conditions, or exceptions, the Government assumes that the offeror proposes no assumptions and agrees to comply with all of the T&C set forth herein. The Government reserves the right to accept or reject any proposal that includes assumptions, conditions, or exceptions to any of the T&C of the SIR.

13. Submission Instructions

The offeror must submit its proposal online via the [eFAST Workspace](#) by navigating to the Procurement Action's "Details" page and using the online forms there, on or before the proposal due date/time. The Government will not consider a proposal submitted after the due date/time. Therefore, the offeror must finalize proposals well in advance of the due date/time to ensure timely submission.

The offeror can save and write over multiple drafts. However, only one (1) final submission is permitted. Once the Submit button is grayed out on the forms, the Government will not accept further submissions. There is a 50 MB file size limitation for each attachment. Therefore, the offeror must plan submission of artifacts accordingly. Multiple submissions containing various parts of the proposal are acceptable. Proposal submission guidance is available in the eFAST Workspace Training Library, accessible from the eFAST Workspace homepage.

The offeror must retain proof of receipt. The offeror will receive an automated e-mail receipt confirmation from the eFAST Workspace within twenty-four (24) hours of timely proposal submission.

The offeror must upload Proposal Volume 1 as an attachment to the **Submit Technical Proposal** web form and Proposal Volumes 3 and 4 as attachments to separate **Submit Cost Proposal** web forms. (All three "Submit Proposal" buttons may be used/submitted more than once.)

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

The offeror must submit each resume (Proposal Volume 2) into a separate **Submit Resume Proposal** web form (button located at the top of the Procurement Action Details page), with a copy of the proposed individual's related certification(s), attestation, and waiver (if applicable) as separate attachments to the respective web form.

The offeror is responsible for ensuring that PPQs and cost buildup data from third parties are submitted by the proposal due date/time. The offeror must submit the documents via the eFAST workspace, *or* have the respective proposed team members or PPQ evaluators submit documents via email to the CO at **Tuan.Huynh@faa.gov**, and copying the Contract Specialist (CS) at **Pamela.ctr.Cheung@faa.gov**.

The offeror must use the following naming convention for all proposal files: **PA Number + Offeror Name + - Document Name.filetype** (for example: "2x-000-CS ABC Inc - Technical Proposal.pdf" or "2x-000-CS ABC Inc - Attachment B.xls"). For all resume files, the offeror must include the role (abbreviated, as appropriate) and the proposed individual's last name (for example: "2x-000-CS ABC Inc - Proj Mgr Resume - Smith.pdf").

The offeror must submit questions regarding this procurement via the eFAST Workspace, using **Submit SIR Question** web forms. The Government will not accept questions by phone or email.

The Government may remove the offeror from award consideration for missing required information and/or document submissions as specified in Section 4.

The offeror must monitor the eFAST Workspace homepage for announcements on any amendments or activities related to this procurement.

The offeror does not have the authorization to communicate directly with the technical/requiring/program office on this procurement under any circumstances.

14. Attachments

Attachment A - SOW

Attachment B - Price/Cost

Attachment D - Resume Matrix

Attachment E - Past Performance Questionnaire

Attachment F - eFAST Labor Category Waiver Request Form

Attachment G - Proposal Information

Attachment H - Proposal Compliance Matrix

Attachment I - Resume Compliance Checklist

Attachment J - Past Performance Compliance Checklist

SIR Attachment C – Competitive Award – Proposal Requirements, Instructions and Evaluations

Federal Aviation Administration

eFAST Procurement Action 26-017-C8
Financial and Business Support (FABS)

Attachment K - Questions and Answers (optional)