



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



ACQUISITION &  
PROCUREMENT OFFICE

March 1, 2011

To: All Authorized Blanket Purchase Agreement (BPA) Holders for Systems Engineering Support

Subj: Request for Proposal for FAB-T Root Cause Analysis support

In accordance with the above mentioned BPA, the Government requests a firm fixed price proposal in the performance of services required by the attached Performance Work Statement (PWS). The Government requests Root Cause Analysis of the FAB-T to support the Office of Performance Assessment and Root Cause Analysis (PARCA). Your proposal is due no later than 10AM (EST) on 16 March 2011. Please submit your proposal in accordance with the attached Instructions to Offerors.

If there are any questions regarding this RFP, please contact the Contract Specialist, Jason Myers at (703) 696-2481, [jason.myers@whs.mil](mailto:jason.myers@whs.mil) or the Contracting Officer, Jonathan Becker at (703) 696-3997, [jonathan.becker@whs.mil](mailto:jonathan.becker@whs.mil).

Sincerely,

Jonathan Becker  
Contracting Officer

Attachments: Performance Work Statement; Instructions to Offerors

## **PERFORMANCE WORK STATEMENT (PWS):**

**Root Cause Analysis of FAB-T  
For  
Office of Performance Assessment & Root Cause Analysis (PARCA)  
Assistant Secretary of Defense for Acquisition (ASD(A))  
Under Secretary of Defense for Acquisition, Technology & Logistics (USD(AT&L))**

### **1. Background**

The Office of Performance Assessments and Root Cause Analyses is the central office for major defense acquisition program performance assessment, root cause analysis, and earned value management (EVM). PARCA issues policies, procedures and guidance governing the conduct of such work by the Military Departments and the Defense Agencies. The office also evaluates the utility of performance metrics used to measure the cost, schedule, and performance of Major Defense Acquisition Programs (MDAPs) and makes recommendations to the Secretary of Defense.

### **2. Scope of Work**

The contractor shall conduct a root cause analysis of FAB-T. The contractor shall identify a Subject Matter Expert (SME) with exceptional experience in acquisition management and governance processes. The contractor shall provide needed administrative support to the SME as is required to complete the task.

The contractor shall be directly responsible for ensuring the accuracy, timeliness, and completion of all requirements under this PWS. The contractor shall provide services to review and assess the root causes of major defense acquisition programs. These requirements may best be met with short term, full time SMEs in appropriate domain areas to support the specific tasks of this PWS.

### **3. Specific Tasks**

The contractor shall specifically address the following areas. First, issues at program inception to include: unrealistic cost and schedule estimates, unrealistic performance expectations, and inadequate risk assessments. Second, issues in execution to include: poor contractor or government management, inadequate or unstable funding, unanticipated technical or manufacturing issues, and changes in quantity. Finally, any other relevant factors identified by the contractor which had significant impact on the program.

The draft report will be due six weeks after the start of the contract. The Government will have one week to review the report and provide comments to the contractor. The contractor will then have one week to revise and submit the final deliverable.

The final deliverable will be a report detailing the contractor's findings. Those findings shall identify issues with program management such as systems engineering, acquisition strategy, and contractual incentives along with an assessment of whether governance identified programmatic issues and provided clear, timely and effective direction.

### **4. Special/Other Requirements**

#### **4.1. Information Access**

The government will provide the contractor access to program documents necessary for such analysis, to include Acquisition Decision Memoranda and Acquisition Strategies.

#### **4.2. Data Rights**

All systems, methodologies, processes, software, databases, analysis tools, data, reference material, documents and other information obtained, produced, or developed by the contractors as part of this effort shall become the property of the Government and shall be delivered to the Government. Systems, methodologies, processes, software, databases, analysis tools and data to be developed, updated, modified, or converted under this task shall be delivered with unlimited and unrestricted rights to the U.S. Government.

#### **4.3. Security**

The contractor shall maintain a TOP SECRET facility clearance issued by the Defense Security Service (DSS). All employees designated to perform on this PWS must be U.S. citizens and those associated with providing technical support must hold a minimum of a SECRET personnel security clearance. Certain employees may require a TOP SECRET security clearance and may be required to maintain their eligibility for access to Sensitive Compartmented Information (SCI) current. The contractor shall maintain a DSS certified safeguarding capability to at least the SECRET level. The contractor will be required to hand carry classified material between government offices and the contractor's site. Specific security instructions will be detailed in the DD254 associated with the master contract.

#### **4.4. Work Location**

Contractor personnel shall work in contractor provided facilities.

#### **4.5. Deliverable**

The call order will be firm fixed price with the final deliverable due not later than eight weeks after the call order's start date.

## **INSTRUCTIONS TO OFFERORS**

### **1.0. Instructions to Offerors**

The Washington Headquarters Services, Acquisition Directorate intends to award a firm-fixed price Call Order against one of the three Professional Engineering Services BPAs (HQ0034-11-A-0001, HQ0034-11-A-0002, or HQ0034-11-A-0003). This Call Order will be issued in accordance with the terms and conditions of the individual Agreements.

The requirements of the Office of Performance Assessment and Root Cause Analysis (PARCA) FAB-T Root Cause Analysis support are provided under the Performance Work Statement (PWS) of this RFP. Each offeror will provide technical and price proposals for this requirement. This solicitation will be released electronically only. This electronic version of the RFP is the official version for this acquisition. No hard copy of this solicitation will be issued. Offerors will be sent any and all applicable revisions to this solicitation electronically. Offerors must submit their proposals in soft copy. Soft copy proposals shall be submitted via attachments to e-mail. Text and graphics portions of the electronic copies shall be readable by MS Office 2007 and MS Excel 2007. All price information shall be in files separate from Technical (Personnel Experience and Approach). Soft copy proposals may be used for contract formation and evaluation purposes. Proposals are due by the date and time in paragraph 1.2 below.

**1.1. Questions** The requested cut off date and time for questions is **4 March 2011 at 10AM EDT**. Offerors are requested to email questions to Jason Myers at [jason.myers@whs.mil](mailto:jason.myers@whs.mil). Responses to all questions will be compiled in one document and sent electronically to all Offerors.

**1.2. Offerors shall submit their proposals before the due date and time for this solicitation. The due date and time for proposals is 16 March 2011 at 10AM EDT. Proposals shall be submitted as follows:**

**1.2.1. Text** -- Text shall be at least single-spaced, on 8 1/2 x 11 inch paper, 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. Pages submitted in excess of the page limitations stated throughout this document will be removed and not evaluated.

**1.2.2. Font Size** – Print shall be of a minimum 10-point font size or a maximum 10 characters per inch (10-pitch, pica) spacing. 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.

**1.2.3. Proposal and Page Limitations** – Responses to Technical (Personnel Experience and Approach) shall be presented in one file. No price shall be included in the Technical Proposal. The Government shall receive 2 volumes total, a Technical Proposal and a Price Proposal. The Technical Proposal shall consist of one file and the Price Proposal may consist of multiple files, if necessary. **There is an 8 page limit to the Technical Proposal (see Sections 4.1 and 4.2 for factor limitations) and no page limit to the Price Proposal.**

**1.2.4. Pricing Data** – Pricing information shall only appear in the Price Proposal.

**1.2.5. Electronic Submission** - The Offeror shall submit all proposal information in electronic format via email to Jason Myers at [jason.myers@whs.mil](mailto:jason.myers@whs.mil) no later than the proposal submission date provided under section 1.2. Failure to submit the electronic copy by the date and time specified in section 1.2 shall render the Offeror as "late" and therefore not eligible for consideration for award. There is a 10MB limit for all submissions via email. Text and graphics portions of the electronic copies shall be in a format readable by Microsoft (MS) Office 2007, MS Word or MS PowerPoint 2007 or greater but not XP. Data submitted in spreadsheet format shall be readable by MS Office 2007, MS Excel 2007 or greater but not XP. All Cost/Price information shall be in files separate from Technical (Personnel Experience and Approach).

## **2.0. Evaluation Factors**

**2.1. Factor Identification.** The proposals will be evaluated based on the following factors:

Factor 1 - Personnel Experience

Factor 2 - Technical Approach

Factor 3 - Cost/Price

**2.2. Order of Importance.** Factor 1 is more important than Factor 2, and Factor 2 is more important than Factor 3. Price will become increasingly more important as the non-price evaluation factors become increasingly equal. The importance of Price in the evaluation for award will depend upon the differences in evaluated technical quality among Offerors and, as stated above, will increase as the differences decrease.

## **3.0. Evaluation**

A firm fixed price Call Order will be issued to the Offeror who represents the best value based upon the Offeror's Personnel Experience, Technical Approach, and Price without discussions. Therefore the Offeror's initial proposal should contain the best terms from a technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all proposals if such action is in the public interest; accept an offer other than the lowest cost/priced proposal; and waive informalities and minor irregularities in proposals received. The vendor evaluation will be conducted in accordance with the Federal Acquisition Regulation (FAR) Sub-Parts 16.5.

## **4.0. Submission Requirements**

### **4.1. Factor 1 - Personnel Experience**

The Offeror shall submit a Personnel Capabilities Statement (PCS) for the Subject Matter Expert (SME) who will be designated as the key person to meet the requirements of the Root Cause Analysis requirement. Provide a resume and include a short Capabilities and Experience Statement for the individual proposed to meet the requirements of defined in the PWS. Offerors must state in the Capabilities and Experience Statement the individual proposed is subject to a contingency offer of employment. If a Capabilities and Experience Statement cannot be provided, include a discussion of how and when the position will be filled, and what methods will be employed to fill the requirement. *(Shall not exceed three pages)*

### **4.2. Factor 2 – Technical Approach**

The Offeror shall submit their technical approach to accomplish the requirements of the Performance Work Statement (PWS). Describe in sufficient and succinct detail the means and methods expected or envisioned to be utilized in providing quality delivery of services and deliverables for all work performed under the Root Cause Analysis support. *(Shall not exceed five pages)*

### **4.3. Factor 3 – Cost/Price**

The Offeror shall provide their proposed firm-fixed price for this requirement. The Offeror shall also provide a basis for the price, identifying all prospective labor categories, showing labor rates for all labor categories and discounts offered. (The Offerors shall also show profit, and any overhead costs if not included in the labor rate). Lack of detail may result in a rating of a higher risk by the Selection Authority in the selection process. Offerors shall propose in accordance with their GSA contracts delineated in their BPA.

Included in the Performance Work Statement (PWS) of this solicitation is a description of the type work that will be performed under this requirement. The Call Order pricing information will be used by the Government for the

evaluation of Factor 3. As such, significant discounts against the Offeror's GSA Supply Schedule rates are strongly encouraged. Discounts offered must be explicit.

(There is no page limit for this factor, however Offerors are encouraged to only provide that cost and pricing data mandatory to a comprehensive review and that data which would allow the evaluation team to determine price reasonableness.)

This Solicitation is a Request for Proposal, not a Request for Quotation. This Call Order will be awarded to the responsible Offeror whose proposal conforming to this solicitation will be the most advantageous to the Government, price and other factors considered. FAR 2.101 provides the following definition of an offer: "Offer means a response to a solicitation that, if accepted, would bind the Offeror to perform the resultant contract...[R]esponses to requests for proposals (negotiation) are called 'proposals'; however, responses to requests for quotations (simplified acquisition) are 'quotations', not offers." FAR 13.004 "Legal Effect of Quotations" provides further distinction between an offer and a quotation: "A quotation is not an offer and, consequently, cannot be accepted by the Government to form a binding contract." Any reference or implication within this Request for Proposal assumed to be contrary to the requirement to provide an offer is unintentional and shall not be construed as an opportunity or a choice to provide a quote.

Offerors are therefore reminded that they are to submit offers in response to this solicitation that will be binding should the Government select them for award without discussions, and to do so they must include their best firm-fixed price. Failure to do so will impact the opportunity to receive an award.

#### **5.0. Adjectival Ratings**

The following adjectival ratings shall be used as a guide in assigning the ratings for each of the areas to be evaluated:

**Outstanding (O):** Greatly exceeds the minimum performance or capability requirements in a way beneficial to the Government. There are no significant weaknesses. Evaluated that virtually no doubt exists that the Offeror will successfully perform the proposed effort.

**Excellent (E):** Exceeds the minimum performance or capability requirements in a way beneficial to the Government. There are no significant weaknesses. Evaluated with a certainty that the Offeror will successfully perform the proposed approach with minor potential cause for disruption of schedule, increased cost or degradation in performance.

**Acceptable (A):** Meets the minimum performance or capability requirements. There may be minor but correctable weaknesses. Some Government intervention or oversight may be required to meet contract requirements.

**Marginal (M):** May meet the performance or capability requirements. There are weaknesses that are correctable. Substantial Government intervention or oversight is expected to be required to meet contract requirements.

**Unacceptable (U):** Fails to meet the performance or capability requirements. There are significant weaknesses. Regardless of the degree of Government intervention or oversight, successful performance is doubtful.