

L.6 NFS 1852.223-73 SAFETY AND HEALTH PLAN (NOV 2004)

(a) The offeror shall submit a detailed safety and occupational health plan as part of its proposal (see NPR 8715.3, NASA Safety Manual, Appendices), to be submitted in Volume IV. The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.

(b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.

(c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:

(1) The work will be conducted completely or partly on premises owned or controlled by the Government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

(3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).

(4) When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.

(d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of provision)

**L.7 NFS 1852.245-80 GOVERNMENT PROPERTY MANAGEMENT INFORMATION
(DEVIATION) (SEPTEMBER 2007)**

(a) The offeror shall identify the industry leading or voluntary consensus standards, and/or the industry leading practices, that it intends to employ for the management of Government property under any contract awarded from this solicitation.

(b) The offeror shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.

(c) The offeror shall identify any property it intends to use in performance of this contract from the list of available Government property in the provision at 1852.245-81, List of Available Government Property.

(d) The offeror shall identify all Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The offeror shall also identify: the contract that provided the property, the responsible contracting officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges, and the contact information for the responsible Government contracting officer. The offeror shall provide proof that such use was authorized by the responsible contracting officer.

(e) The offeror shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.

(f) The offeror shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. The list shall include a description, manufacturer, model number (when available), quantity required, and estimated unit cost.

(g) The offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment: will be titled to the government under the provisions of the contract; is not included as a contract deliverable; and the Contractor intends to charge the costs of materials directly to the contract. The disclosure shall be in list form, parts shall be grouped by and identify the end item or system and shall include all descriptive information, manufacturer, model, part, catalog or other identification numbers (when available), quantities required, and estimated unit costs.

(h) Existing available Government property listed in the provision at 1852.245-81 is provided "as is". NASA makes no warranty regarding its performance or condition. The offeror uses this property at its own risk and should make its own assessment of the property's suitability for use. The equitable adjustment provisions of the clause at 52.245-1, Government Property, are not applicable to this property. The offeror must obtain the Contracting Officer's prior written approval before acquiring replacement property when it intends to charge the cost directly to the contract.

(i) Existing Government property may be reviewed at the following locations, dates, and times:

Those offerors in the competitive range will be requested to identify those property items (if any) from the listing that they desire to review. Any such review will necessarily be conducted outside the normal operational hours of Kennedy Space Center and scheduled by the Government during the discussion phase. In the event that the MESC is awarded on initial proposals, the successful offeror will be permitted the review prior to phase-in.

(End of provision)

**L.8 NFS 18.52.245-81 LIST OF AVAILABLE GOVERNMENT PROPERTY (DEVIATION)
(SEPTEMBER 2007)**

(a) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-1, Government Property. The offeror shall notify the Government, as part of its proposal, of its intention to use or not use the property.

<u>Item Description</u>	<u>Acquisition Date</u>	<u>Acquisition Cost</u>	<u>Quantity</u>	<u>If equipment</u>		
				<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>
<u>Section J, Attachment J-6</u>						

(b) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-2, Government Property Installation Operation Services. The offeror shall notify the Government of its intention to use or not use the property.

<u>Item Description</u>	<u>Acquisition Date</u>	<u>Acquisition Cost</u>	<u>Quantity</u>	<u>If equipment</u>		
				<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>
<u>Section J, Attachment J-14</u>						

(c) The selected Contractor will be responsible for costs associated with transportation, and installation of the property listed in this provision.

(End of provision)

L.9 OPTION TO PURCHASE INCUMBENT CONTRACTOR-OWNED CAPITAL EQUIPMENT AND MATERIAL IN STOCK

Per contract NAS10-99001, Clause H.11, the successful offeror may choose to purchase from the incumbent contractor capitalized assets (See Attachment L-9) at the current net-book-value (NBV) subject to reasonable terms and conditions regarding payment and other matters to be agreed upon by the incumbent contractor and the successor contractor.

(End of provision)

L.10 AVAILABILITY OF REFERENCE INFORMATION

(a) For this solicitation, there is an electronic “Bidder’s Library,” on-line at: <http://mesc.ksc.nasa.gov/> as listed in provision L.18. The Contracting Officer will update the electronic Bidder’s Library as necessary or upon request for documents referenced in the solicitation and not otherwise available to the offeror.

(b) Standards, such as Federal, military, industrial, manufacturing, independent laboratory, society, and institutional associations (non-Government organizations) codes, standards, specifications, and technical documents incorporated by reference in this solicitation must be obtained, at the bidder's expense, from the organization which develops, establishes, and/or publishes those documents.

(End of provision)

L.11 COMMUNICATIONS AND REQUESTS FOR INFORMATION

(a) Questions or comments regarding this solicitation must be submitted in writing, cite the solicitation number, and be directed to the following Government representative:

Name: Dunamis T. Pedraza
Contracting Officer

Address: NASA/Kennedy Space Center
Mail Code: SEB-MED
Kennedy Space Center FL 32899

FAX: (321) 867-3859

E-mail: Dunamis.T.Pedraza@NASA.GOV

Oral questions will not be answered due to the possibility of misunderstanding or misinterpretation.

(b) Questions or comments must be submitted in writing not later than 4:30 p.m., local time, October 1, 2007; to ensure Government response. Late questions or comments are not guaranteed a response prior to the proposal due date. Any amendments to the RFP will be provided electronically on the NASA Acquisition Internet Service (NAIS) and Federal Business Opportunities (FedBizOpps) websites.

(End of provision)

L.12 PROPOSAL SUBMISSION

- A. The proposal must be received at the NASA/KSC Central Industry Assistance Office (CIAO), Bldg N6-1009, 7110 N. Courtenay Parkway (SR 3), John F. Kennedy Space Center, FL 32899, Room 102, no later than 4:00 p.m., local time, on November 16, 2007. Late submissions will be handled in accordance with FAR provision 52.215-1, "Instructions to offerors – Competitive Acquisition".
- B. All hand-carried offers delivered prior to the referenced due date, whether delivered by the Offeror or by commercial courier, must be delivered to the CIAO Building between the hours of 8:00 am and 4:00 pm, Monday through Friday, except legal holidays; and should notify the Contracting Officer (CO) at least one hour before proposal submission, in writing via email or facsimile.
- C. The CIAO is located on State Road 3, approximately 4 miles south of the intersection of State Road 3 and NASA Causeway (State Road 405), at Gate 2 to the Kennedy Space Center (KSC). Access to KSC is not required.
- D. In those instances where the receipt of proposals date coincides with a scheduled Space Transportation System (STS) launch, offerors are cautioned that access to the CIAO may be restricted both prior to and

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after the scheduled launch time. Offerors must plan accordingly to ensure their offer arrives at the CIAO prior to the date and time set receipt of proposal.

- E. Offerors using commercial couriers to submit their offers are responsible for instructing the couriers to deliver the offers in accordance with this provision. Offerors are also advised to provide the courier with the building number (N6-1009) and room number (102) of the CIAO.
- F. All proposals delivered in response to this solicitation shall reflect the following information on the address label:
 - 1. Solicitation NNK07204121R, MESC
 - 2. The legend, "To be delivered unopened to the Contracting Officer", and
 - 3. The volume and copy numbers contained in each box.
- G. Submit your relevant experience and past performance information (Volume II) to arrive at the CIAO Building no later than 4:00 pm EST, November 2, 2007; which is 14 days prior to the proposal due date.
- H. Oral proposals and presentations will not be accepted.

(End of provision)

L.13 GENERAL PROPOSAL INSTRUCTIONS

- A. Proposals shall be submitted in the five volumes listed in paragraph L.14. Each volume must be contained in a three ring binder.
- B. The page limitation shown in paragraph L.14, below, for each volume is the maximum number of pages which may be submitted in that volume. No material may be incorporated by reference.
- C. A suitable table of contents (excluded from the page limitations) shall be provided with each volume for ready reference to sections, figures, and illustrations.
- D. Non-text illustrations, captions, figures, tables, and graphics text may use a font no smaller than 8-point. The text should be printed on both sides of the sheet. Each side of the sheet, tab, or divider, containing proposal material will be counted as a page.
- E. Printed pages and illustrations must be legible and no larger than 11" x 17" foldouts, as appropriate for the subject matter. Foldouts are considered part of the page limitations. Each foldout shall be printed on one (1) side only and shall count as two (2) pages.
- F. All pages of volumes I, II, III, IV, and V shall be numbered and identified with the offeror's name, RFP number and date. In addition, for each copy of each proposal volume the offeror shall identify with the following legend the copy number for each volume (legend: Volume __, Copy __ of __). Subsequent revisions, if requested, shall be similarly identified to show revision number and date. A table of contents shall be provided with figures and tables listed separately.
- G. The format for each proposal volume should parallel, to the extent possible, the format of the evaluation factors and subfactors contained in Section M of this solicitation. The proposal content should provide a basis for evaluation against the requirements of the solicitation. The proposal should include a matrix

showing where in the proposal the technical requirements of the evaluation criteria of this RFP are satisfied (i.e. evaluation criteria element versus offeror's proposal page numbers). It is intended that this be a simple matrix that should in no way inhibit an innovative approach or burden the offeror. This proposal matrix is excluded from the page limitations contained in paragraph (b)(1) below.

- H. If the offeror includes technical documentation in volumes other than Volume I, Mission Suitability, that is desired to be considered within Mission Suitability, it must also be included in Volume I. The Government will not augment the offeror's Mission Suitability proposal by considering information presented solely outside of Volume I, Mission Suitability.
- I. Where use of subcontractors is proposed, the proposal shall clearly distinguish between the prime contractor's and the subcontractor's work and responsibilities.
- J. The proposal must be signed by an official authorized to legally bind the company.
- K. The offeror shall submit two electronic copies of the proposal on CD-ROM, designating one as "back-up" (in addition to the hardcopies specified above), in the Adobe Portable Document File (PDF) format, version 5.0 or greater. These PDF files shall be exact duplicates of the paper copies. Electronic copies of the Cost volume files are requested in both PDF and Microsoft (MS) Excel (.XLS) format (readable by MS Excel 2003), the PDF file shall duplicate the paper copy while the XLS file shall have identical content. Electronic files of Volumes I, II, III, IV, and V should be on virus free CD-ROM discs with an external label indicating: (1) the name of the offeror, (2) the RFP number, (3) the format and software versions used, (4) a list of the files contained on the disk and (5) date of the information. In the event of any inconsistency between data provided on electronic media and hard copies, the hard copy data will be considered to be correct. The CD-ROM should be formatted and readable by the computer system named below and be compatible with the noted software package.
- L. Offerors shall prepare each CD-ROM in accordance with the following instructions:
1. File Preparation. The offeror shall generate "bookmarks" within each PDF file for at least each section and subsection of the document. Bookmarks shall be generated based on indexed entities appearing in the document table of contents. The offeror has the option of generating "thumbnails" within the PDF files as well. The minimum requirement for hypertext links is an overall proposal table of contents linked to each volume and a table of contents within each PDF file linked to each section of the file. Additional hypertext links within the proposal are at the offeror's discretion. The use of thumbnails or additional hypertext links will not influence the evaluation. The PDF file has a built in security function. The offeror shall set all security options in each PDF file to "allowed". All text, including table and figure identifiers, shall be indexed and 100% searchable text.
 2. Font and Page Setup. Text font and layout shall be as stated for paper copies. Hypertext links shall be the same minimum font size. The preferred method of implementing hyperlinks is to indicate the hyperlink by blue font color and establishing the hyperlink in Acrobat with "invisible rectangle" with "no outline." However, the offeror may indicate hyperlinks by any color font or with a visible rectangle.
 3. Other Requirements. The offeror shall not embed sound or video files into the proposal files. Minimize the use of scanned images and keep embedded graphics as simple as possible.

4. Proposal Format and Structure. Each volume of the electronic proposal shall be in its own sub-directory on the CD-ROM. A CD-ROM file list showing the directory, document title, and file name must accompany the electronic submittal.
 5. Proposal Table of Contents file. This file serves as a table of contents for the proposal information. The offeror shall provide the capability to “jump” from this file using hypertext links to all other PDF files on the CD-ROM. Also include the list of key terms used in the proposal with their definitions, and a list of acronyms and abbreviations used in the proposal.
 6. Viewing Environment. The Government anticipates viewing the electronic submittals with the following computer software and hardware: (1) IBM-compatible systems, (2) Windows XP Professional operating system, (3) Adobe Acrobat Reader 6.0, and (4) Microsoft Office 2003 (Word 7.0 and Excel 7.0).
 7. MS-Office 2003 formats (i.e. MS-Word and Excel). Embedded structures like bit maps, graphics or proprietary fonts shall be reserved only for illustrations and equations which cannot be rendered in the above formats. No data-point protections shall be used without including credentials/passwords to use those data-points as described above.
- M. If there is a variation in content between the paper copy and the electronic version, the paper copy marked original shall take precedence. In the event the proposal exceeds page limitations, for the affected volume(s), the original hardcopy shall take precedence over the electronic version submitted via CD-ROM. Information should be precise, factual, detailed and complete. Offerors should not assume that the evaluation team is aware of company abilities, capabilities, plans, facilities, organization or any other pertinent fact that is important to accomplishment of the work as specified in the PWS. The evaluation will be based on the information presented in the written proposal.
- N. Proposals will be evaluated against the requirements specified in this solicitation. Although the Government does not encourage/discourage enhancements (i.e. technical performance capabilities above those specified in the PWS) offerors may choose to propose performance enhancements that do not require upfront investments by the Government outside of the proposed cost. In order for the Government to consider a proposed enhancement’s value, the offeror shall clearly describe the enhancement and the benefit of the proposed enhancement within the appropriate mission suitability sub-factor volume and shall include all associated cost in the Offeror’s proposed estimated cost.

Offerors shall describe the cost impact of the proposed enhancement and any proposed terms and conditions to capture the proposed enhancement as a contract requirement within Volume V, Offer.

Offerors are advised that nothing in the above instructions authorizes the submission of alternate proposals.

Note that the Government may also include selected capabilities and implementation approaches (i.e. proposed approaches to meeting the requirements) in the contract. Offerors are advised that they may be required to implement any approach described in their Mission Suitability Volume.

(End of provision)

L.14 NFS 1852.215-81 PROPOSAL PAGE LIMITATIONS (FEB 1998)

(a) The following page limitations are established for each portion of the proposal submitted in response to this solicitation.

<u>Volume</u>	<u>Title</u>	<u>Original (No. of Copies)</u>	<u>No. of Copies</u>	<u>No. of CD- ROMs</u> (See Note)	<u>Page Limit</u>
I	Mission Suitability	1	6	2	200
II	Relevant Experience/Past Performance	1	6	2	45
III	Cost	1	4	2	none
IV	Plans (e.g. Safety and Health Plan, Total Compensation Plan)	1	4	2	none
V	Offer (Model contract, fill-ins and enhancements / innovations)	1	4	2	None
Note: The proposal shall have volumes I, II, and IV in one CD-ROM, and volumes III and V in a separate CD-ROM. Provide two copies of each. <u>Volume II, Relevant Experience/Past Performance paper copy is to be submitted on November 2, 2007 and the electronic copy on November 16, 2007.</u>					

(b) A page is defined as one side of a sheet, 8 1/2 x 11, with at least one inch margins on all sides, using not smaller than 12 point type, except the cost proposal forms (For Volume III – Cost, the cost proposal forms should contain font no smaller than 10 point type). Foldouts count as an equivalent number of 8 1/2 x 11 pages, except the cost proposal forms which shall fit on one page, printed on pages no larger than 11 x 17”. The metric standard format most closely approximating the described standard 8 1/2 x 11 size may also be used.

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. The Relevant Experience/Past Performance Questionnaires front pages submitted in Volume II are excluded from the page count. In addition, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

(d) If final proposal revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(e) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

(End of provision)

L.15 STANDARDIZED PROPOSAL COSTS

- A. In order to normalize proposals costs for this contract, the Government has identified three cost areas for which the offeror shall plug in the standard proposal values provided by the Government. The cost areas are Contractor-Owned Capital Equipment available for purchase, replenishment of supplies/benchstock, and office furniture.
- 1) Attachment L.9, Incumbent Held Property Available For Purchase By Successful Offeror identifies property currently owned by the incumbent contractor that the Government believes will be necessary for performance of the MESC. The estimated value of this property as of September 30, 2008 is \$415,000. The actual dollar value of the incumbent contractor owned property at MESC startup is expected to vary due to purchases during the last year of the current contract.
 - 2) Replenishment of supplies/benchstock reflects the Government's best estimate to return supplies/benchstock levels to the appropriate levels for performance of the MESC due to consumption of supplies by the incumbent during the conclusion of the contract. The Government estimates the cost to restock the supplies to starting levels upon performance period start to be approximately \$50,000.
 - 3) The Government will transition all existing government furniture used by the incumbent contractor to the successful offeror. A standardized annual value for office furniture has been established at \$25,000 per Contract Year.
- B. The costs above are the Government's best estimate of what the actual cost will be to establish the initial readiness effort, and are not fee bearing.

(End of provision)

L.16 SUMMARY OF EXCEPTIONS

Include a statement of acceptance of the anticipated contract provisions and proposed contract schedule, or list all specific exceptions to the terms, conditions, and requirements of Sections A through J of this solicitation, to the Representations and Certifications (Section K) or to the information requested in Section L. Include the reason for the exception, or refer to where the reason is addressed in the proposal. This list shall include all exceptions, both "business" and "technical". All exceptions must also be identified in the OFFER volume, Volume V. Any failure to clearly indicate exceptions to the proposed contract terms and conditions contained in this RFP will be construed as acceptance of them, verbatim.

Include any new terms, conditions or clauses proposed by the Offeror which are of benefit to the Government. Discuss the benefit to the Government in each Volume, as appropriate.

Offerors are cautioned that exceptions or new terms, conditions, or clauses may result in a determination of proposal unacceptability (NFS 1815.305-70), may preclude award to an Offeror if award is made without discussions, or may otherwise affect an Offeror's competitive standing.

(End of provision)

L.17 SPECIFIC PROPOSAL PREPARATION INSTRUCTIONS

Offerors should provide complete supporting rationale for all elements of their proposal.

As stated in FAR 52.215-1, the Government intends to award on initial proposals. Offerors should submit their best, most realistic and competitive proposal. Offerors are expected to propose proactive business strategies, expanded operational flexibilities, and methods to exceed customer expectations. The successful offeror will be expected to perform all elements of the Performance Work Statement of the resultant contract within the costs proposed.

A. Volume I – Mission Suitability

The Mission Suitability Proposal shall be submitted in one volume and shall be divided into the following major sections:

Subfactor A: Management Approach and Key Personnel

Subfactor B: Technical Approach

Subfactor C: Safety and Health

The Mission Suitability proposal must include a discussion of your approach to meeting the requirements of the contemplated contract. The management, technical, and safety and health approach should be specific, detailed, and complete enough to clearly and fully demonstrate an understanding of the requirements and the inherent risks associated with the objectives of this procurement. It is inadequate to simply state that you understand and will comply with the Performance Work Statement (PWS), or to paraphrase the PWS such as: “standard procedures will be employed to” and “well-known techniques will be used”. The Mission Suitability Proposal must comprehensively explain how you propose to comply with the applicable specifications, as well as, the techniques and procedures you propose to implement. Information previously submitted, if any, will be considered only to the extent it is resubmitted. It should not be incorporated by reference. The Offerors response to the Mission Suitability Factor (with subfactors) should reference the appropriate paragraphs of the PWS whenever they are applicable. The management, technical, and safety and health discussions shall include cost volume references. For example, the proposed use of a management information system or a technical approach to providing services shall include a cost volume reference that identifies any associated costs. The offeror’s Mission Suitability proposal should demonstrate an overall understanding of the requirements under the MESC.

1. Subfactor A - Management Approach and Key Personnel**a. Organizational Structure and Corporate Resources:**

- i. Show the relationship between the MESC and the Offeror’s Corporate Organizational structure including all subcontractors. Identify any available corporate resources, including personnel, facilities, or equipment which may be used to meet the requirements of this contract. Discuss the level of autonomy for the MESC and level of recurring reporting/accountability to Corporate. Discuss any corporate policies or innovative approaches that may offer operational efficiencies, productivity enhancements, and/or improved quality.
- ii. Provide an organization chart(s), including Offeror and major subcontractors. These charts should go down to the lowest level PWS Section and align with the proposed key personnel. Clearly show how the PWS functional areas are distributed across the organization and associated lines of authority/communication. Clearly state the responsibilities and authority of each manager. Describe any cross-utilization of personnel across PWS functions, if applicable.

- iii. The Offeror shall propose key personnel positions, by title, and provide a rationale why these proposed key positions are critical to the success of the Contract. Clearly describe the function, responsibility, and authority for each key position. The Offeror shall also describe why the personnel being proposed for these positions are qualified (education, background, and experience) and indicate the percentage of time each key person will devote to this position. For all positions, including those for which you have not identified a specific employee, state the qualifications for the positions and the recruitment approach you will use to fill those positions.
- iv. For each key person proposed, provide the following minimum information:
 - 1) Resume (3 page maximum) using the outline format contained in Attachment L-1. Note: The resumes for key personnel are included in Volume I, Mission Suitability, 200 page limit.
 - 2) Signed letters of commitment from all key personnel as to the level and duration available to this Contract and whether they are full or part time. The key personnel will be identified within clause H.3. The Offeror shall also state whether any of the key personnel identified in this proposal are being proposed as key personnel on any of the Offer's other concurrent proposals. Note: The signed letters of commitment from all key personnel are included in Volume I, Mission Suitability, 200 page limit.
- v. Provide rationale used for arriving at the staffing and skill mix proposed in both management and technical areas. (Note: Historical Staffing and Skill Mix is provided in Attachment L-2).
- vi. Indicate the planned incumbent capture rate (if any) and the basis of this rate.
- vii. If proposing to perform the MESC with subcontractors, describe your subcontract approach to include:
 - 1) The basis for selection of the subcontractor;
 - 2) The nature and extent of the work to be performed by the subcontractor;
 - 3) A description of the subcontractor/prime implementation of common management, work controls and procedures which allow the combination to function as a single entity.
- viii. Provide an explanation of how the offeror's proposed management approach will provide the Government with a seamless line of communication and a single central point of contact at the contract level, for both prime and subcontractor(s);
- ix. Show the primary interfaces, prime and subcontractor, between the proposed organization and the NASA functional managers;
- x. Describe organizational features that contribute to maintaining flexibility, effective communications, and promoting efficiency throughout performance of the contract requirements and your understanding of relationships with other KSC contractors, customers, and stakeholders;
- xi. Discuss how the proposed award fee dollars incentivize excellent performance, as well as being sufficient to ensure a corporate commitment. Describe any proposed approaches that distribute earned fee to employees (if any) including a complete description of what individuals will be included in this pool. Offeror must specifically address all rationale for proposing an award fee amount less than or more than 8.0 percent including your rationale that the proposed award fee is appropriate to ensure an effective incentive to maintain excellence in performance;

- xii. The offeror will need to determine their computers, mobile computing devices (e.g., BlackBerry®), cell phones, and pagers, and requirements for non-standard desktop PC seat, by reviewing the List of ODIN seats located in Attachment L-3. This equipment, along with general use printers, other peripherals, and standard load software will be provided by the Government via the ODIN contract at no cost to the MESC. However, the total cost of the offeror's approach for IT equipment and services will be considered as part of the total cost to the Government and will be used in proposal evaluation. The offeror will estimate the number of ODIN seats needed, including any proposed non-standard equipment, in the attached worksheet, Attachment L-3.
 - xiii. The offeror shall submit a total compensation plan in accordance with paragraphs L.1(A) 52.222-46, Evaluation of Compensation for Professional Employees and 1852.231-71 Determination of Compensation Reasonableness.
 - xiv. Describe your approach to labor relations that demonstrates an understanding of the complexity involved and a means for assuring effective labor relations within appropriate business constraints.
 - xv. Describe how the Offeror will comply with the economic terms of the existing collective bargaining agreements that are referenced in the wage determination. Provide detailed discussion on Offeror's plan to negotiate new CBA and how such approach minimizes cost to the Government while maintaining reasonable terms and conditions for the workforce.
- b. Work Control:
- i. Describe your approach for resource management and how the proposed approach will ensure effective and efficient services in a dynamic and evolving technical environment.
 - ii. Discuss the proposed management approach to integrate, prioritize, manage, track, and ensure timely completion of routine as well as Program-driven requirements.
 - iii. Describe your approach for managing the customer interfaces and communication to facilitate work performance and accomplish contract requirements;
 - iv. Describe the scope of your web-based MESC information system and the customer interfaces it provides to MESC services.
- c. Phase-In:
- i. Describe your approach for transitioning government provided data into contractor provided information management systems.
 - ii. Describe your phase-in approach for assuming responsibility for work on October 1, 2008, including a schedule showing each major step, critical tasks, and prerequisites. Show how you will identify and track operational hand-over. Identify any proposed phase-in management team. Discuss your approach for interfacing with the incumbent contractor during phase-in, including your approach for working with labor unions and maintaining continuity of service.
 - iii. Describe your approach to support a Space Shuttle launch and landing immediately following contract startup.
 - iv. Describe your approach to ensuring emergency response capability is fully functional at contract start.

- d. Risk:
- i. The offeror's proposal shall include an analysis of the risks associated with this procurement (for example, Shuttle Program transition and Constellation Program build-up).
 - ii. The analysis shall include a discussion of how those risks will be managed and mitigated, including actions the Government must adopt to mitigate risk.
- e. Organizational Conflicts of Interest: In accordance with NFS 1852.237-72, Access to Sensitive Information, offerors will provide a preliminary analysis of possible organizational conflicts of interest that might flow from the award of this contract. This analysis shall address organizational conflicts of interest that might arise because the offeror has access to other companies' sensitive information, and will address specific methods to control, mitigate, or eliminate all problems identified. If selected for award, the offeror shall submit for Government approval a comprehensive Organizational Conflicts of Interest Mitigation Plan in accordance with clause H.31.
- f. Associate Contractor Agreements: The offeror shall identify all Associate Contractor Agreements (ACA)s that will be necessary for the successful performance of the MESC, identify the party or contract the ACA will be written with (e.g. the Institutional Services Contract (ISC), the NASA Protective Services Contract (NPSC), the Information Management and Communication Support (IMCS) Contract), the envisioned ACA content, and how you will accomplish having the ACA in place on October 1, 2008, reference H.20.
2. Subfactor B - Technical Approach
- Demonstrate your understanding of the requirements described in the PWS and the supporting information presented in Section J of the RFP, by providing the following:
- a. General Requirements:
- i. The offeror's proposal shall describe their approach to implementing the PWS requirements. The proposal shall reference the related paragraphs of the PWS (e.g. 1.2, 2.2, 2.2.a). Proposals shall include the offeror's technical approach and methodology for performance and customer satisfaction. Specify unique approaches you would employ and rationale for proposed benefits. The offeror's proposal shall describe its plan for providing services described in the PWS to NASA, the USAF, and the associated contractors and tenants at the Kennedy Space Center, Cape Canaveral Air Force Station, and off-Center work locations;
 - ii. The offeror's proposal shall describe its approach to providing consultation and services to customers at a large, federally owned, multiple employer worksite, to coordinate work with multiple customers, and to prioritize, perform, and complete work assignments to the customers' satisfaction;
 - iii. The offeror shall describe their technical interfaces within their organization and with the Agency, NASA-KSC, USAF, and other employers;
 - iv. The proposal shall describe its approach to maintenance of technical competency and currency of certifications and licenses throughout the contract period of performance;
 - v. The proposal shall describe your approach to properly maintain all of the written products and administrative and operational procedures required to document functions, as well as your proposed use of information technology systems to manage, implement, and promote program services;

- vi. The proposal shall describe an analysis of the risks associated with the proposed technical approach and a discussion of how those risks will be managed including actions the Government must adopt to mitigate risk;
 - vii. The proposal shall describe the offeror's use of information management systems to implement the technical requirements of the PWS.
- b. Medical Services:
- i. The offeror's proposal shall describe its approach to staffing and operating an on-site occupational health facility. The description shall also address the proposed use of a medical records and electronic health information management system;
 - ii. The offeror's proposal shall describe its approach to planning and implementing aerospace medicine services;
 - iii. The offeror's proposal shall describe its approach to plan and implement routine and emergency medical operations at the NASA-Kennedy Space Center;
 - iv. The offeror shall describe their approach to providing Workers' Compensation management to civil service employees, and to providing medical services consultation with other employers, and in support of musculoskeletal rehabilitation and fitness facilities activities, and to provide medical direction of Government provided ambulance services;
 - v. The offeror's proposal shall describe its approach to quality assurance and implementation of the Medical Quality Assurance Program for all medical services provided;
 - vi. The offeror's proposal shall include an analysis of the risks associated with the proposed approach and a discussion of how those risks will be managed. Risks addressed at a minimum, shall include:
 - Transfer of existing medical data provided by the Government into the MESC Contractor's medical record and health information management system;
 - Transition to a Government provided medical record and health information management system as directed by the Government, which is anticipated to happen no earlier than the second year of the contract.
- c. Environmental Health Services:
- i. Describe your approach to providing Industrial Hygiene, Sanitation and Public Health, and Health Physics services; the offerors understanding of the role of the MESC within the context of operations for the Kennedy Space Center; the offeror's approach to interfacing with customers to develop work assignments and allocate resources, and its approach to assisting the Government in managing the KSC Environmental Health (EH) programs;
 - ii. In its discussion of EH services, the offeror shall describe the approach and methods to assessing chemical, physical, and biological hazards, as well as a detailed methodology to be used in performing the assessments, management and analysis of samples, and reporting findings and recommendations;
 - iii. The proposal shall include the offeror's approach for transferring existing EH data provided by the Government into the offeror's information management system and its use of electronic records management to inventory and track identification and abatement of exposure hazards;

- iv. The offeror's proposal shall describe the technical approach for ensuring ready availability of, and calibration and maintenance of all EH laboratory and field instrumentation;
 - v. The proposal shall describe the offerors approach toward maintaining the Centerwide inventory of Material Safety Data Sheets (MSDS) for the KSC and its use of the Government-provided MSDS database management system and website;
 - vi. The offeror's proposal shall describe the offeror's use of laboratories to support Industrial Hygiene, Sanitation, and Health Physics functions that ensures quality services that are timely and are available to meet Center needs;
- d. Environmental Services:
- i. The offeror's proposal shall describe its approach to providing hazardous and controlled waste characterization, pickup, and disposal at KSC and CCAFS;
 - ii. The offeror's proposal shall describe its approach to providing off-site disposal of hazardous and controlled wastes including the following:
 - A list of hazardous waste transporters and off-site TSD facilities that will be used for each type of waste managed at KSC and CCAFS. The list shall include the transporter/facility name, and EPA ID number held by the transporters and TSD facilities to be used;
 - Include, for each transporter and TSD facility to be used, how many Notice of Violations (NOVs) or other enforcement actions have been taken against the disposal facility in the last five years and how many lawsuits have been filed against the facility in the last five years including the outcomes of the lawsuits.
 - iii. The offeror's proposal shall include an analysis of the risks associated with the proposed hazardous waste approach and a discussion of how those risks will be managed;
 - iv. The offeror's proposal shall describe its approach for providing environmental sampling, analysis and monitoring services. The proposal shall identify the offeror's approach for ensuring timeliness of the sampling events and accuracy of the results. The proposal shall address the offeror's approach to providing laboratory analysis of samples including potable water and waste characterization samples;
 - v. The offeror's proposal shall demonstrate an understanding of interfaces necessary to accomplish PWS requirements specific to environmental sampling and analysis and waste disposal;
 - vi. The offeror's proposal shall describe its approach to post-emergency response spill cleanup including planning, notification, 24-hour supportability and outside resource utilization;
 - vii. The offeror's proposal shall describe its approach for conducting monitoring and surveillance of KSC's ecosystems. The proposal shall demonstrate the ability to conduct *in-situ* ecological studies and to perform Ecological Risk Assessments in order to identify specific impacts associated with Center operations;
 - viii. The offeror's proposal shall describe its approach to operating and maintaining the Earth Data Monitoring Systems with emphasis on launch modeling systems and decision support systems.

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e. Agency Occupational Health Program (OHP):

- i. The offeror's proposal shall describe their approach to ensure the independence of personnel and services provided to the Agency in PWS section 5.0 and to avoid any conflicts of interest in performing audits;
- ii. The offeror's proposal shall describe their approach to develop, maintain and enhance an Agency Occupational Health database and Agency Occupational Health website, including maintaining website server security;
- iii. The offeror's proposal shall describe their approach to assist the Government in the evaluation and implementation of the Government provided medical record and health information management system;
- iv. The offeror's proposal shall describe its approach to supporting Agency Occupational Health audits.

3. Subfactor C - Safety and Health

The offeror shall describe their approach to assuring the safety and health of its employees and operations. The offeror shall describe its safety and health programs in sufficient detail to demonstrate the offeror understands safety and health requirements, its management commitment, the proposed integration of safety and health into management and technical processes, and how safety and health goals are communicated to the workforce. Offeror's are directed to submit a Safety and Health Plan in accordance with NFS 1852.223-73 Safety and Health Plan (NOV 2004).

4. Sample Problems

Respond to the sample problems in Attachment L-4 Sample Problems. Response to the sample problems, including references to other sections of your proposal, should be limited to three pages each at the end of the volume and does not count toward the total page limitation for this volume. If less than three pages per problem are utilized, the remaining page count cannot be added elsewhere.

B. Volume II – Relevant Experience/Past Performance

The offeror will submit past performance history in the following format and sequence to include all information prescribed below for both the offeror and the offeror's proposed subcontractors. The offeror will provide specific and relevant examples of past performance where characteristics such as technical excellence, responsiveness, safety, communication, and management were successfully implemented. The offeror will specifically provide a discussion of the relevant contract technical requirements, any unique schedule requirements, cost performance, problems encountered and initiative in problem resolution and overall performance.

The information listed below will be included in the past performance volume. The offeror will submit past performance information on no more than five (5) previous or current contracts that are similar in size, content, and complexity to the MESC and no more than three (3) for proposed subcontractors that will perform \$10 million or more of total MESC work. The offerors may submit additional information at its discretion (within page limits) if they consider such information necessary to establish a record of relevant performance. The evaluation of past performance will be conducted in accordance with FAR 15.305(a)(2) and NFS 1815.304-70.

- (a) Format for Relevant Experience/Past Performance. The past performance volume shall be arranged as follows:
1. Cover Page
 2. Table of Contents
 3. Relevant Experience/ Past Performance Information Summary
 4. Relevant Past Performance Narrative
 5. Supplemental Past Performance Data From Prior Customers
 6. Copy of first page of each Past Performance Questionnaire sent to former customers, with contact information (Note: The first page of the Past Performance Questionnaire is excluded from the Volume II, Relevant Experience/Past Performance, 45 page limit.)
- (b) Contracts listed may include those entered into with the Federal Government, agencies of state and local Governments, and commercial customers. The offeror will provide the Government with the following information for each contract and subcontract referenced:
- (1) Customer's name, address, and telephone number for the contracts and technical points of contact. Ensure that the information is current and accurate by verifying the phone numbers and addresses.
 - (2) Contract number, and contract type.
 - (3) Size of workforce covered by the contracted services
 - (4) Contract SIC or NAICS Code(s)
 - (5) Original contract amount (OCA) and current (or ending) contract amount (CCA). Explain reasons for any difference.
 - (6) Date contract was awarded, place(s) of performance, and original contract period of performance, and actual contract period of performance.
 - (7) Method of acquisition: competitive or sole-source.
 - (8) Identify any contracts where options were not exercised.
 - (9) Average number of personnel on the contract per year for SCA exempt and non-exempt employees.
 - (10) Describe how the respective contract is similar in size and complexity to the MESC requirement at KSC. It is not sufficient to state that it is comparable in magnitude and scope. Rationale must be provided to demonstrate that it is comparable.
 - (11) Describe past experiences supporting an operational environment, where support is required on multiple shifts to include off shift or short notice to accomplish the customer's mission.
 - (12) Describe past experiences of previous contract phase-ins of similar complexity.
 - (13) Terminated contracts (partial or complete) within the past three years and basis for termination (convenience or default). Include the contract number, name, address, and telephone number of the terminating contracting officer. Include contracts, or portions of contracts that were "de-scoped" by the customer because of performance or cost problems.

- (14) Innovations used to maintain facilities, systems and services, increasing efficiency and/or reducing costs.
 - (15) Describe any initiatives taken to accommodate major changes or transformation in contract requirements.
 - (16) Describe any awards or recognition received from customers.
 - (17) Labor Union experience (number of CBAs negotiated or assumed). Explain how you have worked with labor union to resolve labor issues, including the number of formal arbitrations in progress or concluded.
 - (18) A discussion on the management approach for responding to customer requests for cost proposals.
 - (19) Discussions on problems encountered (if applicable) during contract performance to include, but not limited to, cost overruns or underruns; challenges to successfully completing the project on schedule; safety violations/discrepancies; inspection, testing, and quality control discrepancies; environmental compliance violations/discrepancies; Department of Labor/Environmental Protection Agency (state or federal) violations/citations; non-payment of employees, subcontractors, and/or suppliers; and terminations of contract. Offerors shall also discuss corrective actions taken by the offeror relative to the identified problems.
- (c) The offeror will provide OSHA Form 300 for comparable contracts including the following reports covering their last three years of performance: Days Away Case Rate; Total Recordable Incident Rate; Days Away plus Restricted Duty plus Job Transfer Rate; and records of OSHA and EPA citations. Also include the Industry Classification Code (Standard Industrial Classification Code (SIC) or North American Industrial Classification System (NAICS). Note: The OSHA forms are excluded from the Volume II, Relevant Experience/Past Performance, 45 page limit.
- (d) Offerors with no relevant experience or past performance information to submit on contracts it has itself performed (as an entity), may submit past performance data on contracts that proposed contractor key personnel have participated in, if key personnel have participated in such contracts. Information on these contracts shall be provided as described above and identify the names of the individuals and their roles in the specific project.
- (e) Offerors shall provide the Past Performance Questionnaire (Attachment L-6 to this solicitation) to each past performance Contracting Officer or customer contact equivalent identified in its Relevant Experience/ Past Performance Information Summary. Offerors shall request its customers to submit the completed questionnaires to the below address, by mail, facsimile or e-mail, to arrive not later than the time and date set forth in the paragraph below.

Questionnaires should be returned to:
NASA, John F. Kennedy Space Center
Attn: Dunamis T. Pedraza
Mail Code: SEB-MED
Kennedy Space Center, Florida 32899
Phone: (321) 867-4226

Fax: (321) 867-3859
E-mail: dunamis.t.pedraza@nasa.gov

Offerors are responsible for assuring completed past performance questionnaire(s) are submitted directly to the Contracting Officer no later than 3:30 pm EST 14 days prior to the response time and date set forth on SF 33, Block 9. Past Performance Questionnaires will not be accepted directly from offerors.

Offerors are requested to provide the Contracting Officer a copy of page 1 of each past performance questionnaire (via facsimile) at the same time the offeror provides the questionnaire to its references for completion. An additional copy of the first page of the questionnaire, identifying the past performance reference, shall also be included in the past performance volume (Note: The first page of the Past Performance Questionnaire is excluded from the Volume II, Relevant Experience/Past Performance, 45 page limit.)

The offeror is responsible for ensuring that questionnaires are completed and provided to KSC to meet the stated deadline. In addition to these customer references, the NASA past performance database and references known to the Government may also be considered. Instructions for completing the Past Performance/Interview Questionnaire Forms are contained on the form.

C. Volume III – Cost

1. General Cost Proposal Instructions:

- a. The cost proposal, Volume III, shall encompass all costs associated with the requirements of the contemplated contract and will comply with applicable FAR, NFS, and governing statutory requirements, including Public Law 100-679 and Cost Accounting Standards (as applicable). The contract will be subject to the Service Contract Act of 1965, as amended.
- b. The period of performance will include: a basic five-year performance period and two one-year options.

TABLE L.17.C-1 -- MESC PERIOD OF PERFORMANCE			
CONTRACT	DESCRIPTION	CLIN	PERIOD
Base Period NASA	Basic Requirements of SOW- WBS 1.0 through 5.0	001-002	10/1/08 - 9/30/13
Option 1	Extend Contract Performance- WBS 1.0 through 5.0	003-004	10/1/13 - 9/30/14
Option 2	Extend Contract Performance- WBS 1.0 through 5.0	005-006	10/1/14 - 9/30/15
Base Period USAF	Basic Requirements of SOW- WBS 6.0	007	10/1/08 - 9/30/13
Option 1	Extend Contract Performance- WBS 6.0	008	10/1/13 - 9/30/14
Option 2	Extend Contract Performance- WBS 6.0	009	10/1/14 - 9/30/15

- c. The Government has performed an evaluation of the anticipated risks associated with this acquisition and determined that a reasonable award fee percentage is 8.0 (calculated as a percentage of estimated cost, less non-fee bearing costs (cost elements within other direct costs - ODCs). The offeror is requested to propose a fee arrangement that will best achieve the purposes of the contract and which the offeror is willing to accept during the performance periods. Offerors are encouraged to use the NASA Structured Approach for determining the proposed fee (NASA Form 634 and accompanying guidelines). Include all calculations as to how the proposed fee was derived. If applicable, show the offset for cost of facilities capital cost of money from the proposed award fee pool.
 - d. All cost information shall be provided in sufficient detail to demonstrate an understanding of the solicitation. Explain any inconsistency between proposed performance and cost. For example, if the intended use of new and innovative techniques is the basis for lowering the proposed costs, fully explain the nature of these techniques in the appropriate volume(s), and cross-reference the impact on cost. While cost or pricing data is not required for this solicitation, the Contracting Officer has determined that other than cost or pricing data is required to support the Offeror's cost proposal in accordance with FAR 52.215-20, Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data. If the Contracting Officer determines adequate price-competition is not present, the Government retains the right to require submission of additional cost and pricing information.
 - e. In preparing the cost proposal, the RFP specified format is required for summary level information; however, the offeror's own format may be used for submitting supporting information.
 - f. In the preparation of the requested cost data, the offeror should propose other direct cost (ODC) items at cost plus applicable indirect costs, but without fee, to include, but not limited to: equipment, materials, insurance, travel, supplies, interdivisional transfers, relocation costs, vehicle leasing and depreciation, tuition, and training.
 - g. Submit a total cost summary for phase-in utilizing cost proposal Form's A, E, E-1, and J, and attach details supporting the development of the proposed cost. Phase-in activities, if there is a cost associated, will be accomplished on a firm-fixed price basis via purchase order.

(Note: A phase-in period between award and commencement of the basic period of performance is anticipated. The phase-in period of performance shall not exceed 90 days, and shall expire on September 30, 2008.)
 - h. The Offeror is required to meet all contract requirements on the first day of contract period of performance. Section L.17 (A)(1)(c) under Mission Suitability requires you to demonstrate your technical approach to accomplishing phase-in in order to meet those requirements. Offerors may, but are not required to, propose costs associated with phase-in activity. These costs, if proposed, must be expressed as a Firm-Fixed-Price. For administrative convenience, if the selected offeror proposes costs for phase-in, the Government will issue a separate Purchase Order for phase-in to only that offeror selected under this RFP.
2. Volume Organization. The Cost Volume shall consist of the following sections:

Cover Page – Contains information listed in FAR 15.408, table 15-2, General Instructions
Section 1 — Introduction, Table of Contents, Overview, and Index
Section 2 — Offeror Fill-in Forms
Section 3 — Estimating Methodology and Assumptions
Section 4 — Cost and Supporting Information

Section 5 — Other Information

- a. **Cover Page:** Provide the information requested in Attachment L-7 as the cover page of the cost proposal. One hard copy and one electronic copy of the cost proposal is to be submitted directly to the audit office identified in the cover page (item 12 of the Cover Page below), concurrent with submittal of the proposal to NASA.
- b. **Section 1 – Introduction, Table of Contents, Overview, and Index**
 - i. Provide an introduction, table of contents, and overview appropriately referenced, containing all data accompanying or identified in Volume III, Cost.
 - ii. Provide an index identifying the proposal schedules, supporting data, and accompanying documentation contained in Volume III, Cost. If any documentation supporting pricing is included in the Management and Technical volumes, provide the location reference (chapter, page, and paragraph) in the index. In accordance with FAR 52.215-1, Instructions to Offerors – Competitive Acquisition, the Offeror can not submit changes to its Cost Volume proposal unless instructed by the Contracting Officer; however, the Offeror can inform the Contracting Officer of mistakes noted after proposal submission.
- c. **Section 2 – Offeror Fill-in Forms**

The Offerors are required to complete the forms listed below and include in Volume III under Section 2 – Offeror Fill-in Forms, [these forms shall also be included in the model contract under Volume V - Offer.](#)

TABLE L.17.C- 2 -- FILL-IN FORMS		
RFP SECTION	TABLE NUMBER	TITLE
B	B.1-1	CONTRACT VALUE
B	B.1-2	COST BREAKDOWN FOR CLIN 001 BY PWS SECTIONS
B	B.1-3	PRICE BREAKDOWN FOR PWS SECTION 2.5 (Contractor shall provide price per unit even when the estimated quantity is zero.)
B	B.1-4	COST BREAKDOWN FOR PWS SECTION 6.0 -- USAF SERVICES
B	B.4-1	PROVISIONAL INDIRECT BILLING RATES
B	B.4-2	INDIRECT CEILING RATES

- d. **Section 3 – Estimating Methodology and Assumptions**
 - i. Standard Estimating System: Provide a summary description of the standard estimating system or methods used, including whether the offeror’s cognizant Government Administrative Contracting Officer (ACO), if applicable, has approved the Offeror’s estimating system. Provide any known/cited current estimating system deficiencies. Describe separately how the Offeror estimated each major cost element (at a minimum: labor, labor burdens (payroll additives and fringe benefits), overhead, corporate allocations, other direct costs, G&A), cost pool make-up, and identify any deviations from Offeror’s established estimating procedures in this proposal. If estimated costs have been decreased due to a management decision, provide a summary of the

reduction by major cost element, and a complete rationale for the reduction. Describe any Cost Estimating Relationships (CER) used. If the Offeror proposes to absorb a portion of costs or to provide other benefits to the Government, explain the impact on cost and include the specific accounting treatment to be given to the absorbed costs.

- 1) Note: Provide all documentation and rationale used in estimating techniques and methods as an attachment to the applicable forms or under a separate tab in your cost proposal Volume III, Section 4. The Offeror's cost model structure and format may be used for submitting supporting information. All pricing and estimating techniques, cost development and computations shall be clearly identified and support the proposed cost in such a manner that audit and computation can be readily accomplished. Information submitted in electronic format shall display all formulas used to calculate cost. Ensure that amounts in the detail cost information reconcile with the costs for Total Cost Summary.
 - 2) Note: In Volume III, Section 4, the Offeror's supporting information (documentation) should include, where applicable, the offeror's basis of estimate, current vendor quotations with expiration dates, current historical costs (adjusted for anomalies/non-recurring costs – clearly identify the adjustments and explain/provide support), current wage survey(s), subcontract(s), fixed asset schedule(s), policies and procedures, benefit plan(s), and detailed Chart of Accounts.
- ii. Assumptions: List and explain all assumptions made to estimated cost associated with this proposal by PWS section. For each labor category identify and explain the number of productive hours proposed in each Work Year Equivalent (WYE). Refer to Attachment L-8, Form F-1.

e. Section 4 - Cost and Supporting Information

i. Cost

- 1) Cost Summaries: The offerors cost summaries in this Section shall be prepared on provided Forms A through P. The cost summaries will include the total cost and award fee proposed, the offeror's basis of estimate, and supporting documentation which is cross-referenced from the Form(s) to the support. The supporting information (documentation) is to be placed behind the cost sub-element it is related to, as applicable. For example, Other Direct Cost support would go behind Form J. Contract roll-up summaries by year for both the base and option periods, by CLIN, WBS, and by labor category on cost Forms in accordance with Attachment L-8 shall be provided. These Forms shall display the labor hour totals segregated by labor category and must reconcile to the total cost summary (FORM A and FORM B).

The formats shall be provided both hard copy and electronically in accordance with the instructions in paragraph L.13. The Offeror shall submit the data in the designated attachment and format schedule layouts.

- 2) Historical Cost Data: Where cost estimates are based upon the offeror's historical experience, identify the past experience, explain how the past experience relates to the current effort, including similarities and differences, and how cost data available from the past experiences was adapted to the current effort. Include this in the supporting data provided in support of the Offeror's basis of estimate by cost element and reference this in Section 4 of Volume III, Cost.

- 3) Schedule of Rates: Provide a table that displays the proposed rates for direct labor (each labor category), labor burdens (payroll additives and fringe benefits), overhead, material handling (identify pool and respective base), G&A, and facilities capital cost of money (FCOM). Describe any Cost Estimating Relationships (CER) used, and any other applicable burdens by Government fiscal year. The allocation base for each direct and indirect rate shall be stated in the proposal. The table may be modified to add additional pertinent information. The Schedule of Rates table is proposed as part of Attachment L-8, Form Q, for the Offeror's completion and inclusion as part of Section 4 of Volume III, Cost. Deleted: N
- 4) Standardized Proposal Values: There is a need to standardize proposal submissions in a number of areas to ensure offerors consider some costs the Government is specifically interested in. The following direction is given:
- a) Replenishment of benchstock (Materials and Supplies). The offerors shall include a one time cost of \$50,000 for replenishment of benchstock supplies consumed by the incumbent contractor in the final phase of the current contract. The replenishment benchstock is to ensure readiness for full performance at contract start. This one-time cost of \$50,000 is included on Attachment L-8, Form J.
 - b) Office Furniture. The Government will transition all existing government furniture used by the incumbent contractor to the successful offeror. A standardized annual value for office furniture has been established at \$25,000 per Contract Year and is included in Attachment L-8, Form J (to allow for periodic replacement as needed).
 - c) Contractor-Owned Equipment. For a standard proposal value the Offeror shall include \$415,000 in equipment costs for the purchase of incumbent Contractor-Owned equipment (Attachment L-9). It is the Government's expectation that the equipment listed in Attachment L-9 will be necessary in the performance of the MESC contract. It is further anticipated that the property made available by the incumbent will be functional and have remaining useful life. The successful offeror will be afforded an opportunity to examine the equipment after award and prior to the performance period. In the event that any of the equipment to be purchased by the MESC contractor is unacceptable or otherwise incapable of performing the requirements of this contract, the successful offeror may request an adjustment to the NEC for costs associated with replacing equipment determined to be inoperable, by both parties, as long as the costs associated are deemed reasonable, allowable, and allocable.
 - d) Offerors should not propose a cost for administrative and engineering desktops, workstations, laptops computers, printers, cell phones, BlackBerry®, and pagers. (Note: Offerors are reminded to submit their needs using Attachment L-3.)
- 5) IT Equipment and Services. The offeror shall not propose IT costs for equipment or services that are provided by the Government. Costs for IT equipment or services required for performance under the contract and not provided by the Government shall be itemized and fully priced in accordance with the cost instructions.

- 6) Costs Not Subject to Fee: The Offeror shall propose the following items at cost plus applicable burdens, and with no fee: [equipment, plant equipment, special tooling, special test equipment, office supplies, materials and supplies \(including materials and supplies procured through subcontracts\), interdivisional transfers \(material only\), relocation costs, leases, software licenses, IT equipment, travel, training, and NASA office supplies in accordance with Clause B.4\(h\)](#). Refer to Attachment L-8, Form A and Form B (if applicable).
- 7) The offeror should apply escalation to all labor categories (e.g. CBA, SCA, exempt) and explain the basis/logic for the escalation rate(s) applied. Include explanation(s) as part of Volume III, Section 4. Also, summarize the escalation applied on Form O.

Deleted: equipment (facilities, special tooling, special test equipment), materials and supplies, maintenance agreements, insurance, travel, supplies, interdivisional transfers, relocation costs, operating leases, vehicle leasing, depreciation, software licenses, leases, tuition, and training

ii. Direct Labor

- 1) The offeror shall include the total cost in accordance with the following table:

TABLE L.17.C-3 -- PWS COST LEVEL DESCRIPTION			
Description	PWS	Level	Reference
Project/Program Management	1.0	Second and Third, where possible	Section J, Attachment J-1, PWS
Medical Services	2.0	Second and Third, where possible	
Environmental Health Services	3.0	Second Level	
Environmental Services	4.0	Second and Third, where possible	
Agency Occupational Health Program Support Office	5.0	Second Level	
Air Force Services	6.0	Second and Third, where possible	

- 2) Estimated Labor Hours: Offeror must provide labor hour rates, how they were developed and WYE determination calculations. If labor hours have been estimated based upon other than past experience, provide detailed rationale of the estimating method used.
- 3) Labor Hour Reconciliation: Ensure and show that proposed labor hours and WYEs in the Cost Volume reconcile to the proposed labor hours in the Management and Technical volumes.
- 4) Escalation Factors: Describe and provide calculations on how escalation factors were developed. Include rate increase assumptions for projected rates.
- 5) Overtime: Describe the offeror’s overtime basis of estimate, in accordance with the four standard conditions in FAR Clause 52.222-2(a)(1-4), Payment for Overtime Premiums, and KNPR 8715.3 KSC Safety Practices Procedural Requirements. If overtime is proposed to save Government money, Offeror shall comply with Clause 52.222-2(a)(1-4) Payment for Overtime Premiums and KNPR 8715.3 and explain how the offeror will meet these requirements.
- 6) Inter-divisional Transfers and Other Labor Categories: For inter-divisional transfers, identify each item by source, quantity, unit price and total price, and provide a review of the effort. Also explain, in summary, how the inter-divisional effort relates to the overall effort and why the inter-divisional cost can be considered reasonable. This labor category shall also capture the costs associated with the use of consultants. Identify consultants whose services the

Offeror plans to use and the specific task(s) the consultants will accomplish. State the number of days estimated to be required and the consultant quoted rate per day.

- iii. Major Subcontractors. The offeror shall provide a summary listing of the proposed major subcontractor(s) that includes a description of effort, the type of contract, the role of the subcontractor(s), and total estimated cost. Include in the proposal an analysis in accordance with FAR 15.404-3(b). Describe the evaluation and rationale, including all relevant facts and data, which led to the subcontract(s) amount incorporated in the Cost Volume. Identify all adjustments made to the subcontractor(s)'s proposed costs. (Note: Major subcontractor(s) may submit their proposals directly to the Contracting Officer if the cost information is considered propriety data. All data must be received by the same date/time as the offeror's proposal.)

f. **Section 5 — Other Information**

- i. Contractor Purchasing System: Provide a summary description of the offeror's purchasing system or methods, including whether the offeror's purchasing system has been reviewed and approved by the cognizant Government ACO. Provide any known/cited current purchasing system deficiencies in the description.
- ii. Financial Capability Disclosure: The offeror shall submit financial statements and accompanying notes for the three (3) most recent and complete fiscal years and the most recent interim accounting period if applicable. The offeror shall submit the statements for the offeror, the offeror's parent corporation (if applicable), and for prospective joint ventures/partnerships (if applicable). In order to demonstrate adequate financial resources to perform the prospective contract or demonstrate an ability to obtain adequate financial resources the statements shall include Annual Reports including audit opinions and notes, Balance Sheets, Income Statements, Statements of Retained Earnings, and Statements of Cash Flows. Also, include projected quarterly cash flows for the first quarter of contract performance. Clearly label all financial statements as audited (by an independent Certified Public Accountant – CPA firm) or un-audited and the date, if applicable, of any certification of the financial statements by the responsible company official. Clearly disclose and explain all off-balance sheet arrangements and related party transactions. If the offeror is, or will be, a newly formed entity without financial statements, provide historical tax returns for the parties to the new entity. In addition provide projected income statements, balance sheets, cash flows, as well as a financial statement showing the contribution that each participant is required to make with regard to the entity's capital and equity, the amount pledged or paid in to date by each of the principals, and the working capital availability. A discussion of the funding requirements, and limitation of liabilities, if any, of all participants shall also be submitted.
- iii. Whether an existing company or newly formed entity, provide data which show the amount of established and/or available lines of credit, the financial institution extending the line of credit and the dollar amount (if any) presently in use. Also, identify both internal and external funding mechanisms. Provide contact information for the financial institution extending the credit. For parent or holding companies, the offeror shall include its guarantee of complete and faithful performance on the contract and of all necessary and required resources including financing to assure the full, complete and satisfactory performance of the contract.

- iv. All proposed enhancements, including beneficial approaches offered at no cost to the Government, must have an associated cost breakdown to be considered in overall proposal evaluation. Enhancements that are not accompanied by cost support will not be considered. If any enhancements are proposed, for each enhancement, ensure that a cost breakdown related to the enhancement(s) are separately included in Cost Volume, Section 3 and labeled Enhancements and Related Impact to Proposed Costs. In addition, each enhancement submitted in the proposal, complete Attachment L-8, Form P, Enhancements, and identify the following:
- 1) The investment requirement, including operations, maintenance, and disposal costs.
 - 2) Expected return on investment;
 - 3) Whether investment costs as well as savings are reflected in the cost proposal and specify location in proposal;
 - 4) Plan for allocating costs in accordance with generally accepted accounting principles;
 - 5) Cost allowability and allocability per FAR Parts 30 and 31, and the Offeror's approved Cost Accounting Standards (CAS) Disclosure Statement where applicable.
 - 6) Identify whether or not all costs associated with the enhancement(s) are included in proposed costs for performing the MESC and identify the effected PWS elements.
 - 7) Cross reference each enhancement to the page number and paragraph within the Mission Suitability, Volume I, where the enhancement is identified.
- v. Submit the following information relative to the financial management of the contemplated contract:
- 1) Organization. If a joint venture or other business organization is contemplated, submit information relative to the formation, organization and operation of the business unit. Disclose existing or planned agreements between and among the principals, each company's responsibility for financial management of the venture, the business systems contemplated for use by the entity and their location, cost and revenue sharing agreements and any other information which describes the business arrangement.
 - 2) Accounting System. A pre-award accounting system survey may be made to determine the adequacy and suitability of the offeror's accounting system to properly accumulate and report contract performance cost data. Describe the prime offeror's capability to provide an integrated financial management system capable of maintaining complete cost integrity and interfacing with the U.S. Air Force Job Order Number (JON) Cost Reporting and Accounting System (JOCAS). Attach details of any prior accounting system examinations which have been performed and state whether or not the accounting system was found adequate, the survey date, and identify the name of the audit office or contract administration office which conducted the survey. The MESC contractor will be required to segregate costs by Work Breakdown Structure (WBS) within each CLIN. Describe the capability of the proposed accounting system to accumulate costs required by the contract. Identify the hardware and software that will be utilized in the electronic accounting system during the contract performance and their location(s). Submit one copy of the most recent disclosure statement, if required by cost accounting standards, with Volume III, Cost. If the offeror plans to establish a new cost/profit center for performance of this effort and/or revise an existing disclosure

statement, explain the planned changes, and advise the projected date the disclosure statement or revision will be submitted for approval.

- vi. Financial Accounting Standards Board Statement No. 13 “Accounting for Leases” applies to government contracts through its incorporation into the FAR. FAR 31.205-36 applies to the cost of renting or leasing real and personal property acquired under operating leases as defined in the Statement. If the lease is classified as a capital lease the provisions of FAR 31.205-11(h) and Cost Accounting Standard 404 “Capitalization of Tangible Assets” will apply. The amount of lease costs that will be allowable under the contract will depend, in part, on whether the lease is considered to be “operating,” wherein lease costs would be allowable if otherwise allocable and reasonable, or “capital,” in which allowable lease costs would be limited to what the cost would have been if the contractor has acquired the facility and depreciated it.

Whether a lease is properly characterized as an operating lease or a capital lease depends upon criteria established by Financial Accounting Standards Board Statement No. 13, which states, in pertinent part, that a lease is a capital lease if (1) the lease transfers ownership of the property to the lessee; (2) the lease contains a bargain purchase option; (3) the lease term is equal to 75 percent or more of the estimated economic life of the leased property; or (4) the present value of minimum lease payments equals 90 percent or more of the fair market value of the leased property. The Statement also requires the determination as to whether a lease is operating or capital, to be made at the inception of the lease.

3. Specific Form Instructions

- a. Cost or Pricing Information. Offerors are exempt from the requirements of submission or certification of cost or pricing data, as defined in FAR 15.401, based on a reasonable expectation of adequate price competition. However, information other than cost or pricing data will be required to allow for evaluation of cost realism and reasonableness.
- b. Offerors are instructed to complete all applicable forms provided herein, and fully substantiate and provide detailed supporting information to explain the basis and rationale for each proposed element of cost. These instructions, including the requirements for detailed cost and substantiation information, are equally applicable to all principals in joint ventures and business organizations as well as all cost reimbursable subcontracts.
- c. The cost forms, included herein, are structured on a Government fiscal year basis (October 1 through September 30), and are designed to provide information necessary to evaluate all proposals on a uniform and consistent basis. Offerors are requested to classify and propose cost elements in the specified format, and furnish addenda which explain and reconcile, at the total estimated cost level shown on Form A, differences between the way the company classifies costs in accordance with its disclosure statement or normal accounting practices and the way costs are requested to be classified by the RFP. The contemplated resultant contract will be written in a manner which is consistent with the offeror's normal, disclosed, and/or approved estimating and accounting practices.
- d. Electronic Spreadsheets: The Offeror shall use the cost file provided by the Government in electronic format on the MESC website (<http://mesc.ksc.nasa.gov>) and add tabs or files as

necessary. The Offeror shall provide unit costs (if applicable) and total extended amounts for all WBS elements on the spreadsheets. The level of detail in those spreadsheets shall match and be cross-referenced in accordance with Table L.17.C-3 -- PWS Cost Level Description. Include adequate cross-referencing between the detailed spreadsheets and the cost summary. Formulas used to calculate total cost must be reflected in all spreadsheets. Do not plug numbers (insert numbers) into cells other than basic inputs such as rates (unloaded), hours, and those specific estimated values provided by the Government (see section 3,(i)(4)).

- e. To the extent applicable to its proposal, each offeror will include the following forms in its cost proposal. Examples of forms are included in Attachment L-8. The offeror may resize the forms to better fit the proposal package but must adhere to the format designs provided, unless otherwise noted in these instructions. All costs will be stated in U.S. dollars and the total amounts on summary level forms may be rounded to the nearest thousand dollars.

Form Identifier	TITLE
A	Summary of Total Estimated Cost and Award Fee
B	Summary of Total Estimated Cost and Award Fee by Government Fiscal Year
C	Total Estimated Cost – Consolidation of Prime Offeror and Subcontractors
D	Total Estimated Cost and Award Fee by Performance Work Statement (PWS)/ Element and CLIN
E	Expenditure Profile by Agency by PWS
E-1	Expenditure Profile by Agency
F	Labor Hours and Cost
F-1	Labor Breakout (Hours and Cost by CLIN and WBS)
G	Supplies and Materials (<u>Roll-Up Total</u>)
<u>G-1</u>	<u>Supplies and Materials by CLIN</u>
<u>G-2</u>	<u>Supplies and Materials by PWS</u>
<u>G-3</u>	<u>Supplies and Materials by CLIN by PWS</u>
H	Equipment
H-1	Equipment – Fixed Asset Schedule (Depreciable Equipment Schedule)
I	Subcontracts (<u>Roll-Up Total</u>)
<u>I-1</u>	<u>Subcontracts by CLIN</u>
<u>I-2</u>	<u>Subcontracts by PWS</u>
<u>I-3</u>	<u>Subcontracts by CLIN by PWS</u>
J	Other Direct Costs (<u>Roll-Up Total</u>)
<u>J-1</u>	<u>Other Direct Costs by CLIN</u>
<u>J-2</u>	<u>Other Direct Costs by PWS</u>
<u>J-3</u>	<u>Other Direct Costs by CLIN by PWS</u>
K	Burden/Indirect Expense Pool(s)
L	Service Contract Act Compliance Disclosures
L-1	Wage/Salary Compensation Structure
L-2	Personnel Policies and Fringe Benefits
M	Insurance (Supporting Documentation)
N	DCAA/DCMA (Supporting Documentation)
O	Rates and Factors (Supporting Documentation)
P	Enhancements(s) (Supporting Documentation)

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- f. For each cost form, offerors are requested to summarize the proposed costs in each contract period requested on the cost proposal form and attach detailed information, presented in the offeror’s own format, which supports the various sub-elements of the cost proposed on the form. A reference column has been formatted on each proposal form for the offeror to use to identify the supporting data for each cost sub-element. All pricing and estimating techniques, cost development and computations should be clearly displayed, and should support the proposed cost in such a manner that audit, computation and verification can be readily accomplished. Information required to support a service proposed as fixed price should describe the basis of estimate, unit price, and significant units of measure (e.g., square or linear feet, acres, miles, number of documents, courses, stops, and frequency of services or deliveries, such as monthly, hourly, etc.) on which the proposed price is based. Ensure that the amounts on detail cost forms reconcile with the summary level costs.

- g. Offerors are also required to provide the following supporting information for any cost element proposed to be utilized on a fractional basis with contracts outside the MESC, such as agency Research Announcements, other research projects, or commercial activities.
 - i. Describe the estimating approach used to project MESC costs. Identify the items/services to be provided and the basis of estimate, such as estimated hours and cost of each labor classification, quantity and type of equipment, facility utilization, and other costs. Identify the location and amount included in the MESC cost proposal, whether planned to be charged direct or included in an indirect pool.
 - ii. Describe the accounting procedures to be used for cost distribution to assure proper recording of costs to cost objectives. Specifically address the capability of the proposed accounting and management systems to minimize the risk of improper charging between cost reimbursable and fixed price contracts.
4. **Forms.** Instructions for completing the provided forms are as follows:
- a. Form A - Summary of Total Estimated Cost and Award Fee. Summarize the proposed cost and fee by element of cost for the phase-in, basic period, and options 1 and 2. Reconcile the totals with the amounts on the proposal cover sheet and supporting cost proposal forms. Fee calculations will be based on General Information, paragraph L.17(C)(1)(c), and detailed calculations provided as Supporting Information. The Offeror is encouraged to use the NASA Structured Approach for determining the proposed fee (see NASA Form 634 and accompanying guidelines).
 - b. Form B – Summary of Total Estimated Cost and Award Fee by Fiscal Year. Summarize the proposed cost and fee by element of cost for each contract year (period of performance – Government Fiscal Year) of the basic and option periods.
 - c. Form C - Consolidation of Prime Offeror and Subcontractor(s) Costs. Submit a consolidation showing all team member/subcontractor(s) labor hours and costs added to the prime offeror's corresponding labor hours and costs for each year in the seven year period of performance. All costs are to be consolidated on Form C and only the costs of non-cost-reimbursable subcontracts will be included on the "Subcontract" cost element.
 - d. Form D - Total Estimated Cost by PWS section and CLIN. Provide, by contract year, the proposed cost in accordance with Table L.17.C-3 -- PWS Cost Level Description. (Note: Offerors are requested to include as supporting information to Form D the cost elements, amounts, and location in the PWS structure of any innovations planned to be implemented during the performance period.)
 - e. Form E and Form E-1- Expenditure Profile by Agency. To facilitate government budgetary funding and contract cost tracking for the phase-in, the basic period of performance, and the option periods, offerors are requested to submit a projection of total costs and fee to be funded by each government agency (Air Force and NASA), as well as joint costs, which may not be identified specifically with a single agency, for each PWS level shown on Form D. The costs of the requirements associated with the project management shall be classified as joint costs. Attach a brief explanation of the estimating approach, as well as the algorithm, e.g. labor hours, total estimated cost, or other appropriate base, which may be used to prorate costs to each funding agency.

- f. Form F - Labor Hours and Cost. Submit a Form F for each contract year in the basic and option periods. For proposal purposes, offerors are requested to categorize their proposed staffing into the six homogeneous groupings, described below, and provide supporting details reconciling any differences between the way the offeror normally groups its labor classifications and the way they are requested to be grouped in the RFP.

Category	Definition for Labor Classification Grouping
Management/Supervision	First level supervisor and above.
Scientific/Engineering/Medical	Any classification requiring a technical degree or (minimum Bachelor's Degree) equivalent certification, such as engineering, mathematics, physics. Labor Classification examples include: physicians, physician assistants, professional engineers, industrial hygienists, health physicists, sanitarians, environmental engineers, environmental scientist, safety engineers, registered nurse, and health physicists.
Professional/Administrative	Classifications primarily concerned with financial management; labor/personnel management; contract administration; and management systems (such as accountant, attorney, human resource specialist, payroll specialist, contract specialist, and procurement specialist).
Technical	Any classification requiring technical (non-degreed) training or certification in support of scientists or engineers and other work pertaining to electronic, electrical or mechanical components or equipment, e.g. environmental specialists, environmental health specialists, laboratory x-ray technician, medical technician, and microscopist.
Trade/Maintenance	Any classification requiring expertise in the various trade and support disciplines in the areas of medical and environmental support services, e.g., waste handler. All represented employees may also be included, as applicable.
Clerical/Support	All clerical/secretarial and support classifications, such as personnel clerk, secretary, typist, medical clerk.

List the straight time and overtime productive labor hours, whether compensated or uncompensated, the average hourly rates and cost for each individual job classification or job classification families, e.g., secretary, Level I, II and III or engineer-junior, senior, included in each category grouping. Provide supporting details explaining the rationale and methodology used for labor rate development, escalation assumptions, amount of uncompensated overtime in the labor classification, and planned usage of incumbent personnel versus new hires. Demonstrate compliance, through a narrative or by tabular computations, with the Department of Labor Wage Determination, where applicable, Wage/Salary Compensation Structure (Form L-1), applicable collective bargaining agreements (if any) related to wages. Include an explanation of any differential payments included in the labor rate development for multi-shift effort or non-standard workweek schedules. (Note: For proposal purposes, the cost of non-productive time is to be classified as a labor burden expense, and displayed on Form K). Indicate the labor classifications which are exempt and non-exempt from the Service Contract Act. For non-exempt classifications which are represented by a Union, attach a list of the bargaining unit(s) and denote on the form, a single numeric or alphabetic identifier of the

union as it is shown on the list. Include as supporting documentation, a detailed breakdown by category as described in the table above (to include: the position proposed (job title), number of employees, Full-Time F/T or Part-Time P/T number of WYE Hours, specific wage rate, extended rate, and average wage rate). Include as supporting documentation a detailed organization chart, by PWS, showing the job title, staff number by each job title and whether the position is proposed direct or indirect, and annotate where position is Part-Time (P/T). Also, state the total number of staffing positions that are F/T, P/T, CBA, Exempt (EX), Non-Exempt (NE), Direct (D), and Indirect (I) – OH, Indirect – G&A, as applicable.

g. Form F-1 - Direct Labor Hours and Cost by CLIN and PWS. Indicate the number of work-year equivalent (WYE) personnel (Full-time/Part-time) included in each labor category, described in Form F for each CLIN/PWS element. Attach supporting information, including the basis of estimate, at the second level PWS. Show labor detail for each direct labor category, separately identifying the direct labor hours provided by the Offeror, by related parties (interdivisional) and by each subcontractor(s). Note the productive hours may vary by category of labor (i.e., exempt versus non-exempt). Identify all instances where cross-utilization occurs between CLIN's/PWS. Provide the associated labor rates and extended costs. Identify all staffing/labor types, as exempt, non-exempt, Service Contract Act (SCA), or Wage-Determination, Collective Bargaining Agreement (CBA), as appropriate. For employees covered by the SCA, job classification titles shall be according to the Service Contract Directory of Occupations or the appropriate bargaining agreement. All staffing/labor in the cost volume must match what is proposed in the Management and Technical volumes. Also, reconcile and cross-reference between the Cost Volume and the Management and Technical volumes. (Note: Productive work year hours typically equates to 2,080 hours in a work year less nonproductive time (i.e., vacation, sick time, personal time, military leave, family-friendly leave, and holidays))

h. Form G - Supplies and Materials (Roll-Up Total). Summarize the cost of supplies and materials planned to be charged direct and dedicated for use on this contract and include in supporting data a brief description of the items, quantities, unit costs, planned sources and bases of estimate. For proposal purposes, classify supplies and materials as items that will be consumed or expended in performing the contract, such as raw materials, assemblies, components, parts, stock replenishment items, non-stock items, office and administrative furniture, bulk chemicals, fuels, lubricants, chemicals, small tools, etc. See Form J instructions below for RFP specified amounts for Supplies and Materials. In accordance with Section L.15, Office Furniture is \$25,000 per contract year, to be included in pricing for CLINs 1, 3, and 5, Form G-1 – Supplies and Materials is to be completed by CLIN. Form G-2 – Supplies and Materials is to be completed by PWS. Form G-2 – Supplies and Materials is to be completed by CLIN by PWS. (Note: Separately classify as burden expense on Form K, all procurement- and material-related burden or overhead costs.)

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i. Form H - Equipment.

Contractor Owned Property (COP) Available for Purchase From the Incumbent Contractor - A standardized proposal value is included in Section L.15 above. That value shall be included in your Form H to reflect the initial purchase price for incumbent owned equipment (Attachment L-9 Contractor Owned Property Available for Purchase From the Incumbent Contractor). Record that value under the column titled COP.

Property Replacement Cost - Each offeror should include on Form H an annual estimated replacement cost for all equipment to be utilized under this contract. That estimate should reflect the expected annual replacement costs for the successful offeror and would include replacement of items from Attachments L-9 and J-14. Offeror should provide rationale for their replacement approach.

New Equipment - The Offeror shall also reflect on Form H any purchases of equipment planned for contract start up that exceed the cost threshold of \$25,000. These would be items not currently listed on the Attachment L-9 Contractor Owned Property Available for Purchase from the Incumbent Contractor. Those planned purchases shall be itemized under the “New” column on Form H. For proposal purposes, offerors are requested to categorize any “New” equipment purchases as follows:

Equipment Grouping	Examples
Lab Equipment	Scintillation counter, microscopes, flame ionization detectors and photo ionization detectors
Sampling/Testing Equipment	Field test equipment, instruments, sampling and analysis equipment, environmental monitoring equipment
Medical Equipment	Clinical laboratory equipment, x-ray machine, pulmonary function testing equipment, exercise stress test treadmill, ECG machine
Waste Equipment	Scales, pumper trucks, drum crusher, aerosol can puncturing/crushing device
Information Technology	Reference PWS Section 4.8
Communications	Mobile and hand-held radios, base stations
Other	Miscellaneous accountable equipment, not classified in other categories

Separately identify in the form whether the equipment will be classified as (1) non-capitalized equipment, which is planned to be purchased or acquired under an operating lease or (2) capitalized equipment to be purchased or acquired under a capital lease. Reference paragraph L.17(C)(2)(f)(vi), Section 5 – Other Information, Accounting for Lease Costs. Include in supporting information, a brief description of the items to be acquired, quantities, unit costs, planned sources, basis of estimate and original equipment manufacturer (OEM) warranties. (Note: No depreciation, rental or usage charges will be allowed on equipment acquired at no cost from the Government.) Also, Form H-1 is to be completed as part of supporting information.

- j. Form I – Subcontracts (Roll-Up Total) - Identify the planned source(s) of items or services which will be obtained from subcontractors and other outside sources, and the estimated amount in each contract year. Attach supporting data identifying the items or services to be furnished, the PWS number(s) in which the subcontract will be performed, and the type of subcontract contemplated. A separate and complete forms package, including detailed cost information, is required from each subcontractor whose contract is cost-reimbursable. Prime offerors are required to conduct

appropriate cost or price analysis to establish the reasonableness of the proposed subcontract prices and to include the results of these analyses as an attachment to Form I. Form I-1 – Subcontracts is to be completed by CLIN Form I-1 – Subcontracts is to be completed by PWS. Form I-1 – Subcontracts is to be completed by CLIN by PWS. As additional supporting information, address the basis for selection and degree of competition for competed subcontracts included in this proposal.

- k. Form J - Other Direct Costs (Roll-Up Total) - Identify the type and amount of other direct costs to be charged directly to the contemplated contract, which are not included elsewhere in the cost proposal. Indicate the costs of travel, training and tuition, licenses and certifications, insurance, recruitment, relocation and other costs on Form J. Include in supporting information, quantities, unit costs, and the bases of estimate, geographical locations and other descriptive data pertaining to the items. Form J-1 – Other Direct Costs is to be completed by CLIN Form J-1 – Other Direct Costs is to be completed by PWS. Form J-1 – Other Direct Costs is to be completed by CLIN by PWS.

The Government has established the amount to be proposed for office furniture, as detailed in the table below.

The Government has provided an initial start-up cost for Bench Stock (Materials and Supplies) of \$50,000. This one-time start-up estimate of \$50,000 is a Government estimate to replace incumbent contractor materials depleted at the end of the current contract. This initial start-up cost shall not be construed as the total monthly and/or annual operating cost. The offeror should propose bench stock (Material and Supplies) for each contract year based on its proposed approach and include the basis of estimate with applicable support and rationale.

The specific categories and estimated amounts of each category are presented below:

Category	Phase- In	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5	Contract Year 6	Contract Year 7
Bench Stock	\$0	\$50,000+TBP	\$TBP	\$TBP	\$TBP	\$TBP	\$TBP	\$TBP
Office Furniture	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

- l. Form K - Burden and Indirect Expense Pools - Show the composition of each burden and indirect expense pool proposed to facilitate audit by the Defense Contract Audit Agency. A separate Form K is to be submitted, as applicable, for the following burden/indirect expense pools listed below. List the elements of each pool, amount of each element, base, rate, and include any other supporting data which would facilitate audit and computation. Prime Offerors are required to state the ceiling indirect rate they are willing to accept in each year for each burden and indirect expense pool, the offeror is reminded to escalate/de-escalate their ceiling rate elements as appropriate for each contract year. FICA and Federal Tax and State Unemployment Insurance will not be subject to the ceilings. The cost of non-productive time will also not be subject to ceilings. To facilitate uniform evaluation of proposals, proposed pricing and ceiling rates are to be stated on a contract year basis. Offerors are requested to furnish addenda which reconcile the contract year rates with the offeror’s fiscal year rates. To the extent that the rates are to be specified in the resultant contract, they will be stated on the basis of the successful offeror’s fiscal year and in accordance with the offeror’s established accounting practice.

- i. Labor burdens (Payroll Additives, Fringe Benefits, and Non-productive Labor). Include the following labor related expense elements in either single or multiple burden pools. Attach supporting data which demonstrates compliance with health and welfare payments required by the Service Contract Act, Wage Determination and applicable collective bargaining agreements.
- 1) Payroll additives will include the costs of Federal Insurance Contributions Act (FICA), Federal and State Unemployment Insurance (FUI/SUI), Workers' Compensation Insurance and other types of payments required by law or regulation.
 - 2) Fringe benefits will include the costs of health and life insurance, pension, retirement and savings plans, and other employee fringe benefits. Provide rationale and explanation for development of each proposed element of fringe benefits cost, including escalation, participation assumptions, and employer/employee cost sharing ratios of the various fringe benefits. Compare the proposed escalation projections in each element of fringe benefit costs with the company's recent escalation history, and explain the basis and rationale for the difference, if any. If incumbent employees are planned to be utilized on the contract, demonstrate the comparability in value to the employees, of proposed fringe benefits to those currently being received by the incumbent employees.
 - 3) Non-productive labor will include the cost of all compensated leave. Summarize the cost, and attach supplemental data which quantifies by element (e.g. vacations, holidays, sick leave and other paid absences) the priced non-productive hours per year.
 - 4) List other labor-related burdens, as applicable.
 - 5) Identify and explain impact of uncompensated overtime, as applicable.
- ii. Overhead. Submit a separate Form K for each indirect overhead expense pool (e.g. procurement and material handling burdens). Specifically identify equipment included in the indirect pool which is planned to be shared and the cost allocated over a distribution base containing other divisions or contracts.
- iii. G&A. Submit a separate Form K for corporate home office or segment expense pools.
- m. Form L - Service Contract Act Compliance Disclosures - The Service Contract Act of 1965, as amended, is applicable to the contract expected to result from this RFP. The Department of Labor Wage Determination applicable to performing the support services is contained in Section J, Attachment J-7. Offerors are required to submit a total compensation plan, which demonstrates compliance with the wage rates and fringe benefits stipulated in the Wage Determination and disclosure requirements of NFS 18-52.231-71 "Determination of Compensation Reasonableness" and FAR 52.222-46 "Evaluation of Compensation for Professional Employees." The following forms are provided:
- i. L-1 - Wage/Salary Compensation Structure. Within the specified personnel categories, list each individual job classification or job classification families on Form L-1, and, as of contract start date, the planned wage and salary range and projected average wage/salary for each classification. Indicate if the classification is exempt (E) or non-exempt (NE), and covered by the SCA, CBA or Non-Covered (NC). For non-exempt classifications which are represented by a union, denote the

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numeric or alphabetic identifier of the union as it is shown on the list submitted with Form F (Direct Labor Hours and Costs). As supporting data, cite the basis, (e.g., recognized national or regional wage or compensation surveys, relevant studies of professional, public or private organizations) upon which the compensation structure was developed, which would tend to substantiate the reasonableness and adequacy of the proposed structure. Offerors are requested to furnish as addenda the labor categories per the Offeror's Total Compensation Plan, per Section L, paragraph L.1 52.222-46 Evaluation of Compensation for Professional Employees. (Feb 1993) and 1852.231-71 Determination of Compensation Reasonableness. (MAR 1994). If the offeror is proposing any exemption(s) from the Service Contract Act (SCA), please identify this and provide supporting documentation if request is based on the offeror's prior history.

- ii. L-2 - Personnel Policies and Fringe Benefits. This form provides a standard format to disclose by personnel category, the applicable personnel policies and fringe benefits which will be in effect at the time of award. Although brief explanations are desired, sufficient information is required to allow an evaluation and estimate of all potential costs which will arise upon award of the contract. Comments are required on all of the items listed below, whether or not the policy is written. The consistent practice of the offeror and its applicability to this proposal is to be provided. If the items below are not applicable, so state. Items pertinent to the offeror which are not identified must be included if cost recovery is anticipated.
- | | |
|---------------------------------------|---|
| 1. Insurance-Health, Life, Disability | 7. Overtime Policy (Compensated & Non-Compensated |
| 2. Retirement/Pension Plan | 8. Shift Premium/Differentials |
| 3. Savings/Stock Option/Thrift Plans | 9. Special/Non-Standard Work Week |
| 4. Bonus/Awards/Incentives | 10. Severance Pay |
| 5. Personal Absences | 11. Travel (Conveyances/Per Diem) |
| a. Vacation | 12. Training/Educational Assistance |
| b. Sick Leave | 13. Relocation |
| c. Holidays | 14. Other Benefits |
| d. Personal/Civic/Other Leave | |
| 6. Compensatory Leave Policy | |
- n. Form M – Insurance (Supporting Documentation). This form provides a standard format to disclose, by insurance category, insurance costs proposed. Identify the type and amount of insurance costs to be charged to the contemplated contract. Include in supporting information, quantities, unit costs, and the basis of estimate, geographical locations and other descriptive data pertaining to the items.
- o. Form N – DCAA/DCMA (Supporting Documentation). Identify the information requested for Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) for both the prime and major subcontractors. Additionally, provide the Forward Price Rate Agreement (FPRA), Cost Accounting Standards (CAS), Disclosure Statement(s), and other type audits which have been completed.
- p. Form O – Rates and Factors (Supporting Documentation). Identify G&A, Overhead, Labor and Escalation Rates, and whether these are provisional, Forward Pricing Rate Agreement (FPRA), and/or Ceiling Rates. Pool information must correspond to the information provided on Form K.