

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER HQ005920170003000		PAGE 1 OF 42	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0034-12-R-3016	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JIGISHA PATEL				b. TELEPHONE NUMBER (No Collect Calls) 703-588-8277	
9. ISSUED BY WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155 TEL: FAX:		CODE HQ0034		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: NAICS:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO SEE SCHEDULE		CODE		16. ADMINISTERED BY CODE			
17a. CONTRACTOR/OFFEROR TEL. FACILITY CODE		CODE		18a. PAYMENT WILL BE MADE BY CODE			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:			

Section A - Solicitation/Contract Form

QUESTIONS & ANSWERS**CAPE SAC BPA Questions and Answers**

April 23, 2012

1. Q: Factor 4 requires past performance questionnaires to be submitted with the response, what is the minimum number of past performance questionnaires to be submitted when responding to this BPA RFP?

A: There is no minimum number of Past Performance Questionnaires required. The Government understands that offerors have little to no control over the return of Past Performance Questionnaires by their customers. As a result, there is no 'minimum' number of questionnaires that must be received, however use of the PPQs allows offerors an opportunity to capitalize on their successes in past projects by giving those customers an opportunity to provide feedback on their behalf. We recommended that offerors request as many PPQs as they feel would best reflect past successes.

2. Q: For Call Orders 0001 and 0002 is there an current incumbent providing this work today? Can you please tell us who are the incumbents?

A: SAIC, AT&T, and Northrop-Grumman

3. Q: Will each Call Order response require resumes to be submitted as part of the 10-Page count?

A: Refer to factor 2 note 3 of the "Instructions to Offerors."

4. Q: Will past performance qualifications less than \$2,000,000 a year be considered as part of the overall evaluation?

A: Please refer to factor 4 note 2.

5. Q: In regards to 8.0 Security and Privacy Requirements & Instructions to Offers 6. Submission Requirements in the solicitation, 8.1 Security and Privacy Requirements states, "This BPA will require work up to a Top Secret/Sensitive Compartmentalized Information clearance. However, each individual call order will describe an appropriate level of clearance needed to perform the task for those specified personnel. All personnel must have and maintain the required level of clearance for the duration of the period of performance (POP)". To avoid ambiguity would you clarify if a Secret Clearance will suffice or if personnel must have a Top Secret/Sensitive Compartmentalized Information clearance.

A: Clearance requirements are based on what is known at this time regarding call order requirements. Therefore, in order to receive a BPA award, offerors must demonstrate that proposed personnel have the appropriate level clearances as described in the RFP at the call order level at the time of proposal due date. Future orders may require TS/SCI or lesser level clearances but it is impossible to determine with any degree of reliability at this time.

6. Q: Who is the incumbent?

A: See Q&A number 2

7. Q: RFP reference: BPA Solicitation HQ0034-12-R-3016, page 1, Block 15; page 2, Block 19: "SEE SCHEDULE. Will the Government please provide or direct us to that Schedule?

A: See "Instructions to Offerors" for proposal submittal information.

8. Q: RFP reference: Att 1 - Call Order 0001, pages 4-6; Att 3 - Call Order 0002, pages 3-4: Para 8.0 Contract Management, and Para 8.0 Performance Requirements Summary: Will these same-numbered paragraphs in each of the Call Orders be relabeled for reference clarification?

A: Relabeled. Please see red highlighted changes in each call order.

9. Q: Are there any incumbents currently doing this work associated with Call Orders 1 and 2? If so, what are the companies?

A: See Q&A number 2.

10. Q: Call Order 1 refers to BPA SOW para 12 regarding travel. No travel requirements outside of the local area have been specifically identified. Request confirm that the Government does not want us to include any travel costs in the price proposal.

A: Travel Plug number:

Call Order 1- \$25,000

Call Order 2- \$25,000

Although, no travel outside of the NCR region is anticipated at this time.

11. Q: Solicitation Instructions to Offerors, Section 6, Submission Requirements:

- a. Please clarify whether the offeror should provide a schedule of all prospective labor categories, as outlined in Section 4.0 of the BPA solicitation, showing discounted labor rates (Contractor site and Government site) for each year of performance?

A: Yes, please provide GSA schedule rates for all perspective labor categories, including discounts.

- b. If BPA labor rates are not required, will the offeror be limited to the labor categories and rates proposed for Call Order 0001 and 0002 for future task order proposals?

A: Yes, BPA labor rates are required.

12. Q: Will Other Direct Costs on Firm Fixed Price Task Orders be issued as Firm Fixed Price or Cost Reimbursable line items?

A: Cost Reimbursable

13. Q: Instructions to Offerors, Section 6. Submission Requirements states:

The information requested in Attachment 10 of this solicitation is minimum information needed to verify that the proposed personnel have the appropriate level of clearance. Section B of attachment 10 must be filled out for ALL proposed personnel, respective to the Call Order(s). Failure to provide a complete attachment 10 will result in non-consideration of the proposal. Provide Attachment 10 in a sealed brown envelope as part of the solicitation submission requirements.

Is it correct to assume that the e-buy Attachment 9 - Visit Authorization Request (VAR) is the document referenced?

A: Correct. Relabeled, please see red highlight changes in section 6.

14. Q: Paragraph 6, Submission requirements: Please verify that Attachment 10 should be filled out by each teaming partner and then provided together by the Prime in the brown envelope.

A: Consolidate VAR submission in one envelope, under the Prime contractor's name. See Q&A number 13.

15. Q: Both call orders indicate the possibility of travel, but no details are given. Will the government provide a "plug" number to price travel?

A: See Q&A number 10.

16. Q: Under Instructions to Offerors, Section 3.d., cover letters, cover sheets and tabs are excluded from the overall page count. We respectfully request that Table of Contents and Acronym Tables also be excluded.

A: The Government agrees that TOC and Acronym Tables will also be excluded. Please see the red highlighted changes in section 3.d.

17. Q: Who is the incumbent?

A: See Q&A number 2.

18. Q: The RPF states that the contractor will attend Post Award Conferences/Meetings at "no additional cost to the government". Is this wording intended to provide a distinction between "additional cost" and "no cost" to the government? Will the contractor be able to charge labor hours for meeting attendance?

A: In a contract comprised primarily of T&M elements, it is appropriate to charge labor hours for meeting attendance.

19. Q: Call Order 001, Section 6.2 states "Section 6.2 and 6.4 contains the range of subject matter experts...." Yet 6.2 does not contain the range and there is no 6.4. Do you mean 7.2 and 7.3 instead of 6.2 and 6.4?

A: Correct. Please see the red highlighted changes in Call Order 0001.

20. Q: RFP reference: Att 1 - Call Order 0001, page 2, Para 6.2: "Section 6.2 and 6.4 contains the range of subject matter experts that will either be required full time in the SAC or available as optional study support." This statement references the self-named paragraph and there is no 6.4 in either Call Order or the BPA solicitation. Please clarify.

A: See Q&A number 19.

21. Q: Is the government expecting offerors to submit a hybrid of FFP and T&M for Call Order 1 and T&M for Call Order 2 or does the offeror have latitude to offer FFP or T&M for either Call Order?

A: No, offeror does not have latitude. Please follow the instructions at each Call Order level.

22. Q: Do High Level experts and SMEs have to currently hold a TS/SCI clearance at the time of award? Is being TS/SCI eligible and capable of maintaining a TS/SCI once the contract is awarded sufficient?

A: Please refer to section 6 "Submission Requirements" of the "Instructions to Offerors."

23. Q: There appears to be a discrepancy on the number of hours associated with a FTE. Call Order 1 states that 1 FTE is 1860 hour which could work for a 1 year PoP. The base year is a 9 month PoP, and 40 hours per week for 9 months is 1440 hours less holidays and personal leave. How many hours should the offeror base the base year pricing against?

A: The Government revised Call Order 1 at section 7.2.3 to state "For the purpose of this solicitation, an FTE is estimated between 1880-1920 hours per year". The contractor should propose the level of effort needed to meet base plus option years.

24. Q: Do all proposed personnel need to be shown in JPAS with the company or teaming partner that they are being proposed by? Personnel with contingent offers may not wish their clearance to be moved until contract award.

A: So long as names can be verified in JPAS, the security requirement has been satisfied.

25. Q: Factor 2 and 3 titles – The titles are inconsistently shown throughout the document. For labeling purposes, which is the correct title?

Factor 2:

Demonstrated understanding of the Technical Requirement, or
Understanding of and Technical Approach to the Call Order, or
Demonstrated Understanding of the Technical Requirement (Pertains to each Call Order)

A: Correct title: Factor 2: Demonstrated Understanding of the Technical Requirement.

"Understanding of and Technical Approach to the Call Order" has been changed to reflect the correct title (above). See highlighted changes in the Instructions to Offerors.

"Demonstrated Understanding of the Technical Requirement (Pertains to each Call Order)": "Pertains to each Call Order" is just informational language that lets the contractor know this factor applies at the call order level.

Factor 3:

Corporate and Personnel Experience, or

BPA: Corporate Specialized Experience in Similar Requirements, or

BPA: Corporate and Personnel Specialized Experience in Similar Requirements

A: Correct title: Factor 3: Corporate and Personnel Specialized Experience in Similar Requirements

"Corporate and Personnel Experience and "BPA: Corporate Specialized Experience in Similar Requirements" has been changed to reflect the correct title. See highlighted changes in the Instructions to Offerors.

26. Q: Evaluation Criteria/Basis for Award. Is it possible for the Government to award a base BPA to an Offeror that did not receive an award for Call Order 1 or 2?

A: Yes

27. Q: Will there be a single award or multiple award for Call order 1? Will there be a single award or multiple award for Call order 2?

A: Call Order 0001: Single award, Call Order 0002: Single award

28. Q: Evaluation Criteria, Section 8. Basis for Award states:

The successful offeror (s) for Call Order 0001 and 0002 will also be awarded a base Blanket Purchase Agreement. In total, the Government will award three or more base Blanket Purchase Agreements, to the best value determinants of Call Order 0001 and 0002, as well as future Call Orders. The Government reserves the right to make less than three or no contract awards.

Please confirm that at this time since there are only two Call Orders that only the successful offeror(s) for Call Order 0001 and 0002 will also be awarded a base Blanket Purchase Agreement and that new offeror (s) may compete for future Call Orders and still be awarded a base Blanket Purchase Agreement.

A: Successful offeror(s) for Call Order 0001 and 0002 will get a base BPA award. Other offeror(s) may also be awarded a base BPA award, though they may not be awarded a call order immediately. See Q&A numbers 26 and 27 above.

29. Q: Does the proposal need to show qualifications and ability to staff/hire in all areas of the BPA solicitation, including those not in call orders 1 and 2, such as 'homeland defense' and 'Oz'?

A: Yes; you must be able to demonstrate an ability to staff/hire in all areas in order to qualify for a BPA award. Proposals are being evaluated not only based on ability to satisfy performance of the initial Call Orders but for future Call Orders as well.

30. Q: Will offerors meet the standard for TS/SCI by proposing individuals who, with current TS collateral "clearances," are eligible for SCI accesses based on a post-contract award adjudication for SCI access performed via CAPE-WHS-DIA channels?

A: Please refer to section 6 "Submission Requirements" of the "Instructions to Offerors."

31. Q: We noticed a potential error in call order #1 and would like to notify the government so an amendment can be issued. It pertains to the required clearance level. Para 6.1.1 doesn't state that High level experts must 'hold and maintain' a TS/SCI. Para 6.1.1 just states 'maintain a TS/SCI clearance.' If this is an error, will the government send out an amendment?

- 6.1.1. "High-level experts must maintain a Top Secret/SCI clearance."
6.1.2 "Mid-level experts must hold and maintain a Top Secret clearance"
6.1.3 ... "Entry-level analysts must hold and maintain a Top Secret."
6.2... "All SME personnel must hold and maintain a Top Secret/SCI clearance."

A: Please see changes highlighted in red in section 6.1.1. of call order 0001.

32. Q: We has a subcontractor employee on our current SAC contract that has a Sr. Doc Admin Support Specialist labor category which was approved by our customer. However, this Labor Category is not on our current MOBIS schedule. May we propose a labor category from our IT70 schedule for this employee?

A: yes; the Government is contracting for a service under the MOBIS schedule. If a labor category requested in the solicitation is not on the MOBIS schedule, but is incidental to the schedule items offered, you may propose such a labor category as long as it articulated that the category is not from the GSA MOBIS schedule.

33. Q: We would like clarification on the small business subcontracting goals. The RFP states: "Firms that can demonstrate supporting WHS/AD and OSD small business socioeconomic goals may get a higher rating for this factor."

Can you define what the small business subcontracting goals are? We did not see any other information on this matter in the RFP.

A: See added attachment, attachment 11.

34. Q: In regards to 2.0 Background in the solicitation, would you identify specifically the names of the programs we would be required to analyze, evaluate, and review.

A: Contractor would be required to analyze, evaluate, and review any program that is of interest to CAPE Senior Leadership. The focuses of our efforts are at the discretion of leadership and we are currently unaware of where their interests may lie in the future.

35. Q: RFP reference: BPA Solicitation HQ0034-12-R-3016, page 8, Para 4.3, Modeling and Simulation Coordination Office (MSCO) Support, last sentence: What is the nature of the specific tasks to be identified by MSCO?

A: The natures of the tasks vary. SAC will align MSCO tasking with ongoing SAC work. Specific tasking will be determined by the SAC's future work and how it relates to MSCO's funding objectives. This support is at the BPA level and specific task objectives and evaluation criteria will be defined at each Call Order level.

36. Q: Call Order 1 para 6.1.1 provides requirements for high-level, mid-level, and entry-level capabilities. Para 7 Core Tasks provides a matrix with approximate current FTEs in terms of senior level, mid-level and entry level. Our assumption is that each senior level person must meet the high-level capabilities. Is that correct?

A: Yes, the high-level requirements are meant for senior-level personnel.

37. Q: BPA SOW page 11 indicates that key personnel include on site program manager and all proposed personnel. Call Order 1 does not specify requirements for a program manager distinct from the analysts. Request confirmation that the one of the analysts or SMEs could also be the program manager.

A: The preference would be that the program manager is one of the analysts or SMEs proposed.

38. Q: The Place of Performance for Call Order 0001 and Call Order 0002 refers back to Section 7.0 of the BPA SOW which reads as follows "Work will be performed at the Pentagon, Arlington, VA; Alexandria, VA, other government sites within the National Capital Region (NCR) or at the Contractor's facility. Should offerors propose both Contractor Site and Government Site rates for the Call Orders?

A: For the two Call Orders, offerors shall propose Government Site rates for all work.

39. Q: Call Order 0001 indicates a requirement (6.1) for Administrative Support – to be bid as FFP, however, in the core tasks (7.0) there is no mention of an administrative position or any FTE guidance. What would be the basis of an FFP bid for this requirement?

A: The administrative support is FFP because the support is static; there are no known fluctuations with this position. Duties are articulated at the BPA level of SOW and Call Order 0001 PWS. It is the contractor's responsibility to propose a solution that will meet the Government's support needs.

40. Q: Does the government require that an FTE be filled by a single person or can an FTE be composed of a multiple analysts, each meeting the qualifications of the required skill set; but as a team, able to offer a wider variety of backgrounds and skill sets?

A: In order to maintain continuity we required a FTE to be filled by a single person.

41. Q: MSCO tasks/description of support is very vague. What type of specific expertise is the government seeking? How will the ability to support MSCO be graded?

A: See Q&A number 35.

42. Q: What is the government's intent in requesting SMEs be bid T&M and Admin Support FFP if all are intended to be working full-time on government site?

A: The Administrative support will remain static. SME level of effort and focus is expected to fluctuate to accommodate the requirement.

43. Q: Is the government expecting SME domain expertise to have both expertise in the appropriate War fighting domain AND Ops Research, Modeling and Simulation?

A: Yes, SMEs are expected to have war fight domain expertise and some level of Ops Research and Modeling & Simulation knowledge. These SMEs will be working in an analytical environment and must be able to communicate and understand the issues, model, methods, and tools being used in the analytical process.

44. Q: Call Order 001 Para 7.3 is a .5 FTE, is that SME expected to be on-government site half time or work from contractor site and available when required?

A: The ISR SME denoted at .5 of a FTE is expected to work from the Government site. The ISR SME should be provided as needed, since this requirement will not have a consistent workload as demand for support will peak and valley. However once the need is identified, the ISR SME should be available within 5 business days. Please see highlighted changes in section 7.3 of Call Order 0001.

45. Q: Call Order 002 Para 7.1 states that the level of effort for JICM and STORM is currently 3 FTE for each of the models, but is expected to be reduced to 1 FTE each at the time of award. How many FTE is the contractor required to bid to support these two models? If only one FTE is required per model, which level of expertise is required for each?

A: Historically, records articulate 3 FTEs while the expected FTE is to reduce to 1 at the time of award. This information is provided to use as a baseline to propose. However, the contractor is responsible for proposing a solution to support the Government's requirement.

46. Q: Is 1860 hours per FTE a requirement? Please note that this is below the allowable PTO level of most companies and historically modelers and analysts for the SAC have dedicated hours in the range of 1880-1920 per person on a yearly basis. To provide support commensurate with historical efforts, can the offeror propose FTE levels above 1860?

A: The contractor is responsible for proposing a solution to meet Government support requirement. A FTE is estimated between 1880-1920 per year for the purpose of this solicitation. See red highlighted changes in Call Order 1 and 2.

47. Q: Will the 'On site Project Manager' reside in the OSD CAPE SAC suite at the Mark Center?

A: Yes, the onsite project manager will reside at OSD CAPE SAC Suite at the Mark Center and the preference would be that the program manager is one of the analysts or SMEs proposed.

48. Q: Call order 1: Para 6.1.2: Mid-Level – how many years of military analysis experience are required?

A: Five years of military analysis experience is required. See red highlighted changes in Call Order.

49. Q: Para 6.2: Line 7 references 'Section 6.2 – 6.4 contain the range of subject matter experts that will either be required full time in the SAC or available as optional study support.' Section 6.4 is not shown. Please clarify.

A: See Q&A number 19.

50. Q: Para 6.3: Administrative Support (FFP) - How many FTE hours are required?

A: See Q&A number 46.

51. Q: Paras 7.1.2 and 7.1.3: The job description for 7.1.3 repeats 7.1.2 'perform joint air warfare analysis'. Should it read 'perform joint ISR analysis'?

A: Yes, 7.1.3 should read "perform joint ISR analysis". Please see red highlighted changes in Call Order 0001.

52. Q: Table 1 (Delivery Schedule) has a conflict with respect to trip reports: trip reports are due in one instance within 14 calendar days; at another location in the table, they are due NLT two business days after return from travel.

A: Trip reports are due NLT two business days after return from travel. See red highlighted changes in RFP.

53. Q: Call Order 2 Para 6.1.1: Senior –level modeler: We note that the requirement stated is for 'greater than 5 years of experience in the use of the designated model to support studies for the development of operational insights for DoD senior leadership'. Would it be possible to demonstrate this high level of model experience with a combination of 1) less than 5 years of experience in the designated model use, but with the requisite experience in a similar model and 2) several years of experience in the use of the designated model outputs to support studies?

A: No. The requirement is greater than 5 years of experience in the use of the designated model to support studies for the development of operational insights for DoD senior leadership.

54. Q: Table 1 (Delivery Schedule) has a conflict with respect to trip reports: trip reports are due in one instance within 14 calendar days; at another location in the table, they are due NLT two business days after return from travel.

A: See Q&A number 52.

55. Q: Attachment 1 paragraph 6.2 states, "Section 6.2 and 6.4 contains the range of subject matter experts that will either be required full time in the SAC or available as optional study support," but there is no section 6.4. Should the paragraph references be changed to 7.2 and 7.3?

A: See Q&A number 19.

BPA STRUCTURE

Blanket Purchase Agreement (BPA) Structure 30 March 2012

The Washington Headquarters Services, Acquisition Directorate intends to establish multiple award BPA's with three or more vendors.

The following Schedule applies to this agreement:

<u>Period of Performance</u>	<u>Dollar Threshold Capacity of the BPA</u>	<u>Performance Dates</u>
5 Years	\$48, 000,000.00	Date of award through month 60 after date of award.

The combined dollar limit of all task orders awarded under the BPA is \$48,000,000.00. The BPA expires after five (5) years, or at the end of the FSS contract period, whichever is earlier.

The BPA shall be reviewed annually before the anniversary of their effective dates and revised as necessary. The BPA's may be discontinued by either party upon thirty (30) days written notice.

Orders against the BPAs will be on a Time-and-Materials basis when it is determined that no other contract structure will satisfy the requirement. In accordance with DFARS 216.601(d) (ii) fixed-price orders will be used to the maximum extent practicable.

Scope

The purpose of the BPA is to provide a broad range of non-personal, professional, technical, analytical, administrative, security services and operational support to the OSD Cost Assessment & Program Evaluation (CAPE) mission and potentially other Department of Defense offices supported by the WHS Acquisition Directorate. The objective of this contract action is to acquire, through award of multiple award Blanket Purchase Agreements (BPAs), support services to assist the Cost Assessment & Program Evaluation (CAPE) office.

Background

The Director of Cost Assessment & Program Evaluation (CAPE) conducts independent analysis and is the principal advisor to the Secretary of Defense and other senior officials of the Department of Defense providing independent

analysis and advice on cost estimation, cost analysis, and the planning and programming phases of the planning, programming, budgeting, and execution system (PPBES). The Simulation & Analysis Center (SAC) within CAPE is responsible for performing capability, weapons system, force structure and readiness analyses and assessments of joint, mission and theater-level military operations. This support requires a wide range of warfighting analytic capabilities ranging from mathematics and statistics to specific warfighting model or war gaming expertise, to the subject matter experts required to evaluate military operations across the spectrum of conflict.

The SAC conducts studies that address important issues within the Department of Defense. These studies are focused on providing OSD senior leadership analytic insights into the defense strategy as outlined in the guidance provided by the Secretary of Defense in the Quadrennial Defense Review (QDR), Guidance for the Development of Forces (GDF), Joint Programming Guidance (JPG), and Program Decision Memoranda. These efforts require working in a joint, collaborative environment with the Joint Staff, the Services, Regional Combatant Commands, and other U.S. government agencies. SAC studies span the range of military operations from major conventional or unconventional warfighter to humanitarian support or defense support to civil authorities. The SAC performs analyses in support of these studies at both the mission and theater levels. Contractor (s) shall provide analytical and operational support to the OSD CAPE mission in support of focused reviews of defense capabilities and requirements.

Obligation of Funds

The BPA that is established as a result of this solicitation will not obligate any funds. Funds will be obligated on individual orders placed against the BPA. In accordance with FAR 16.702(c), no monetary obligation in the form of a minimum guarantee or otherwise will be made with the establishment of the BPA.

Authorized BPA Users

Support services under the BPAs shall also be available to all Washington Headquarters Services (WHS) and Office of Secretary Defense Offices (OSD), as appropriate and with the consent of the **CAPE** Contracting Officer's Representative (COR) and the Contracting Officer.

BPA Administrator

The administrator for the BPA will be:
Washington Headquarters Services
Acquisition Directorate
1155 Defense Pentagon
Washington, DC 20301-1155

Ordering

Ordering will be placed by the Washington Headquarters Services Acquisition Directorate. The ordering Contracting Officer shall ensure compliance with all rules and regulations. Orders shall be received and accepted via hardcopy, facsimile or email. When a call order is required, the Contracting Officer will issue a request for proposal from all BPA holders. The BPA holders shall submit their proposals to the Contracting Officer, who will evaluate all compliant proposals received and award the call order in accordance with the evaluation criteria established in the RFP. Each call order shall be binding on the Contractor when their proposal for the call order is accepted by the Government. The agency may restrict competition or award non-competitively if the Contracting Officer determines that a) the requirement is sufficiently urgent; b) only one contractor is capable of providing the specialized services in the quality, quantity or time frame required; or c) the order should be issued in the interest of economy as a follow-on to an order already issued under the BPA.

Failure to reach agreement on the price for any call order for any order issued before the price is established will be considered to be a dispute under the Disputes clause.

Invoicing

The Contractor shall invoice as directed in individual task orders.

SOW

BPA STATEMENT OF WORK (SOW)

Simulation & Analysis Center (SAC) Modeling and Analytical Support

2 April 2012

GENERAL INFORMATION AT THE BPA LEVEL

1.0. PURPOSE AND OUTCOME

1.1. The purpose of this BPA is to acquire modeling, analytical and operational support services for the Office of the Secretary of Defense (OSD), Cost Assessment and Program Evaluation (CAPE). CAPE is responsible for performing capability, weapons system, force structure and readiness analyses in a joint, theater context to support the Defense Planning, Programming, Budgeting, and Execution System (PPBES).

1.2. The intended outcome of this BPA is to provide focused reviews of defense capabilities and requirements to support CAPE with joint campaign and mission-level assessments by conducting studies and analyses of joint regional conventional and non-conventional operations.

2.0. BACKGROUND

The Director of (CAPE) conducts independent analysis and is the principal advisor to the Secretary of Defense and other senior officials of the Department of Defense providing independent analysis and advice on cost estimation, cost analysis, and the planning and programming phases of the PPBES. CAPE's principal responsibilities include the following:

- Analyze, evaluate, and provide alternative plans, programs, and budgets in relation to U.S. defense objectives, projected threats, allied contributions, estimated costs, and resource constraints.
- Review, analyze, and evaluate programs, including classified programs, for executing approved strategies and policies
- Conduct trade-off and cross-portfolio analyses to better inform key decisions;
- Provide leadership in developing and promoting improved analytical skills and competencies, tools, data, and methods for analyzing national security planning and the allocation of resources.
- Ensure that the costs, effectiveness, and capabilities of DoD programs, including classified programs, are presented accurately and completely.
- Assess effects of DoD spending on the U.S. economy and evaluate alternative policies to ensure that DoD programs can be implemented.

The Simulation & Analysis Center (SAC) within CAPE is responsible for performing capability, weapons system, force structure and readiness analyses and assessments of joint, mission and theater-level military operations. This support requires a wide range of war fighting analytic capabilities ranging from mathematics and statistics to specific war fighting model or war gaming expertise, to the subject matter experts required to evaluate military operations across the spectrum of conflict.

The SAC conducts studies that address important issues within the Department of Defense. These studies are focused on providing OSD senior leadership analytic insights into the defense strategy as outlined in the guidance provided

by the Secretary of Defense in the Quadrennial Defense Review (QDR), Guidance for the Development of Forces (GDF), Joint Programming Guidance (JPG), and Program Decision Memoranda. These efforts require working in a joint, collaborative environment with the Joint Staff, the Services, Regional Combatant Commands, and other U.S. Government agencies. SAC studies span the range of military operations from major conventional or unconventional war fights to humanitarian support or defense support to civil authorities. The SAC performs analyses in support of these studies at both the mission and theater levels.

3.0 APPLICABLE DOCUMENTS: Any other documents applicable to the individual call orders will be included as an attachment in a solicitation.

4.0. TASKS

The Contractor shall be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks under this Blanket Purchase Agreement (BPA), none of which are considered inherently Governmental functions as defined in FAR 2.101 or Subpart 7.5.

In accordance with FAR 37.104, Personal Services are prohibited and will not be performed under this contract. From time-to-time, the Contracting Officer may identify other specific related activities not listed below that are within the requirements of this contract.

4.1. Analytical Support

The SAC requires analytical support to address PPBES issues at the tactical through strategic levels of warfare to include but not limited to the areas of Air, Space, Intelligence, Surveillance and Reconnaissance (ISR), Maritime, Land, Homeland Defense, Missile Defense, Irregular Warfare, Military War Gaming, and Cyber Space. This support requires expert use of operation research techniques and logical analytical skills.

In accordance with the study plans, provided and developed by Government staff, the Contractor shall complete specified tasks by developing and executing mathematically sound and defensible methodologies and approaches. This may include but is not limited to running excursions to baseline models, parametric analysis, developing tools/models, and data research.

The Contractor shall provide support in the development and use of various models. Currently SAC utilizes Commercial Off The Shelf (COTS), Government Off The Shelf (GOTS), and SAC developed models and tools. The Contractor will be required to provide data inputs, generate output, provide documentation, and verify results.

The Contractor shall provide assistance to the Government staff in the analysis, preparation, and presentation of analytic reports. The Contractor shall provide and be able to coordinate and deliver specific studies for project related deliverables as required.

4.1.1. Land Analyst: The Contractor shall provide analysts with applicable experience and expertise, and a clear understanding to perform joint land warfare analysis at the theater and mission level. Experience should include but not be limited to Army or Marine based analyses.

4.1.2. Air/Space Analyst: The Contractor shall provide analysts with applicable experience and expertise, and a clear understanding to perform joint manned and unmanned air warfare analysis at the theater and mission level. Experience should include but not be limited to Air Force based analyses.

4.1.3. Intelligence Surveillance & Reconnaissance (ISR) Analyst: The Contractor shall provide analysts with applicable experience and expertise, and a clear understanding to perform joint ISR analysis at the theater and mission level. Experience should include but not be limited to satellite and Unmanned Aerial Vehicle (UAV) based analyses.

4.1.4. Maritime Analyst: The Contractor shall provide analysts with applicable experience and expertise, and a clear understanding to perform joint maritime warfare analysis at the theater and mission level. Experience should include but not be limited to Navy based analyses.

4.1.5. War gaming Analyst: The Contractor shall provide analysts with applicable experience and expertise, and a clear understanding to perform joint military war gaming analysis. Experience should include but not be limited to war game development and adjudication.

4.1.6. Cyber Space Analyst: The Contractor shall provide analysts with applicable experience and expertise in cyber warfare to perform analyses in regards to current and future cyber capabilities.

4.1.7. Intelligence Analyst: The Contractor shall provide analysts with a military intelligence background to assist in the development of threat data inputs for campaign and mission level simulations.

4.1.8. Irregular Warfare (IW) Analyst: The Contractor shall provide analysts with Special Operation Forces (SOF) operational experience and/or experience with irregular warfare analysis to perform Irregular Warfare analysis.

4.1.9. Homeland Defense Analyst: The Contractor shall provide analysts to perform Homeland Defense analysis. These analysts must have knowledge and experience in support of Homeland Defense, Consequence Management, and Civil Support studies.

4.1.10. Counter Weapons of Mass Destruction (C-WMD) Analyst: The Contractor shall provide analyst with applicable experience and expertise in C-WMD operations to perform analyses in regards to C-WMD capabilities and scenarios.

4.1.11. Military Logistics Analyst: The Contractor shall provide analyst with applicable experience and expertise in logistic operations at the mission and campaign level. Experience should include but not be limited to TPFFD development and the force deployment cycle.

4.1.12. Operations Research Analyst: The Contractor shall provide analysts with a science, technology, or engineering (STEM) background. Experience should include but not be limited to model verification, regression analysis, Microsoft excel spreadsheet tool development, and mathematical model development.

4.1.13. Integrated Air and Missile Defense (IAMD) Analyst: The Contractor shall provide analysts with applicable experience and expertise, and a clear understanding to perform joint IAMD analysis at the theater and mission level.

4.1.14. Airbase Resiliency Analyst: The Contractor shall provide analysts with applicable experience and expertise, and a clear understanding to develop tools and conduct analysis of US airbase vulnerabilities. Analysis experience should include but not limited to US ability to recover from enemy attacks on runways and POL infrastructure, and understanding risks to parked aircraft on US airbases.

4.2. Campaign and Mission Level Modeling Support

The SAC requires campaign and mission level modeling support in areas such as setting up models, running the models, creating scenarios and Concept of Operations (CONOPS), data extraction, data manipulation, and interpretation of model results.

Using the study plan, provided and developed by Government staff, the Contractor will transform all study objectives into model and scenario specific data requirements. The Contractor shall aide in the identification of data sources to meet model inputs requirements and shall maintain and update the data in Government systems.

The Contractor shall provide support of the SAC modeling and analytic efforts for the models provided in 4.2.1 through 4.2.6 below. The Contractor shall use the data, model input files, and associated software, to perform analysis and decision support. Such support may consist of generating special displays, charts, graphics, data pulls, comparisons, and other analyses. Additionally, the Contractor shall perform archiving of study data and retrieve data from previous studies included in the archives.

The Contractor shall provide analysts with the required training and applicable experience and expertise, and a clear understanding to performing at minimum the following:

4.2.1. **JICM Modeler:** Campaign-level analyses of joint theater-level warfare with RAND's Joint Integrated Contingency Model (JICM)

4.2.2. **STORM Modeler:** Campaign-level analyses of joint theater-level warfare model and Air Forces' Synthetic Theater Operations Research Model (STORM)

4.2.3. **EADSIM Modeler:** Mission-level air defense and theater missile defense analyses using Extended Air Defense Simulation (EADSIM)

4.2.4. **NSS Modeler:** Maritime mission-level analyses using the Navy's Naval Simulation System (NSS) model.

4.2.5. **OZ Modeler:** War game development, instantiation, and adjudication using OZ War Gaming Integration Toolkit. The OZ War Gaming Integration Toolkit is a Government owned tool developed in conjunction with Modeling & Simulation Coordination Office (MSCO) and OSD/CAPE's Information Management & Analysis Group (IMAG) to computerize, automate, and record the war gaming process.

4.2.6. **SLAMEM Modeler:** Mission-level C4ISR analyses using Simulation of the Locations and Attack of Mobile Enemy Missiles (SLAMEM)

4.3. Modeling and Simulation Coordination Office (MSCO) Support

SAC has provided support for the design and development of the Oz War Game Toolkit, aided in the testing of Population Attitude Models such as ATHENA, an IW model developed by the Army, and developed both campaign and tactical level war games via MSCO grants.

MSCO awards grants to organizations on a yearly basis based on project proposals provided by organizations. Due to the dynamic and collaborative nature of the analysis and support required for each project and the projects that have been previously funded by MSCO and proposed by OSD-CAPE, the organization needs to be able to continue to provide the capacity to support these proposed projects if funded. SAC provides senior analysts who know DoD standards, modeling, methods, and tools. Specific tasks will be identified by MSCO in conjunction with the SAC.

4.4. Administrative Support

General administrative tasks to be performed include, but are not limited to: routing correspondence, answering telephones, sending/receiving telefaxes, calendar management, correspondence preparation, signature package preparation, visitor control and escort, ordering supplies, copying materials, record management and suspense tracking, assisting with equipment and furniture inventory tracking, leave request processing, travel processing, training processing, time and attendance reporting and processing, requesting equipment, furniture, and services, and performing related activities as required. Providing Microsoft Word and PowerPoint Support includes, but is not limited to, formatting and preparing documents and briefings.

5.0. DELIVERABLES

Deliverables will be identified in each call order placed against this BPA. The individual call orders will specify the individual deliverables, the due dates, formats to be used, and distribution.

6.0. PERFORMANCE REQUIREMENTS SUMMARY (to be utilized at the Call Order level)

In Table 1, the Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The Contractor shall ensure, at the call order level, its performance under the subject contract meets the quality standards identified in the Performance Summary Requirements and acceptance criteria specified in the Performance Work Statement. Specific Performance Requirements may be addressed in individual call orders issued under the BPA.

Table 1: Requirements Summary

Task	Standard	Acceptable Quality Level	Quality Assurance	Incentives/Disincentives
All Tasks	The Contractor shall promote and maximize program stability by minimizing turnover of project personnel*	The grading for this metric is: Excellent >= 80% retention Good >= 67% and < 80% retention Poor < 67% retention	Review by Task Manager & Contracting Officer Representative	The Contractor's ability to maintain and promote program stability will be a factor addressed in the Contractor Performance Assessment Reporting System (CPARS). Positive and/or negative performance will be documented by the COR & Contracting Officer.
5.0. Deliverables - applicable to Base and Option Years	All deliverables listed in the "Deliverables" section shall be submitted to the Government within the timeframes specified.	No more than one deliverable overdue.	Review by Task Manager & Contracting Officer Representative	Tailored to each Call Order
All Tasks	The Contractor shall track data submission and keep the Task Monitor informed when the Contractor receives late data	The Task Manager shall be informed at least weekly of any data shortfalls.	Review by Task Manager & Contracting Officer Representative	If more than one deliverable is late per month, the Contractor's performance evaluation report will be annotated to reflect.
All Tasks	Analysis shall be timely and reports shall be accurate and error free.**	On time. No major errors*** and no more than three minor errors (typos, etc.) in any report.	Review by Task Manager & Contracting Officer Representative	Reports delivered per the deliverables chart that exceed the error standard may be returned for the correction by the COR. If deliverables returned for correction fall into "late" category as a result of the corrective action, the deliverable will be considered late by the COR and the Contractor's evaluation report will reflect in a negative manner.

* For the purposes of this metric, an employee is considered to be not retained if they leave the contract for reasons other than a Government-imposed change in tasking (i.e. contract task modification) or an employee is removed because the Government is dissatisfied with the employee's performance or conduct.

** Isolated instances of minor or insignificant errors, such as spelling errors, are not considered to violate this standard.

***Instances of major errors, such as incorrect data, insufficient data, incorrect classification, and/or non-defensible methodologies.

7.0. HOURS OF OPERATIONS/PLACE OF PERFORMANCE

7.1 Work will be performed at the Pentagon, Arlington VA; Alexandria, VA, other Government sites within the National Capital Region (NCR) or at the Contractor's facility. Place of performance will be identified in each call order. When work is performed at a Government site, the Government will furnish office space and office equipment as necessary to perform the required work. The hours noted in the Contractors' price proposal for each call order will serve as a baseline for providing office space and office equipment. Office space and equipment needed beyond these hours will be reviewed and approved at the Government's discretion; any lack of approval shall not result in a change to the cost of the contract.

7.1.1 Telework: Telework will not be authorized unless approved in advance by the COR, on a case-by-case basis, for the completion of specific work products. Telework may be required by the COR if necessitated by operational exigencies.

7.2 Hours: The standard work week is Monday through Friday, except on Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings. The Contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this SOW when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the work force are essential.

7.2.1 Except for on Federal Holidays and other office closures, the Contractor shall provide on-site (Government) or off-site (Contractor) support services during Government working hours in the amount of business hours approved by the Contracting Officer's Representative (COR). The contract effort may be performed in Government-provided offices using Government-provided office equipment and supplies or at the Contractor's facilities. The place of performance will be specified in each individual call order.

7.2.2 Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

8.0. SECURITY AND PRIVACY REQUIREMENTS

8.1. This BPA will require work up to a Top Secret/Sensitive Compartmentalized Information clearance. However, each individual call order will describe an appropriate level of clearance needed to perform the task for those specified personnel. All personnel must have and maintain the required level of clearance for the duration of the period of performance (POP).

Contractor personnel assigned to this contract on a full-time or near full-time basis will be expected to acquire a Pentagon badge for access to the Pentagon building allowing unescorted access and a Common Access Card (CAC) to use DoD computers. Contractor personnel will be required to complete the appropriate security paperwork and comply with associated policies. Contractor personnel may be required to access data and information proprietary to the Government while performing under this contract. Contractor personnel may also have information of such a nature that its dissemination or use, other than in performance of this contract, would be adverse to the interest of the Government. The Contractor shall not divulge or release data or information developed or obtained in performance of this contract except to authorized Government personnel or upon written approval of the Contracting Officer. The Contractor shall not use, disclose, or reproduce proprietary data, other than as required in the performance of this contract. The limitations above do not apply to data or information that has been made public by the Government. In the course of performance pursuant to this contract, the Contractor may require access nonpublic information such as Planning, Programming, Budgeting and Execution (PPBE) information. In the event that the Contractor requires access to PPBE information while performing duties under this contract, the Contractor shall agree that each of its employees and others performing work under this contract will sign the Non-Disclosure Agreement provided as part of the solicitation. All products produced and their associated work papers are to be considered the property of the Government. The final DD Form 254, Contract Security Classification Specification, will be incorporated into the award document.

8.2. The Contractor's Facility Security Officer (FSO) shall report immediately, in writing, to the Contracting Officer any changes in the Contractor's security status throughout the contract POP.

8.3. Prior to assignment of Contractor employees to call orders under this contract, the Contractor's FSO shall submit Personnel (Security) Clearance (PCL) validation through use of a Visit Authorization Request (VAR) for each employee, in accordance with DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM) to the designated security representative. Changes in PCL status of Contractor employees shall be forwarded in writing to the Contracting Officer and the designated security representative. Teaming SubContractors shall comply with the same security requirements as the Contractor. The Contractor shall issue DD Form 254s to each teaming SubContractor reflecting the same security requirements applicable to the prime contract. The Contractor shall also sponsor teaming SubContractor(s) for a Facility (Security) Clearance (FCL) and associated PCL(s) required in accordance with the DD Form 254.

8.4. Physical Security: The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

8.5. Operational Security (OPSEC): OPSEC is a structured process that identifies critical information, analyzes friendly actions, integrates threat analysis and risk assessments, then helps personnel apply protective measures to mitigate unacceptable risk. The Contractor shall agree to comply with the same basic OPSEC rules, requirements, and standards as Government personnel. When Contractor personnel are working primarily in Government facilities, OPSEC Awareness Education and Training will be provided or coordinated through the appropriate Government security channels and OPSEC protective measures (countermeasures) will be applied as directed by the Government. When Contractor personnel are working primarily in Contractor facilities, OPSEC Awareness Education and Training will be provided by the Contractor. All Contractor support personnel are required to receive OPSEC Awareness Education and Duty-Related Training.

8.6. The Contractor shall comply with the DOD Customers Operations Security Program, specifically DODD 5205.02 "DoD Operations Security (OPSEC) Program" March 6, 2006.

9.0. POST AWARD CONFERENCE/PERIODIC PROGRESS MEETINGS

The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer,

Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the contracting officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

10.0. CONTRACTIONG OFFICER REPRESENTATIVE (COR)

The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs and specifications; monitor Contractor's performance and notify both the Contracting Officer and Contractor of any deficiencies; coordinate availability of Government furnished property; and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

11.0. IDENTIFICATION OF CONTRACTOR EMPLOYEES

All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials.

12.0. CONTRACTOR TRAVEL

Travel/Other Direct Costs (ODC): All travel shall be preapproved, in writing, by the COR, prior to commencement of travel. The contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with FAR 31.205-46, "Travel costs."

Contractor will be required to travel to and from the Pentagon and other Government organizations' facilities within the NCR. Travel within the National Capital Region (NCR) will not be reimbursed unless preapproved in writing by the COR. Travel outside the NCR in support of this BPA may also be required.

13.0. REPORTING

13.1 Time and Material Reporting:

To assist the Government with the appropriate surveillance during the performance of each call order, a Monthly Progress Report (MPR) is a requirement for this contract. The primary objective of the report is to provide the Government reasonable assurance the Contractor is using efficient methods and effective cost controls in executing each task for. The Contractor shall propose a format that meets the intent of the report that includes the following for the contract: 1) discussion of activities by each call order including a summary of briefings, meetings, or visits and accomplishments during the reporting period; 2) milestones achieved; 3) anticipated activity by each call order for the next reporting period; 4) problems encountered or anticipated; 5) total amount of funds and man-hours expended by each individual (by name if requested) including other direct costs pertaining to that individual; 6) total amount of funds and man-hours remaining under each PWS; and 7) a forecast of the probability of completing active work within the estimated time and obligated funds.

13.2 Firm Fixed Price Reporting:

To assist the Government with the appropriate surveillance during the performance of each call order, a Monthly Progress Report (MPR) is a requirement for this contract. The primary objective of the report is to provide the Government reasonable assurance the Contractor is using efficient methods in executing each task. The Contractor

shall propose a format that meets the intent of the report that includes the following for the contract: 1) discussion of activities by each call order including a summary of briefings, meetings, or visits and accomplishments during the reporting period; 2) milestones achieved; 3) anticipated activity by each call order for the next reporting period; and 4) problems encountered or anticipated

14.0. ORGANIZATIONAL CONFLICT OF INTEREST

The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any Organizational Conflict of Interest (OCI), which is defined as a situation in which the nature of work under a Government contract and a Contractor's organizational, financial, contractual or other interests are such that: award of the contract may result in an unfair competitive advantage; or the Contractor's objectivity in performing the contract work may be impaired. Specific call orders issued under this BPA may require the Contractor to provide systems engineering and technical direction, or prepare specifications or work statements, as well as other areas for potential OCI addressed in FAR 9.505. Performance of such tasks may preclude the Contractor from consideration for award of related programs. The Contractor is required to advise the contracting officer on Attachment 7, whether it considers that an actual or potential OCI exists for each call order.

15.0. NON-DISCLOSURE AGREEMENT

15.1 In the course of performance pursuant to this contract, the Contractor may access nonpublic information, including PPBE information. In that event, the Contractor shall agree that it will not use or disclose any such information unless authorized by the COR and the call order task monitor. The Contractor shall further agree that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the COR and the call order task monitor. The Contractor shall protect information in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552, as amended). To that end, the Contractor shall agree that each of its employees and others performing duties under this contract will sign the Non-Disclosure Agreement, Attachment 6 for each call order award as specified during the solicitation for that call order.

15.2 Non-Disclosure Agreement: In the course of performance pursuant to this contract, the contractor may access nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information. In that event, the contractor shall agree that it will not use or disclose any such information unless authorized by the Contracting Officer's Representative (COR) or the call order monitor. The contractor shall further agree that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the Contracting Officer's Representative (COR) or the call order monitor. The contractor shall protect information in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552, as amended). To that end, the contractor shall agree that each of its employees and others performing duties under this contract will sign the Non-Disclosure Agreement set forth below for each call order award as specified during the solicitation for that call order.

16.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

16.1 General: The government shall provide the facilities, equipment, materials, and/or services listed at the call order level.

Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. The Contractor shall immediately report any damage of Government Property to the COR. The Contractor shall be responsible for any damage caused by Contractor operations.

As determined by mutual agreement, the Government will provide additional property that may be required in the performance of individual call orders.

At the request of the Government, or at completion of this effort, the contractor will immediately return any

Government-provided property, including any equipment, specialized or off-the-shelf software, and all other property provided by the Government for the contractor to use to complete this effort.

16.2 Information: The government will provide the contractors with access to relevant government facilities, studies, reports, data, and key staff as required to perform the tasks contained in the individual orders.

17.0 CONTRACTOR FURNISHED ITEMS AND SERVICES

17.1 General: All deliverables will be submitted to the COR, unless otherwise agreed upon. All deliverables must meet professional standards and meet the requirements set forth in contractual documentation. The contractor will be responsible for delivering all end items specified in each individual call order. All deliverables developed under the call orders will become the property of the US Government. Unless otherwise specified, the Government will have a maximum of ten (10) calendar days from the day the draft deliverable is received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s). The contractor will have a maximum of ten (10) calendar days from the day comments are received to incorporate all changes and submit the final deliverable to the Government.

The format for individual deliverables will be determined through consultation between the COR and the contractor at the orientation briefing and identified in writing then provided to the contracting office, COR, and the contractor. All documents will be provided in either hard copy or electronically as requested by the COR. Electronic documents will be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint); if appropriate, the Government may be asked that they be provided in compressed or PDF format.

18.0 CONTRACTOR QUALITY CONTROL

18.1 The contractor shall perform all technical and administrative planning, coordination, analysis and tracking of the diverse activities and disciplines provided by the contractor to meet the requirements of each awarded call order. The contractor shall manage and control call order resources to assure completion of all tasks within schedule and performance requirements. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with each call order PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which the contractor is assured that its work complies with the requirement of the contract. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to the QC system. The contractor's QC plan must be submitted to the Contracting Officer 10 days after contract award. The Contractor shall institute a complete QC Program to ensure that the requirements of this contract are fulfilled as specified.

18.1.1 At a minimum, the Contractor shall include the following elements in the program:

- A comprehensive inspection system of all the scheduled and unscheduled services required in this document.
- The name(s) and contact information of the designated QC Inspector(s) and their backups who will be performing the inspections.
- A proactive methodology to identify and correct problems before the Government identifies these problems. Contractor shall notify the Government of any problems.
- An organized, current file of all Contractor conducted inspections, corrective actions taken, and follow-up inspections.
- Government receipt of all QC reports same day generated.
- Use of the system to identify and implement more efficiency in the conduct of future call orders.

18.2 Quality Surveillance Assurance Plan: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan, Attachment 5. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

18.3 Administrative Considerations, Correspondence: To promote timely and effective administration, correspondence shall be subject to the following procedures:

(1) Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the Contracting Officer's Representative (COR) with an information copy to the Contracting Officer (CO).

19.0 DATA RIGHTS

All work performed by the Contractor and subcontractors under this BPA shall become the exclusive property of the Government in which the Government shall, at no additional cost, have unlimited rights as defined in FAR 27.4 and 52.227-14. The Contractor shall not deliver or otherwise provide to the Government technical data or computer software, to include the deliverables under this BPA, with restrictions or with restrictive markings, including those to use as modification, reproduction, and transfer. At any and all times, the Contractor agrees to promptly provide to the Government at no additional cost such data, documents, codes or other materials and information that are necessary to permit the Government's full enjoyment of its rights in the deliverables as described above. "Unlimited rights" means the rights of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so.

INSTRUCTIONS TO OFFERORS

INSTRUCTIONS TO OFFERORS

1. Washington Headquarters Services (WHS) is releasing this solicitation electronically only, via GSA's e-Buy system. This electronic version of the Request for Proposal (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 amendments to this solicitation electronically. Offerors shall submit their revised proposals through the use of a commercial delivery service or by hand-delivery AND via electronic (CD-R) copy by the time specified below. It is the responsibility of the offeror to ensure the proposal is delivered on time to the designated office. Any proposal received after date and time will be considered late and will be rejected.

Offerors using a commercial delivery service or hand-delivery shall provide their proposal to the following address prior to the closing time and date of this solicitation:

WHS / Acquisition Directorate
Enterprise Analysis and Studies Division (EASD)
ATTN: Ms. Jigisha Patel
2521 South Clark Street, Polk Bldg, Suite 3000
Arlington, VA 22202
Phone: 703-545-1229

At the time of proposal delivery, please contact Ms. Jigisha Patel at 703-545-1229 or Mr. Taylor Wolf at 703-545-3124 to receive proposals.

Although WHS is issuing this solicitation using GSA's e-Buy system, proposals shall only be submitted as described herein. Proposals submitted by any other means, including through GSA's e-Buy system, will not be evaluated. This requirement is solicited using the Federal Supply Schedule, and as a result a Multiple Award Blanket Purchase Agreement (MA BPA) will be awarded in accordance with FAR 8.4.

2. Questions –The cut-off date for all questions is 13 April 2012 at 10:00 AM. Offerors are requested to email all questions to Jigisha.patel@whs.mil with Courtesy Copy (CC) to taylor.wolf@whs.mil. Responses to all questions will

be in the form of an amendment and electronically distributed by 20 April 2012. No telephonic requests will be entertained.

3. Offerors shall submit their proposals before the due date and time for this solicitation. The due date and time for all proposals is 14 May 2012 at 10:00 AM EST. Proposals submitted in response to the solicitation shall be formatted as follows and furnished in the number of copies stated herein. Proposals shall be submitted as follows:

a. Text – Text shall be at least single-spaced, on 8½ 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.

b. Font Size – Print shall be of minimum 10 point font size 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.

c. Legibility, clarity, proper grammar, and coherence are very important. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

d. A cover letter should also be included in the technical volume as well as tabs separating the response to each technical factor. The cover sheet, cover letter, **table of contents**, **acronym table**, and tabs shall not count against the page limitation listed in the submission table below. The cover sheet shall be included in each volume and shall enumerate the following information:

- **the RFP identification/Solicitation Number**
- **date of submittal**
- **acknowledgement of any amendments (clearly stated)**
- **name and address of offeror**
- **taxpayer ID number**
- **DUNs Number**
- **CAGE code**
- **Offeror's Point of Contact (POC) name, phone, and e-mail**
- **Period through which the proposal is valid**

Information required for the teaming subcontractor, if any:

- **Name of the company**
- **taxpayer ID number**
- **DUNs Number**
- **CAGE code**

e. Binding and Labeling – Originals should be clipped and not bounded in a folder. The number of copies shown in the table below should be submitted in economical, three-ring binders. Responses to BPA Management Approach (factor 1), Demonstrated Understanding of the Technical Requirement (factor 2), and Corporate and Personnel **Specialized** Experience (factor 3) shall be submitted in one volume, but clearly demarcated. **Price shall be submitted in a volume separate from the technical volume.**

f. Pricing Data – Any and all pricing information shall only appear in the Price Proposal.

4. Schedule Information – This solicitation is being issued under GSA Federal Supply Schedule 874 – Mission Oriented Business Integrated Services (MOBIS), SIN 1 – Consulting Services. In order to participate in the acquisition

process, potential offerors must be a Schedule 874-1 holder by the time and date of receipt for original BPA proposals and shall maintain the Schedule for the duration of this BPA.

5. SUBMISSION FOR CONTRACT

Offerors may propose on only one or both orders, but must propose on at least one order to be considered responsive. If the offer chooses to propose on both Call Orders, please include both Call Orders in one Technical Volume but with explicit demarcation.

ELECTRONIC (CD-R) SUBMISSION – In addition to the hard copy the offeror shall also submit all proposal information in electronic format (CD-R). Text and graphics portions of the electronic copies shall be in a format readable by Microsoft (MS) Office 2007 and MS Word 2007. Data submitted in spreadsheet format shall be readable by MS Office 2007 and MS Excel 2007. All price information shall be in a folder separate from the Technical information. Explicitly demarcate a Technical Volume folder and a Price Volume folder.

HARD COPY SUBMISSION

TECHNICAL VOLUME		
Number each paragraph using Arabic numerals (Submit 1 unbound, original copy and 3 additional copies)		
Factor		Page Limit
1.0	BPA Management Approach	5 pages
2.0	Demonstrated Understanding of the Technical Requirement (Call Order Level)	10 pages for each call order
3.0	BPA: Corporate and Personnel Specialized Experience in Similar Requirements	3 pages
4.0	Past Performance Questionnaire Submissions	n/a
Total page count if proposing on a single call order		18 pages
Total page count if proposing on both call orders		28 pages
PRICE VOLUME		
(Submit 1 unbound, original copy and 2 additional copies)		
Factor		Page Limit
5.0	Price	Unlimited

Note 1: In case of discrepancies between the paper copy and the electronic (CD-R) copy of the proposals submitted, the paper copy shall take precedence; however, a proposal may be deemed non-responsive and may not be evaluated if both versions are not submitted as described in the "Instructions to Offerors"

Note 2: Please follow submission requirements for Past Performance Questionnaires (PPQ) as stated in factor 4 below. Questionnaires do not count towards the total technical proposal page count.

Note 3: Each call order will be evaluated separately and will receive an independent rating. An offeror who proposes on a single call order versus one who proposes on both call orders

will not be favored one over the other.

There is one of three ways to propose using only one Technical and Price Volume depending on the interest of the offeror. The Technical and Price Volume may be assembled with appropriate and explicit demarcation as follows:

Technical Volume		
Proposing On Only Call Order One	Proposing On Only Call Order Two	Proposing On Both Call Orders
Factor 1	Factor 1	Factor 1
Factor 2 - Call Order 1	Factor 2 - Call Order 2	Factor 2 - Call Order 1 Factor 2 - Call Order 2
Factor 3	Factor 3	Factor 3

Price Volume		
Proposing On Only Call Order 1	Proposing On Only Call Order 2	Proposing On Both Call Orders
Price - Call Order 1	Price - Call Order 2	Price - Call Order 1
OCI forms	OCI forms	Call Order 1 OCI forms
NDA forms	NDA forms	Price - Call Order 2
		Call Order 2 OCI/NDA forms

6. Submission Requirements

The contractor shall demonstrate their ability to meet the security requirements at the Call Order(s) level SOW Section 12.0, "Security". Proposed personnel MUST hold an appropriate level of clearance at the time the proposal is submitted and maintain the clearance for the duration of the Period of Performance (POP). The Government will not further consider or evaluate any proposal that fails to satisfactorily demonstrate their ability to meet the security requirements. Because the BPA Management Approach is a Pass-Fail factor, and if the contractor fails, the contractor will be notified by the Government that they will not be considered for a BPA award. The information requested in Attachment 09 of this solicitation is minimum information needed to verify that the proposed personnel have the appropriate level of clearance. Section B of attachment 09 must be filled out for ALL proposed personnel, respective to the Call Order(s). Failure to provide a complete attachment 09 will result in non-consideration of the proposal. Provide Attachment 09 in a sealed brown envelope as part of the solicitation submission requirements.

Factor 1: BPA Management Approach

The Government will evaluate the offeror's corporate or company resources. The evaluation shall be based on the offeror's demonstrated ability to provide corporate management and technical support for successful contract performance. Offerors will be evaluated on the following:

- Successfully demonstrate their ability to meet the personnel security requirements of the BPA by meeting the security requirements specified at the Call Order level (s).
- Their corporate strategies and methodologies to provide professional oversight and leadership.
- Their formal quality control measures used to assure satisfactory performance of services provided by the contractor staff.

- Corporate capability and capacity to respond to rapidly changing requirements on individual or multiple Call Orders.
- Their plan to manage multiple Call Orders.
- The contractor's demonstrated ability to retain valuable contract employees in order to mitigate or prevent the negative impact of frequent turnover and to ensure program continuity.

Note 1: The offeror should also include a description of the firm's general background, its organizational structure and, lines of authority.

Note 2: Please provide a single point of contact for the management of the BPA

Note 3: Firms that can demonstrate supporting WHS/AD and OSD small business socio-economic goals may get a higher rating for this factor.

Note 4: After the establishment of the MA BPA, this factor will not be used in evaluating future call orders.

Factor 2: Demonstrated Understanding of the Technical Requirement (Pertains to each Call Order)

The Government will evaluate offeror's understanding of the requirements. Proposals shall be assessed based on:

- Demonstrated comprehension of the specific Call Order objectives, intent, and requirements of the work.
- The soundness, practicality and feasibility of the proposed approach and work plans.
- A discussion of anticipated or potential difficulties, if any, and problem areas with recommended approaches for their resolution.
- The quality and capability of the personnel proposed for each Call Order proposed on. Resumes should be submitted for all proposed personnel.
- The offeror should address how its approach is innovative; flexible to support a changing environment; and maintains continuity and efficiency of current operations supporting the SAC.
- The Offeror shall also identify, if any, the teaming subcontractors that the Offeror would potentially use for this Call Order, including their areas of specialized expertise, in order to demonstrate the depth of the offeror's understanding of the various program areas to support the SAC. The Offeror shall provide relevant information for the teaming subcontractor (see section 3 (d) in "Instructions to Offerors").
- The offeror shall describe its phase-in/transition plan that describes how the Contractor will transition, with minimum disruption to SAC operations. The phase-in period shall not exceed 15 calendar days for the transition during which the contractor shall overlap with the current contract. During the phase-in period, the Contractor shall become familiar with performance requirements, establish the management organization, and finalize the required plan. The Contractor shall assume duties under this PWS at the conclusion of the 15 day transition phase-in period. At a minimum, the Contractor shall address the following areas in the Transition Phase-In Plan: interface and coordination with the Government; identification of key transition events and objectives; and identification of key persons participating in the transition.

Note 1: Offerors may propose on only one or both orders, but must propose on at least one Call Order to be considered responsive.

Note 2: Key Personnel – On site Project Manager and all proposed personnel

Note 3: Resumes are limited to 2 pages per resume and will not count towards the total page count of the technical submittal. Include resumes in this factor, but provide a separation between the resumes and the written response to this factor.

Factor 3: BPA: Corporate and Personnel Specialized Experience in Similar Requirements

The Government will evaluate the corporate specialized experience in performing similar work based on the following:

- The evaluation will be limited to the extent of the offeror's experience in providing staff who have performed work of similar nature, size, type and complexity in an environment of a similar nature, size, type and complexity to that which is expected to be ordered under this contract, as well as the extent of skills and experience of the staff provided.
- Describe the firm's experience in providing adaptable, quick study, motivated and competent staff with the types of skills necessary to perform successfully in a highly stressful, deadline and schedule-driven, content and protocol driven, multi-tasking environment.
- The complexity of the projects can be demonstrated in part by describing skills and abilities to prioritize objectives and work cross functionally, sometimes with minimal, conflicting and changing guidance.
- Demonstrate the firm's experience in simultaneously managing multiple projects or Call Orders at multiple geographical locations

Note 1: Proposals featuring personnel who have performed such work as demonstrated in the firm's experience submissions may receive higher ratings.

Note 2: Corporate specialized experience shall be assessed for demonstrated recent and relevant, successful experience performed within the last 5 years.

Factor 4: Past Performance Questionnaire Submissions

Evaluation of past performance will often be quite subjective. Based on the achieved results, the Government will evaluate the Offeror's past performance in the management of projects similar to Call Orders that may be issued under this contract.

- The evaluation will focus on the offeror's achieved results in the technical understanding and technical capability as demonstrated by the size, scope, and complexity, of actual, completed contracts/Call Orders similar to those expected under this contract.
- Offeror(s) will be evaluated on their history of reasonable and cooperative behavior, commitment to customer satisfaction, record of conforming to specifications and applicable labor laws, quality of workmanship, record of recommending and/or implementing innovative staffing and/or approaches; record of controlling costs; and adherence to schedules.

The Offeror shall initiate the Past Performance Questionnaires (attachment 8) with relevant projects selected. The Offeror shall complete blocks 1 through 7 on the form. The Offeror shall request that the client's representative who is most knowledgeable of the project complete block 8 on the form and submit the Past Performance Questionnaires directly to Jigisha Patel at jigisha.patel@whs.mil no later than the proposal due date. Offerors are responsible for ensuring that the telephone numbers provided for the representative indicated on each Relevant Project Summary are accurate and that the representative is aware the WHS Acquisition Directorate may be contacting them regarding the questionnaire and the Offeror's past performance. For clarity and legibility reasons please fill in the Past Performance Questionnaire using MS word format.

Note 1: Technically complex projects may be given more weight.

Note 2: Projects considered for Past Performance will only be those completed within the past five (5) years and over \$2,000,000.00 annually.

Note 3: The Government's sources of information for evaluating Past Performance may include, but are not limited to, any and all information provided by the contractor, inquiries of owner representative(s), any other known sources not provided by the offeror, and retrieval of information from the Past Performance Informational Retrieval System (PPIRS), which includes information collected from the U.S. Army Corps of Engineers Contractor Appraisal Support System (CCASS/ACASS) and Contractor Performance Assessment Reporting System (CPARS).

Factor 5: Price

The Offer shall propose on a Call Order; however, if proposing on both Call Orders, each Call Order shall be priced individually.

- For T&M portion of the effort: For each proposed labor category indicate the hourly rate. The Government will entertain rates discounted from the offerors GSA schedule. The offeror shall address all Other Direct Costs (ODC) related to the work being proposed and clearly identify in the proposal the overhead rate and G&A rate, if applicable, to any ODCs listed in the price proposal, or any other applicable contractor charges.
- For the Firm Fixed Price portion of the effort: Proposals shall include the breakdown of mix of labor and the level of effort for each specific task described in the solicitation requirement. As appropriate, the offeror shall include Other Direct Costs (ODC) and travel in accordance with the performance of the requirement.

Note 1: Pricing for each Call Order will be evaluated separately. Both Call Orders may be awarded to one contractor or to two separate contractors bases on the best value determination, considering all price and non-price factors.

Note 2: The price proposal should also include the completed Organizational Conflict of Interest (OCI) Analysis Disclosure Form as well as the Non-Disclosure forms referenced in the provision "Organizational Conflict of Interest (OCI) and Non-Disclosure Agreement (NDA)"

Note 3: The government will evaluate the price proposal for price reasonableness.

Note 4: Significant discounts from GSA Schedule Rates are considered highly desirable and must be explicit. (There is no page limit for this factor; however offerors are encouraged to only provide that information necessary to a comprehensive review and that information which would allow the evaluation team to determine price reasonableness.)

Note 5: For proposal purposes, offerors should assume a start date of 30 June 2012 for Call Order 0001 and 0002 with an ending date of 31 March 2013 for the base period.

EVALUATION CRITERIA
EVALUATION CRITERIA

General:

1. The Government intends to evaluate proposals as if to issue awards without communications with offerors; therefore the Offeror's proposal should contain the best terms from a price and technical standpoint. However, the Government reserves the right to open up communications with individual offerors 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 priced proposal; and waive informalities and minor irregularities in proposals received. The Government intends to award three or more Blanket Purchase Agreements (BPA) against existing GSA Federal Supply Schedules under the Schedule & SIN listed in section 4 of "Instructions to Offerors". However, the Government reserves the right to make less or no contract awards. A hybrid of Time and Material (T&M) and Firm Fixed Price for Call Order 0001; and a Time and Material (T&M) for Call Order 0002 will be awarded to the responsible Offeror, whose proposal conforms to this solicitation, and that will be most advantageous to the Government, price and non-price factors considered.

2. Evaluation Factors: Relative Order of Importance and Weight(s) of Factors

Factor 1 is equal in importance to Factor 2; Factors 1 and 2, individually, are more important than Factor 3; Factor 3 is more important than Factor 4; Factor 5 is the least important factor but the importance of Factor 5 will increase as the non-price factors become equal. Factors 1 and 2 are the most important factors, individually; and Factors 3, 4, 5, combined are NOT more important than Factor 1 and 2, individually.

3. Evaluation Criteria of Factors- Evaluation will be conducted on the basis of the following factors. For complete evaluation factor information please refer to section 6 "Submission Requirements" of the "Instructions to Offerors".

Factor 1: BPA Management Approach**Factor 2: Offeror's Demonstrated Understanding of Technical Requirements (Pertains to each Call Order)****Factor 3: BPA Corporate and Personnel Specialized Experience in Similar Requirements****Factor 4: BPA Past Performance (Questionnaires Received from Clients)****Factor 5: Price**

General Considerations: Only those proposals that receive a passing rating for Factor 1: BPA Management Approach will be considered as a BPA awardee under this solicitation. The Government will also evaluate the offeror's proposal to ensure compliance with the RFP's terms and conditions, and requirements. Failure to comply with the terms and conditions of the RFP may result in the offeror being removed from consideration for award.

4. **Price Evaluation** - While price will not be assigned a rating during the evaluation, it is a criterion in the overall evaluation of proposals. Proposed prices for the contract will be evaluated to determine whether they are necessary and reasonable for the conduct of the proposed contract, reflect a clear understanding of the requirements, and are consistent with the methods of performance described in the offeror's quotation. The overall evaluated price based on the proposal for the contract will be used to determine best value of the proposals as non-price factors become equal.

In accordance with FAR 17.206(b), except when it is determined not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price of the base period requirement. Evaluation of options will not obligate the Government to exercise the option(s).

5. **Past Performance** - The Government may give more weight to past performance information that is considered more relevant and/or more current. In cases where an offeror lacks relevant past performance history or in which information on past performance is not available, the offeror will not be evaluated

favorably or unfavorably on past performance. The neutral rating provided to these offerors is at the Contracting Officer's discretion based on the past performance ratings for all other offerors. Prior to assigning a "neutral" past performance rating, the Contracting Officer may take into account a broad range of information related to an Offeror's past performance.]

6. The following adjectival ratings shall be used as a guide in assigning the ratings for each of the factors, with the exception of Past Performance Questionnaire submissions and Price:

COMBINED TECHNICAL/RISK RATINGS

Rating	Description
Outstanding	Proposal exceeds requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low .
Good	Proposal exceeds requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low .
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate .
Marginal	Proposal does not clearly meet requirements or has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high .
Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

7. The following ratings shall be used as a guide in assigning the ratings for the Past Performance criteria:

PERFORMANCE CONFIDENCE ASSESSMENTS

Rating	Description
Substantial Confidence	The effort involved was essentially the same in scope, magnitude, and complexity of the solicitation requirement and based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	The effort involved was similar in scope, magnitude, and complexity of the solicitation requirement and based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	The effort involved some of the scope, magnitude, and complexity of the solicitation requirement and based on the offeror's recent/relevant performance

	record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	The effort involved little or none of the scope, magnitude, and complexity of the solicitation requirement and based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	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.

8. **Basis for Award** - The Government intends to award multiple contracts resulting from this solicitation. The award for Call Order 0001 and 0002 will be made based on the proposal that is determined to be most beneficial to the Government with appropriate consideration given to the five evaluation factors and order of importance noted under "Evaluation Factors: Relative Order of Importance and Weight(s) of Factors" of this section. Award will be made to the Offeror whose offer is determined to provide the "best value" to the Government on the basis of the five factors and not necessarily be the proposal offering the lowest price or receiving the highest evaluated rating. The successful offeror (s) for Call Order 0001 and 0002 will also be awarded a base Blanket Purchase Agreement. In total, the Government will award three or more base Blanket Purchase Agreements, to the best value determinants of Call Order 0001 and 0002, as well as future Call Orders. The Government reserves the right to make less than three or no contract awards.

52.217-8 (NOV 1999)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period of performance of the contract.

Special Contract Provisions:

In the event the Government exercises its unilateral right under FAR clause 52.217-8 -Option to Extend Services, the unit price for the performance of services during this period will be the latest price(s) agreed upon in the contract or subsequent modifications for Airspace Integration support services.
(End of clause)

CLAUSES INCORPORATED BY REFERENCE

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within (insert the period of time within which the Contracting Officer may exercise the option).

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within (insert the period of time within which the Contracting Officer may exercise the option); provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least days (60 days unless a different number of days is inserted) before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed

(End of clause)

52.246-6 INSPECTION--TIME-AND-MATERIAL AND LABOR-HOUR (MAY 2001)

(a) Definitions. As used in this clause –

"Contractor's managerial personnel," means any of the Contractor's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of--

(1) All or substantially all of the Contractor's business;

(2) All or substantially all of the Contractor's operation at any one plant or separate location where the contract is being performed; or

(3) A separate and complete major industrial operation connected with the performance of this contract.

"Materials," includes data when the contract does not include the Warranty of Data clause.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the material, fabricating methods, work, and services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all materials furnished and services performed under this contract, to the extent practicable at all places and times, including the period of performance, and in any event

before acceptance. The Government may also inspect the plant or plants of the Contractor or any subcontractor engaged in contract performance. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish and shall require subcontractors to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) Unless otherwise specified in the contract, the Government shall accept or reject services and materials at the place of delivery as promptly as practicable after delivery, and they shall be presumed accepted 60 days after the date of delivery, unless accepted earlier.

(f) At any time during contract performance, but not later than 6 months (or such other time as may be specified in the contract) after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. Except as otherwise specified in paragraph (h) of this clause, the cost of replacement or correction shall be determined under the Payments Under Time-and-Materials and Labor-Hour Contracts clause, but the "hourly rate" for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. The Contractor shall not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, shall disclose the corrective action taken.

(g)(1) If the Contractor fails to proceed with reasonable promptness to perform required replacement or correction, and if the replacement or correction can be performed within the ceiling price (or the ceiling price as increased by the Government), the Government may--

(i) By contract or otherwise, perform the replacement or correction, charge to the Contractor any increased cost, or deduct such increased cost from any amounts paid or due under this contract; or

(ii) Terminate this contract for default.

(2) Failure to agree to the amount of increased cost to be charged to the Contractor shall be a dispute.

(h) Notwithstanding paragraphs (f) and (g) above, the Government may at any time require the Contractor to remedy by correction or replacement, without cost to the Government, any failure by the Contractor to comply with the requirements of this contract, if the failure is due to (1) fraud, lack of good faith, or willful misconduct on the part of the Contractor's managerial personnel or (2) the conduct of one or more of the Contractor's employees selected or retained by the Contractor after any of the Contractor's managerial personnel has reasonable grounds to believe that the employee is habitually careless or unqualified. (i) This clause applies in the same manner and to the same extent to corrected or replacement materials or services as to materials and services originally delivered under this contract.

(j) The Contractor has no obligation or liability under this contract to correct or replace materials and services that at time of delivery do not meet contract requirements, except as provided in this clause or as may be otherwise specified in the contract.

(k) Unless otherwise specified in the contract, the Contractor's obligation to correct or replace Government-furnished property shall be governed by the clause pertaining to Government property.

(End of clause)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

(End of clause)

CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MARCH 2007)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

WHS A&PO WAWF INVOICING INSTRUCTIONS (Apr 2010)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at <https://wawf.eb.mil>, and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. **Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.**

The contractor shall ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov/> and register to use WAWF at <https://wawf.eb.mil> within ten (10) days after award of the contract or modification incorporating WAWF into the contract. Step by step instructions to register are available at <http://wawf.eb.mil>.

The contractor is directed to submit the following invoice type:

2-n-1 - Services Only, including Construction

****Do NOT use the WAWF Construction invoice type – it is not permitted for invoices paid in the MOCAS system**

Back up documentation may be attached to the invoice in WAWF under the “Misc Info” tab.
Fill in all applicable information under each tab.

With the exception of extensions, the following required information should automatically populate in WAWF; if it does not populate, or does not populate completely or correctly, enter the following information as noted:

Contract Number	TBD
Delivery Order	TBD
Pay DoDAAC	HQ0347
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extension	
Service Acceptor DODAAC/Extension <u>or</u> Ship to DODAAC/Extension <u>or</u> Service Approver DODAAC/Extension <u>or</u> Grant Approver DODAAC/Extension	HQ0059
DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a “Z” suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
- WAWF will affix the prefix “SER” for 2-in-1 invoices and prefix “BVN” for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).

- Unit Price
- Unit of Measure
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.

Before closing out of an invoice session in WAWF but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on “Send More Email Notification” on the page that appears. Add the following email liz.anton@whs.mil and tariq.mehmood@osd.mil in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

Section E - Inspection and Acceptance

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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Section G - Contract Administration Data

Section J - List of Documents, Exhibits and Other Attachments

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 01	Call Order 0001 Revised		20-APR-2012
Attachment 02	Call Order 0001 DD254		09-JAN-2012
Attachment 03	Call Order 0002 Revised		20-APR-2012
Attachment 04	Call Order 0002 DD254		22-MAR-2012
Attachment 05	QASP		02-APR-2012
Attachment 06	Non-Disclosure Agreement		02-APR-2012
Attachment 07	CAPE SAC BPA OCI Analysis Form		30-MAR-2012
Attachment 08	Past Performance Questionnaires		30-MAR-2012
Attachment 09	Visit Authorization Request (VAR)		04-APR-2012
Attachment 10	BPA Level DD254		22-MAR-2012
Attachment 11	WHS AD & OSD Small Business Goals		20-APR-2012