

DRD's), Past Performance Data and Key Personnel Resumes. 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 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.13 PROPOSAL FORMAT

(a) The proposal shall be submitted both electronically and in hard copy form.

(b) Hard copies of the proposal shall be submitted in loose-leaf binders with each section appropriately tabbed and identified, and organized into volumes as indicated in paragraph L.12. Each volume shall stand alone and provide complete coverage of the topic, including responses to each item described in the proposal instructions. Each volume shall include a table of contents (excluded from page limitations) applicable to the volume for ready reference to key parts, figures, and illustrations. For convenience, large volumes may be divided into parts, provided they are properly identified as such, e.g., "Volume II, Part I", and must adhere to all other proposal format and page limitations instructions given herein.

(c) Hard copies of each volume shall be assigned a sequential number; e.g. Volume III, Copy 1 of 15. Copy 1 of XX shall be the original volume containing original signatures as required. Offerors shall submit the original of each volume and copies of each volume as stated in Section L 12. Offerors and major subcontractors are required to submit their proposals in two formats, one in a conventional hard copy bound format in the quantities specified in Section L 12 and one in a standardized compact disc (CD) format. The CD submission must be compatible with the software and hardware specification described below. Two disks (one original and one backup), Labeled with the RFP Number, Company Name, and Date Prepared must be provided. Major Subcontractors shall include the Prime Contractors name on the CD and CD case. All CDs and CD cases shall be annotated "Source Selection Information (See FAR 2.101 and 3.104)".

(d) Electronic copies of the proposal shall be prepared and submitted in accordance with Provision L.12. Adobe Acrobat software and files in PDF format are not acceptable. All electronic files must be searchable and will not contain scanned documents. To the extent of any inconsistency between data provided electronically and proposal hard copies, the hard copy data will be considered to be the intended data. For electronic submissions, each volume of the proposal should be submitted as a separate electronic file.

(e) A cover sheet should be contained as the first page of each book, clearly marked as to volume number, title, solicitation identification and the Offeror's name. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and 3.104-5, Disclosure, Protection, and Marking of contractor Bid or Proposal Information and Source Selection Information.

PART II – INSTRUCTIONS FOR PROPOSAL PREPARATION

NOTE TO OFFERORS: For a better and more complete understanding of this part of Section L, the contractor should also refer to Section M. The instructions in this part of Section L are directly related to the evaluation factors set forth in Section M.

1.0 INTRODUCTION

As detailed in the provision at L.12 entitled "PROPOSAL PAGE LIMITATIONS (NFS 1852.215-81) (FEB 1998)" proposals shall be submitted in five volumes. All hard copy volumes and parts shall be in separate 3-ring binders.

Volume No.	Volume/Part Name
I	Mission Suitability A – Technical Approach (Separate Binder) B – Management Approach (Separate Binder) C – Small Business Participation Approach (Separate Binder) D – Safety and Health Approach (Separate Binder)
II	Past Performance (Separate Binder) Including Forms and Questionnaires
III	Price (Separate Binder)
IV	Model Contract Part 1 – Base IDIQ Contract (Separate Binder), Representations and Certifications (Section K) and Administrative Systems Status – Status of compliance approvals for property systems, purchasing systems, and all other systems deemed pertinent for the successful performance of this contract.
V	Parts 2 – Fourteen (14) Task Order (Separate Binders for each Task Order) Plans, Forms, and Other Data (Separate Binder) Key Personnel Resumes and References, etc.

Offerors shall provide 12 hard (paper) copies of Volumes I, Parts A and B, and 3 hard (paper) copies of Volume I, Parts C & D in separate binders. Offerors shall also provide 5 hard (paper) copies of Volume II, 3 hard (paper) copies of Volume III; 12 hard (paper) copies of Volume IV; and 5 hard (paper) copies of Volume 5. Hard copies shall be submitted on 20 lb bond (not glossy) paper. Offerors shall also submit their proposals electronically on CD ROM as shown in accordance with L.12. Each CD ROM and CD Case provided is to have an external label affixed indicating:

- (1) the name of the Offeror,
- (2) the RFP number,
- (3) copy number, and
- (4) an identification of the files or range of files contained on the CD ROM.
- (5) Annotated: Source Selection Information See FAR 2.101 and 3.104

The required number of copies of each volume shall be uniquely marked for documentation control on the cover as *Copy ___ of ___*. For example, the first copy of Volume I shall be marked as *Copy 1 of 12*, the second copy as *Copy 2 of 12*, etc.

(D) SAFETY AND HEALTH APPROACH

The Offeror shall discuss its approach to meeting the safety and health requirements of the PWS and shall demonstrate an in-depth understanding of safety and health policy, requirements, and operations. Additionally, The Offeror shall provide a safety and health plan in accordance with Section L Paragraph L.10 and the Safety and Health Plan DRD.

6.0 VOLUME II - PAST PERFORMANCE

For each company (including joint-ventures and major subcontractor(s) associated with this offer the following information shall be provided:

(a) (1) Offerors shall cite experience on at least 3 current contracts or contracts completed in the last 3 years with special emphasis on the experience that is relevant to this effort.

(2) Offerors shall include a table to show the contracts discussed as part of (a) (1) above with the following information: Contract Title, Contract Number, Period of Performance, Place of Performance, Average Number of Employees, Type of Contract, Contract Value, and Two (2) Points of Contact with current phone numbers.

(3) The Offeror shall show a list of any contracts that were terminated (for convenience or default) within the last 3 years and provide a discussion of the circumstances leading up to and the decision for the termination.

(4) Offerors shall provide a discussion of their past performance and experience in recruiting, staffing, certifying and retaining a highly qualified work force, including key personnel and critical skills.

(5) Offerors shall discuss their overall accomplishments and performance under the contracts described above. The discussion shall include any major technical problems and how they were overcome and whether any deliveries were not on time and the corrective actions taken.

(b) Offerors and major subcontractors shall ensure that completed Past Performance Questionnaires for at least three contracts, preferably containing some or all of the functions defined in the PWS, if such experience exists, are submitted to the Contracting Officer prior to the submission of the Past Performance Volume. Include Contracts for predecessor companies, joint ventures, and proposed subcontractors. Do not include contracts completed more than 3 years ago. Include contracts, where possible, with U.S. Government, especially those where the work was similar or the same as the effort to be performed under this contract.

In accordance with FAR 15.305 (a) (2) (ii) the Offeror is authorized to provide information on problems encountered on the identified Contracts and the Offeror's corrective actions.

OFFERORS SHALL ENSURE THAT PHONE NUMBERS PROVIDED FOR REFERENCES ARE CURRENT AND CORRECT.

(c) Offerors shall provide the following information on safety performance for the last 3 calendar or contract years.

(i) A statement referencing any OSHA citations of the Offeror's company's operations.

(ii) The following two Incidence Rates (as defined by OSHA) for each of the last 3 years.

- 1) Injuries and/or illnesses.
- 2) Lost workdays.

(iii) Offerors shall provide an annual summary of occupational illnesses and injuries compiled from these OSHA Form 300's.

(d) Requesting the Offeror's Lost Time Case (LTC) rate is one of the methods NASA uses to evaluate their safety performance in previous contracts. It doesn't matter if the NAICS is different than this contract, because the evaluation is against the national average for the given NAICS.

Provide in table form the Lost Time Cases (LTC) rates (Lost Time Injury) for the last three calendar years for each contract or project comparable to this requirement. Include the LTC, number of cases that contained lost work days, the total number contractor employees working on the contract/project, and the total hours worked on each referenced contract/project. The North American Industrial Classification System (NAICS) is also required for each referenced contract/project.

This information is also applicable to any major subcontractors proposed on this contract.

(e) In addition to the above, a list of all safety and health insurance carriers that have underwritten the Offeror's workers' compensation program or equivalent for the last five years shall be provided for the prime and all major subcontractors. The list of insurance carriers shall include a point of contact and phone number to aid proposal evaluators in verifying the Offeror's statements of its past safety and health performance. The Offeror shall authorize the listed insurance carriers to respond to questions asked by the Government. In addition, the workers' compensation experience modifier, including the State formula utilized for the computation, will be included, along with the loss ratio for the past five years (where the loss ratio is defined as the ratio of losses to premium). All figures used for computation shall be shown. Information on the liability and lawsuit history related to safety and health performance shall also be provided. Data shall be provided in the form of a letter of certification from the insurance carrier that is sent directly from the insurance carrier to:

John F. Kennedy Space Center
Attention: PS-SEB/Dawn Alexander, Bldg M7-1522
Kennedy Space Center, FL 32899

In the event the Offeror is self-insured, the same information shall be provided and certified with the signature of a responsible company official. If a joint venture or prime-subcontractor relationship is proposed, the same information shall be included for each company that may provide either \$1,000,000 or more in contract value or ten or more full-time equivalent employees.

and related fringe benefits in each FY will be used as a basis for equitable adjustments pursuant to FAR 52.222-43.

Prime Offerors will enter on the template the indirect rates and profit applicable to non-labor resources and other direct costs incurred in performance of the additional task orders. A discount schedule is provided where Offerors may specify discounts applicable to the additional task orders, such as most-favored customer, volume/quantity, skill mix, and spot reductions.

7.2.9.9 Part 9 - Additional Task Order Labor Rate Development Template

As supporting information to the 'Additional Task Order Price Schedules' described above, prime Offerors are required to submit the labor rate development template by location for each year in the ten-year performance period. The labor category composite weighted average rates on this template for shall equal the labor rate for that category on the 'Additional Task Order Price Schedules' template, Excel file "NPS Add TO Rates.xls". The template is designed to map the labor classifications proposed by the prime and subcontractors into the standard NASA Protective Services Positions, and develop a single weighted-average composite labor rate for the team for each labor category for each location my fiscal year. An example of the mapping and computations is displayed on the template. Offerors are required to explain any differences between the rates and factors on the template and those used to price the base and optional task order periods.

7.2.9.10 Part 10 - Total Compensation Plan(Separate Binder)

The following compensation templates are required in order for the Government to perform an evaluation of your total compensation for compliance with DOL wage determinations, and the disclosure requirements of NFS 1852.231-71 "Determination of Compensation Reasonableness" and FAR 52.222-46 "Evaluation of Compensation for Professional Employees". These templates, Excel file "Labor Rates DOL CBA.xls", will reconcile with the cost templates described above, wherever applicable. The templates are contained in the Excel file "Labor Rates DOL CBA.xls".

A. Compensation Template (a): Salaries And Wages Non-Exempt - Contract Year 1: TC (a) - The Offeror shall submit a completed Compensation Template (a) for non-exempt personnel for Contract year 1. This template is required of the Offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all proposed labor classifications (included in the cost proposal), by titles from the Offeror's estimating system. Each of the Offeror's Labor Categories shall be mapped to the PWS, Attachment J-1-A.1. The DOL WD category shall be mapped to the LABOR CATEGORY – Offeror's. The "Contract Year 1 Actual Proposed Labor Rate" is the Offeror's actual proposed composite labor rate starting in Contract Year 1. A source column has been provided on the template for the Offeror to use to identify the supporting data for each labor category, which shall include the source data Attachment J-5 for non-exempt personnel. An example in red is included on the template for illustration purposes only and shall be removed before submittal of a proposal.

B. Compensation Template (b): Salaries and Wages Exempt - Contract Year 1: TC (b) - The Offeror shall submit a completed Compensation Template (b) for exempt personnel for Contract year 1. This template is required of the Offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all labor classifications included in the proposal, by titles from the Offeror's estimating system. The "Actual Labor Rate" column is only applicable to incumbent Contractors or subcontractors. The "Contract Year 1 Actual Proposed Labor Rate" is the Offeror's actual proposed composite

labor rate starting in Contract Year 1. The “Escalation rates for year 2-7” column shall include your proposed annual escalation percentage. The “Actual Proposed Annual Salary” is the salary of the proposed labor category for year 1. A source column has been provided on the template for the Offeror to use to identify the supporting data for each labor category, which shall include the source data (Actual or Wage Survey) for exempt personnel. An example is included on the template for illustration purposes only and shall be removed before submittal of a proposal.

C. Compensation Template (c): Fringe Benefits Analysis Of Compensation Package - Contract Year 1: TC (c) - A separate template (c) shall be completed for Exempt, Non-Exempt Nonunion, and Non-Exempt Union direct labor. This template is required of the Offeror proposed as prime and all proposed major subcontractors. It should be noted that the minimum hourly fringe benefits rate cannot be less than the DOL specified minimum rate listed in the RFP under Section J for non-exempt employees. The column entitled, “Cost of Fringe Benefit” shall include the cost, not rate, associated with the fringes specified (i.e. life insurance, disability insurance, etc.) that are proposed on this contract for each of the related personnel type (exempt, non-exempt union/non-union). The next column entitled, “Percent of Direct Labor Cost” shall include the percentage of each of the related specified fringe costs as a percent of direct labor cost. The third column shall include hourly rates based on the average cost per labor hour proposed per specified fringe. Check boxes are provided at the top of the template. Please check one box per agreement.

D. Compensation Template (d): Personnel And Fringe Benefits Policies Contract Year 1: TC (d) - This template is required of the Offeror proposed as prime and all proposed major subcontractors. This template provides visibility, by employee category, into personnel policies and fringe benefits, which shall be in effect at the time of contract award. Although only 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 pertaining to all items listed below under the proper column, whether or not the policy is written. The established practice of the Offeror and applicability to this proposal shall be provided. If any item below is not applicable, so state. Items pertinent to the Offeror, which are not identified must be included if cost recovery is anticipated. Check boxes are provided at the top of the template. Please check one box per agreement.

8.0 VOLUME IV – MODEL CONTRACT AND TASK ORDERS

Acceptance of Terms and Conditions: The proposed Contract terms and conditions incorporated in this RFP are intended for incorporation into any resulting Contract. The Offeror’s proposal shall contain a statement of acceptance of these provisions. Alternatively, if the Offeror proposes any changes or deletions to these proposed terms and conditions, or additional provisions, the Offeror should fully explain the Offeror’s reasons therefore, with appropriate background information, and recommended substitute language. Any failure to clearly indicate objections to the proposed Contract terms and conditions contained in this RFP will be construed as acceptance of them, verbatim.

The Model Contract: The model contract shall be in complete agreement with the proposal. However, if the data included in the model contract disagrees with the data in the proposal volumes then the model contract will be considered as having precedence over the data included in the proposal volumes.

NASA Center/Location Task Orders: Each NASA Center/Location Task Order shall be placed here in Volume IV of the Proposal. The offeror shall separately address the requirements for each NASA Center/ LocationTask Order. The offeror's approach to meeting these requirements should be placed in Volume IV of the proposal. All NASA Center/Location Task Orders will be evaluated as part of the Mission Suitability evaluation, but will not be counted against the Mission Suitability volume page limitations.

9.0 VOLUME V – PLANS, FORMS, AND OTHER DATA

The Offeror shall submit all Plans, Forms, and Other Data called for in the RFP here in Volume V. All separate items such as Plans (Management Plan, Quality Assurance Plan, Safety and Health Plan, Subcontracting Plan, etc.), Key personnel resumes, etc, requested in the RFP, will be evaluated as part of the corresponding sections of Mission Suitability, but will not be counted in the page limitations for Mission Suitability.

[END OF SECTION]