

DATE: December 23, 2020

**PRICE EVALUATION MEMORANDUM**  
Department of Defense (DoD) Fourth (4<sup>th</sup>) Estate Agencies  
Employee Assistance Programs (EAP) & Work-Life Support Services

**1. Subject**

- a.** Solicitation Number: HQ0034-20-R-0210
- b.** Contract Number: HQ0034-21-D-0007
- c.** Fiscal Year Funds: Fiscal Year (FY) 2021 Operations and Maintenance (O&M)

**2. Introduction/Summary**


The following information is based on the evaluation factors listed under FAR Clause 52.212-1 Addendum "Instructions to Offeror" and FAR Clause 52.212-2 Addendum "Evaluation" in the Request for Proposal (RFP).

- a.** Factor 3 - Price: In accordance with FAR 15.404-1, Proposal analysis techniques, proposals will be evaluated to determine if they are fair and reasonable. Price will not be scored or receive an adjectival rating. The Government may determine if the Offeror's proposed price reflects the Offeror's understanding of the requirements and if the proposed price is consistent with the Offeror's proposal and balanced. The Government reserves the right to reject proposals whose prices are determined to be unreasonably high. The total evaluated price will include all Contract Line Item Numbers (CLINs) listed in Section SF 1449 – Continuation Sheet, except for CLINs associated with travel.

For evaluation purposes only, the total evaluated price is the sum of the total prices submitted for (a) all ordering periods, and (b) the six-month extension authorized by FAR clause 52.217-8. For purposes of determining the evaluated price for the six month 52.217-8 extension, the total price is calculated as one-half of the total price of the final ordering period. The Government may determine that a proposal is unacceptable if the prices are significantly unbalanced.

**3. Price Evaluation**

(b)(4); (b)(5)




- b. Balanced Pricing Analysis:** Table 2 below outlines the analysis to determine if the eligible Offerors proposed balanced pricing. Prices amongst the IDIQ Ordering Periods range between 1.9% to 3.8%. The variance in the escalation rates, does not result in the Government paying an unreasonably high price during the period of performance. Based on the Government's evaluation, IAW with FAR 15.404-1(g), the Government has determined that the proposed pricing is not unbalanced.

(b)(4); (b)(5)

(b)(4); (b)(5)

(b)(4); (b)(5)



(b)(4); (b)(5)

#### 4. Particulars

- a. Service Identification: The objective for this requirement is for the contractor to provide programs and services to assist DoD with meeting mission goals and objectives by: (1) Empowering employees in their efforts to resolve personal issues that may adversely impact work performance; (2) Assist employees in balancing their professional and personal lives; (3) Equip employees with information and referral sources that assist in the caring for dependent family members; (4) Provide high quality programs and services that will lead to a more productive workforce; and (5) Support supervisors, managers, and other workplace leaders in managing complex demands in the workplace. The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Employee Assistance Programs (EAP) and Work-Life Support Services as defined in the Performance Work Statement, except for those items specified as government furnished property and services.

b. (b)(5)

- c. Clearance Authorization: WHS Acquisition Directorate (AD), Contract Review Board (CRB), which is headed by (b)(6)

d. Significant Dates:

- i. Solicitation issued September 1, 2020 via Beta.Sam's Website
- ii. Amendment 0001 issued to extend the questions due date from September 8, 2020 to September 10, 2020
- iii. Amendment 0002 issued to extend the proposal due date from September 30, 2020 to November 2, 2020
- iv. Amendment 0003 issued to provide the Government's response to Industry's questions, and to provide the updated solicitation to include an updated Pricing Template, a Utilization Report, and an updated WHS Estimated Workload
- v. Amendment 0004 was issued to provide the Government's updated responses to Industry's questions, and provide the updated Pricing Template, Utilization Report, and the updated IDIQ PWS
- vi. Solicitation closed November 2, 2020
- vii. TEB convened and reviewed proposal November 12, 2020


#### 5. Evaluation Summary

- a. Reasonableness and Balance:

- i. Price Reasonableness: The price evaluation factor required that the Government use the price analysis techniques of FAR 15.404. The Contracting Officer considered the Government's independent estimate in determining price reasonableness.
- ii. Balance: For price balance, the Government compared the eligible Offeror's prices between each ordering period to determine whether there was any volatility or unexplained significant changes. Increases are permissible, but significant changes between ordering periods could indicate unreasonable pricing. Since there was no significant fluctuation in the proposed price between the IDIQ Ordering Periods, there is no increased risk of the Government paying an unreasonably high price during performance. After reviewing the prices for each period of performance, the Government determined that the eligible Offeror did not propose unbalanced pricing.

### **Conclusion**

(b)(4), (b)(5)



### **Prepared By:**

(b)(6)



**Approved By:**

JONES.JUANITA Digitally signed by  
A (b)(6) JONES.JUANITA (b)(6)  
Juanita Jones  
Contracting Officer, Branch Chief WHS/AD/ESSD

12/23/2020

Date

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Tommie L. McCloud  
Division Director, WHS/AD/ESSD

12/23/2020

Date