

**PART IV – REPRESENTATIONS AND INSTRUCTIONS**

**SECTION K**

**REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS**

**K.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

Clause(s) at the beginning of this Section are incorporated by reference, with the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The contractor is responsible for understanding and complying with the entire clause. The full text of the clause is available at the addresses contained in clause 52.252-2, Clauses Incorporated by Reference, of this contract.

(a) Federal Acquisition Regulation (48 CFR Chapter 1) Clauses:

<b>CLAUSE NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
52.203-11	SEP 2005	CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.232-38	MAY 1999	SUBMISSION OF ELECTRONIC FUNDS TRANSFER INFORMATION WITH OFFER
52.237-8	AUG 2003	RESTRICTION ON SEVERANCE PAYMENTS TO FOREIGN NATIONALS

(b) DoD Federal Acquisition Regulation Supplement (48 CFR Chapter 2) Clauses (CLINs 004 & 005 Only):

<b>CLAUSE NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
252.209-7001	OCT 2006	DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A TERRORIST COUNTRY
252.209-7002	JUN 2005	DISCLOSURE OF OWNERSHIP OR CONTROL BY A FOREIGN GOVERNMENT
252.227-7017	JUN 1995	IDENTIFICATION AND ASSERTION OF USE, RELEASE, OR DISCLOSURE RESTRICTIONS

(End of provision)

1 **K.2 FAR 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)**

2  
3 (a) *Definitions.*

4  
5 "Common parent," as used in this provision, means that corporate entity that owns or  
6 controls an affiliated group of corporations that files its Federal income tax returns on a  
7 consolidated basis, and of which the offeror is a member.

8  
9 "Taxpayer Identification Number (TIN)," as used in this provision, means the number  
10 required by the Internal Revenue Service (IRS) to be used by the offeror in reporting  
11 income tax and other returns. The TIN may be either a Social Security Number or an  
12 Employer Identification Number.

13  
14 (b) All offerors must submit the information required in paragraphs (d) through (f) of this  
15 provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d),  
16 reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing  
17 regulations issued by the IRS. If the resulting contract is subject to the payment reporting  
18 requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or  
19 refusal by the offeror to furnish the information may result in a 31 percent reduction of  
20 payments otherwise due under the contract.

21  
22 (c) The TIN may be used by the Government to collect and report on any delinquent amounts  
23 arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the  
24 resulting contract is subject to the payment reporting requirements described in FAR 4.904,  
25 the TIN provided hereunder may be matched with IRS records to verify the accuracy of the  
26 offeror's TIN.

27 (d) *Taxpayer Identification Number (TIN).*

28 [ ] TIN: \_\_\_\_\_.

29 [ ] TIN has been applied for.

30 [ ] TIN is not required because:

31 [ ] Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not  
32 have income effectively connected with the conduct of a trade or business in the United  
33 States and does not have an office or place of business or a fiscal paying agent in the United  
34 States;

35 [ ] Offeror is an agency or instrumentality of a foreign government;

36 [ ] Offeror is an agency or instrumentality of the Federal Government.

37 (e) *Type of organization.*

- 1         Sole proprietorship;
- 2         Partnership;
- 3         Corporate entity (not tax-exempt);
- 4         Corporate entity (tax-exempt);
- 5         Government entity (Federal, State, or local);
- 6         Foreign government;
- 7         International organization per 26 CFR 1.6049-4;
- 8         Other \_\_\_\_\_.

9 (f) *Common parent.*

10         Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this  
11 provision.

12         Name and TIN of common parent:

13        Name \_\_\_\_\_

14        TIN \_\_\_\_\_

15 (End of provision)

16

17 **K.3 FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN**  
18 **2006)**

19

20 (a)

21

22        (1) The North American Industry classification System (NAICS) code for this  
23 acquisition is 517110.

24

25        (2) The small business size standard is 1500 employees.

26

27        (3) The small business size standard for a concern which submits an offer in its own  
28 name, other than on a construction or service contract, but which proposes to furnish  
29 a product which it did not itself manufacture, is 500 employees.

30

31 (b)

32

- 1 (1) If the clause at 52.204-7, Central Contractor Registration, is included in this  
 2 solicitation, paragraph (c) of this provision applies.  
 3
- 4 (2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is  
 5 currently registered in CCR, and has completed the ORCA electronically, the offeror  
 6 may choose to use paragraph (c) of this provision instead of completing the  
 7 corresponding individual representations and certification in the solicitation. The  
 8 offeror shall indicate which option applies by checking one of the following boxes:  
 9
- 10  (i) Paragraph (c) applies.  
 11
- 12  (ii) Paragraph (c) does not apply and the offeror has completed the individual  
 13 representations and certifications in the solicitation.  
 14
- 15 (c) The offeror has completed the annual representations and certifications electronically via  
 16 the Online Representations and Certifications Application (ORCA) website at  
 17 <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies  
 18 by submission of the offer that the representations and certifications currently posted  
 19 electronically have been entered or updated within the last 12 months, are current, accurate,  
 20 complete, and applicable to this solicitation (including the business size standard applicable  
 21 to the NAICS code referenced for this solicitation), as of the date of this offer and are  
 22 incorporated in this offer by reference (see FAR 4.1201); except for the changes identified  
 23 below *[offeror to insert changes, identifying change by clause number, title, date]*. These  
 24 amended representation(s) and/or certification(s) are also incorporated in this offer and are  
 25 current, accurate, and complete as of the date of this offer.  
 26

FAR Clause	Title	Date	Change

27  
 28 Any changes provided by the offeror are applicable to this solicitation only, and do not  
 29 result in an update to the representations and certifications posted on ORCA.  
 30

31 (End of provision)  
 32

33 **K.4 FAR 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION,**  
 34 **PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**  
 35 **(DEC 2001)**  
 36

- 37 (a)
- 38 (1) The offeror certifies, to the best of its knowledge and belief, that-
- 39 (i) The offeror and/or any of its principals-

- 1 (A) [ ] Are, [ ] are not, presently debarred, suspended, proposed for debarment,  
2 or declared ineligible for the award of contracts by any Federal agency;
- 3 (B) [ ] Have, [ ] have not, within a three-year period preceding this offer, been  
4 convicted of or had a civil judgment rendered against them for: commission  
5 of fraud or a criminal offense in connection with obtaining, attempting to  
6 obtain, or performing a public (Federal, state, or local) contract or  
7 subcontract; violation of Federal or state antitrust statutes relating to the  
8 submission of offers; or commission of embezzlement, theft, forgery,  
9 bribery, falsification or destruction of records, making false statements, tax  
10 evasion, or receiving stolen property; and
- 11 (C) Are [ ], are not [ ] presently indicted for, or otherwise criminally or civilly  
12 charged by a governmental entity with, commission of any of the offenses  
13 enumerated in paragraph (a)(1)(i)(B) of this provision.
- 14 (ii) The offeror [ ] has, [ ] has not, within a three-year period preceding this offer,  
15 had one or more contracts terminated for default by any Federal agency.
- 16 (2) "Principals," for the purposes of this certification, means officers; directors; owners;  
17 partners; and, persons having primary management or supervisory responsibilities  
18 within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary,  
19 division, or business segment, and similar positions).
- 20 This certification concerns a matter within the jurisdiction of an Agency of the United  
21 States and the making of a false, fictitious, or fraudulent certification may render the  
22 maker subject to prosecution under Section 1001, Title 18, United States Code.
- 23 (b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time  
24 prior to contract award, the offeror learns that its certification was erroneous when  
25 submitted or has become erroneous by reason of changed circumstances.
- 26 (c) A certification that any of the items in paragraph (a) of this provision exists will not  
27 necessarily result in withholding of an award under this solicitation. However, the  
28 certification will be considered in connection with a determination of the offeror's  
29 responsibility. Failure of the Offeror to furnish a certification or provide such additional  
30 information as requested by the Contracting Officer may render the offeror nonresponsible.
- 31 (d) Nothing contained in the foregoing shall be construed to require establishment of a system  
32 of records in order to render, in good faith, the certification required by paragraph (a) of  
33 this provision. The knowledge and information of an offeror is not required to exceed that  
34 which is normally possessed by a prudent person in the ordinary course of business  
35 dealings.
- 36 (e) The certification in paragraph (a) of this provision is a material representation of fact upon  
37 which reliance was placed when making award. If it is later determined that the offeror

1 knowingly rendered an erroneous certification, in addition to other remedies available to  
 2 the Government, the Contracting Officer may terminate the contract resulting from this  
 3 solicitation for default.

4 (End of provision)

5

6 **K.5 FAR 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (ALT 1)**  
 7 **(APR 2002)**

8

9 (a)

10 (1) The North American Industry Classification System (NAICS) code for this acquisition  
 11 is 517110.

12 (2) The small business size standard is 1500 employees.

13 (3) The small business size standard for a concern which submits an offer in its own  
 14 name, other than on a construction or service contract, but which proposes to furnish a  
 15 product which it did not itself manufacture, is 500 employees.

16 (b) Representations.

17 (1) The offeror represents as part of its offer that it [ ] is, [ ] is not a small business  
 18 concern.

19 (2) *[Complete only if the offeror represented itself as a small business concern in*  
 20 *paragraph (b)(1) of this provision.]* The offeror represents, for general statistical  
 21 purposes, that it [ ] is, [ ] is not, a small disadvantaged business concern as defined in  
 22 13 CFR 124.1002.

23 (3) *[Complete only if the offeror represented itself as a small business concern in*  
 24 *paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it  
 25 [ ] is, [ ] is not a women-owned small business concern.

26 (4) *[Complete only if the offeror represented itself as a small business concern in*  
 27 *paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it  
 28 [ ] is, [ ] is not a veteran-owned small business concern.

29 (5) *[Complete only if the offeror represented itself as a veteran-owned small business*  
 30 *concern in paragraph (b)(4) of this provision.]* The offeror represents as part of its  
 31 offer that it [ ] is, [ ] is not a service-disabled veteran-owned small business concern.

32 (6) *[Complete only if the offeror represented itself as a small business concern in*  
 33 *paragraph (b)(1) of this provision.]* The offeror represents, as part of its offer, that-

1 (i) It  is,  is not a HUBZone small business concern listed, on the date of this  
 2 representation, on the List of Qualified HUBZone Small Business Concerns  
 3 maintained by the Small Business Administration, and no material change in  
 4 ownership and control, principal office, or HUBZone employee percentage has  
 5 occurred since it was certified by the Small Business Administration in  
 6 accordance with 13 CFR Part 126; and

7 (ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR  
 8 Part 126, and the representation in paragraph (b)(6)(i) of this provision is  
 9 accurate for the HUBZone small business concern or concerns that are  
 10 participating in the joint venture. [*The offeror shall enter the name or names of*  
 11 *the HUBZone small business concern or concerns that are participating in the*  
 12 *joint venture: \_\_\_\_\_.*] Each HUBZone small business concern  
 13 participating in the joint venture shall submit a separate signed copy of the  
 14 HUBZone representation.

15 (7) [*Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this*  
 16 *provision.*] The offeror shall check the category in which its ownership falls:

17  Black American.

18  Hispanic American.

19  Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

20  Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia,  
 21 Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia  
 22 (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the  
 23 Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated  
 24 States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam,  
 25 Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

26  Subcontinent Asian (Asian-Indian) American (persons with origins from India,  
 27 Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

28  Individual/concern, other than one of the preceding.

29 (c) *Definitions.* As used in this provision-

30 "Service-disabled veteran-owned small business concern"-

31 (1) Means a small business concern-

32 (i) Not less than 51 percent of which is owned by one or more service-disabled  
 33 veterans or, in the case of any publicly owned business, not less than 51 percent  
 34 of the stock of which is owned by one or more service-disabled veterans; and

- 1 (ii) The management and daily business operations of which are controlled by one or  
 2 more service-disabled veterans or, in the case of a service-disabled veteran with  
 3 permanent and severe disability, the spouse or permanent caregiver of such  
 4 veteran.
- 5 (2) "Service-disabled veteran" means a veteran, as defined in 38 U.S.C. 101(2), with a  
 6 disability that is service-connected, as defined in 38 U.S.C. 101(16).
- 7 "Small business concern" means a concern, including its affiliates, that is  
 8 independently owned and operated, not dominant in the field of operation in which it  
 9 is bidding on Government contracts, and qualified as a small business under the  
 10 criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.
- 11 "Veteran-owned small business concern" means a small business concern-
- 12 (i) Not less than 51 percent of which is owned by one or more veterans (as defined  
 13 at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than  
 14 51 percent of the stock of which is owned by one or more veterans; and
- 15 (ii) The management and daily business operations of which are controlled by one or  
 16 more veterans.
- 17 "Women-owned small business concern" means a small business concern-
- 18 (1) That is at least 51 percent owned by one or more women; or, in the case of any  
 19 publicly owned business, at least 51 percent of the stock of which is owned by one or  
 20 more women; and
- 21 (2) Whose management and daily business operations are controlled by one or more  
 22 women.
- 23 (d) Notice.
- 24 (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small  
 25 business concerns, then the clause in this solicitation providing notice of the set-aside  
 26 contains restrictions on the source of the end items to be furnished.
- 27 (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small,  
 28 HUBZone small, small disadvantaged, or woman-owned small business concern in  
 29 order to obtain a contract to be awarded under the preference programs established  
 30 pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other  
 31 provision of Federal law that specifically references section 8(d) for a definition of  
 32 program eligibility, shall –
- 33 (i) Be punished by imposition of fine, imprisonment, or both;

- 1 (ii) Be subject to administrative remedies, including suspension and debarment; and
- 2 (iii) Be ineligible for participation in programs conducted under the authority of the
- 3 Act.

4 (End of provision)

5  
 6 **K.6 FAR 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS**  
 7 **(FEB 1999)**

8  
 9 The offeror represents that-

- 10
- 11 (a) It [ ] has, [ ] has not participated in a previous contract or subcontract subject to the Equal
- 12 Opportunity clause of this solicitation;
- 13
- 14 (b) It [ ] has, [ ] has not filed all required compliance reports; and
- 15
- 16 (c) Representations indicating submission of required compliance reports, signed by proposed
- 17 subcontractors, will be obtained before subcontract awards.
- 18

19 (End of provision)

20  
 21 **K.7 FAR 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**  
 22

23 The offeror represents that-

- 24
- 25 (a) It [ ] has developed and has on file, [ ] has not developed and does not have on file, at
- 26 each establishment, affirmative action programs required by the rules and regulations of the
- 27 Secretary of Labor (41 CFR 60-1 and 60-2); or
- 28 (b) It [ ] has not previously had contracts subject to the written affirmative action programs
- 29 requirement of the rules and regulations of the Secretary of Labor.

30 (End of provision)

31 **K.8 FAR 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE**  
 32 **REPORTING (AUG 2003)**  
 33

- 34 (a) Executive Order 13148, of April 21, 2000, Greening the Government through Leadership
- 35 in Environmental Management, requires submission of this certification as a prerequisite
- 36 for contract award.

- 37 (b) By signing this offer, the offeror certifies that-

- 1 (1) As the owner or operator of facilities that will be used in the performance of this  
2 contract that are subject to the filing and reporting requirements described in  
3 section 313 of the Emergency Planning and Community Right-to-Know Act of 1986  
4 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990  
5 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for  
6 the life of the contract the Toxic Chemical Release Inventory Form (Form R) as  
7 described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or
- 8 (2) None of its owned or operated facilities to be used in the performance of this contract  
9 is subject to the Form R filing and reporting requirements because each such facility is  
10 exempt for at least one of the following reasons: [*Check each block that is applicable.*]
- 11 [ ] (i) The facility does not manufacture, process, or otherwise use any toxic  
12 chemicals listed in 40 CFR 372.65;
- 13 [ ] (ii) The facility does not have 10 or more full-time employees as specified in  
14 section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);
- 15 [ ] (iii) The facility does not meet the reporting thresholds of toxic chemicals  
16 established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the  
17 alternate thresholds at 40 CFR 372.27, provided an appropriate certification  
18 form has been filed with EPA);
- 19 [ ] (iv) The facility does not fall within the following Standard Industrial Classification  
20 (SIC) codes or their corresponding North American Industry Classification  
21 System sectors:
- 22 (A) Major group code 10 (except 1011, 1081, and 1094.
- 23 (B) Major group code 12 (except 1241).
- 24 (C) Major group codes 20 through 39.
- 25 (D) Industry code 4911, 4931, or 4939 (limited to facilities that combust coal  
26 and/or oil for the purpose of generating power for distribution in  
27 commerce).
- 28 (E) Industry code 4953 (limited to facilities regulated under the Resource  
29 Conservation and Recovery Act, Subtitle C (42 U.S.C. 6921, *et seq.*), or  
30 5169, or 5171, or 7389 (limited to facilities primarily engaged in solvent  
31 recovery services on a contract or fee basis); or
- 32 [ ] (v) The facility is not located in the United States or its outlying areas..
- 33  
34 (End of provision)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

**K.9 FAR 52.225-2 BUY AMERICAN ACT CERTIFICATE (JUNE 2003)**

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Supplies."

(b) Foreign end products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(c) The Government will evaluate offers in accordance with the policies and procedures of part 25 of the FAR.

(End of provision)

**K.10 FAR 52.225-6 TRADE AGREEMENTS CERTIFICATE (JUNE 2005)**

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "trade agreements."

(b) The offeror shall list as other end products those supplies that are not U.S.-made or designated country end products.

Other end products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

1 (End of provision)

2 **K.11 52.227-15 REPRESENTATION OF LIMITED RIGHTS DATA AND**  
3 **RESTRICTED COMPUTER SOFTWARE (MAY 1999)**

4  
5 (a) This solicitation sets forth the work to be performed if a contract award results, and the  
6 Government's known delivery requirements for data (as defined in FAR 27.401). Any  
7 resulting contract may also provide the Government the option to order additional data  
8 under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the  
9 contract. Any data delivered under the resulting contract will be subject to the Rights in  
10 Data-General clause at 52.227-14 that is to be included in this contract. Under the latter  
11 clause, a contractor may withhold from delivery data that qualify as limited rights data or  
12 restricted computer software, and deliver form, fit, and function data in lieu thereof. The  
13 latter clause also may be used with its Alternates II and/or III to obtain delivery of limited  
14 rights data or restricted computer software, marked with limited rights or restricted rights  
15 notices, as appropriate. In addition, use of Alternate V with this latter clause provides the  
16 Government the right to inspect such data at the contractor's facility.

17  
18 (b) As an aid in determining the Government's need to include Alternate II or Alternate III in  
19 the clause at 52.227-14, Rights in Data-General, the offeror shall complete paragraph (c) of  
20 this provision to either state that none of the data qualify as limited rights data or restricted  
21 computer software, or identify, to the extent feasible, which of the data qualifies as limited  
22 rights data or restricted computer software. Any identification of limited rights data or  
23 restricted computer software in the offeror's response is not determinative of the status of  
24 such data should a contract be awarded to the offeror.

25  
26 (c) The offeror has reviewed the requirements for the delivery of data or software and states  
27 [*offeror check appropriate block*]-

28  
29  None of the data proposed for fulfilling such requirements qualifies as limited rights  
30 data or restricted computer software.

31  
32  Data proposed for fulfilling such requirements qualify as limited rights data or  
33 restricted computer software and are identified as follows:

34  
35 \_\_\_\_\_  
36 \_\_\_\_\_  
37 \_\_\_\_\_

38  
39 Note: "Limited rights data" and "Restricted computer software" are defined in the contract  
40 clause entitled "Rights in Data-General."

41  
42 (End of provision)

43

1 **K.12 FAR 52.230-7 PROPOSAL DISCLOSURE – COST ACCOUNTING PRACTICE**  
 2 **CHANGES (APR 2005)**

3  
 4 The offeror shall check "yes" below if the contract award will result in a required or unilateral  
 5 change in cost accounting practice, including unilateral changes requested to be desirable  
 6 changes.

[ ] Yes [ ] No

7  
 8 If the offeror checked "Yes" above, the offeror shall -

- 9  
 10 (1) Prepare the price proposal in response to the solicitation using the changed practice  
 11 for the period of performance for which the practice will be used; and  
 12  
 13 (2) Submit a description of the changed cost accounting practice to the Contracting  
 14 Officer and the cognizant Federal agency official as pricing support for the proposal.  
 15

16 (End of provision)  
 17

18 **K.13 NFS 1852.245-79 USE OF GOVERNMENT-OWNED PROPERTY (JUL 1997)**

19  
 20 (a) The offeror  does,  does not intend to use in performance of any contract awarded as a  
 21 result of this solicitation existing Government-owned facilities (real property or plant  
 22 equipment), special test equipment, or special tooling (including any property offered by  
 23 this solicitation). The offeror shall identify any offered property not intended to be used.  
 24 If the offeror does intend to use any of the above items, the offeror must furnish the  
 25 following information required by Federal Acquisition Regulation (FAR) 45.205(b) and  
 26 NASA FAR Supplement (NFS) 1845.102-71:  
 27

- 28 (1) Identification and quantity of each item. Include the item's acquisition cost if it is not  
 29 property offered by this solicitation.  
 30  
 31 (2) For property not offered by this solicitation, identification of the Government  
 32 contract under which the property is accountable and written permission for its use  
 33 from the cognizant Contracting Officer.  
 34  
 35 (3) Amount of rent calculated in accordance with FAR 45.403 and the clause at FAR  
 36 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis  
 37 by this solicitation.  
 38  
 39 (4) The dates during which the property will be available for use, and if it is to be used in  
 40 more than one contract, the amounts of respective uses in sufficient detail to support  
 41 proration of the rent. This information is not required for property offered by this  
 42 solicitation.  
 43

- 1 (b) The offeror  does,  does not request additional Government-provided property for use  
2 in performing any contract awarded as a result of this solicitation. If the offeror requests  
3 additional Government-provided property, the offeror must furnish --  
4
- 5 (1) Identification of the property, quantity, and estimated acquisition cost of each item;  
6 and  
7
- 8 (2) The offeror's written statement of its inability to obtain facilities as prescribed by  
9 FAR 45.302-1(a)(4).  
10
- 11 (c) If the offeror intends to use any Government property (paragraph (a) or (b) of this  
12 provision), the offer must also furnish the following:  
13
- 14 (1) The date of the last Government review of the offeror's property control and  
15 accounting system, actions taken to correct any deficiencies found, and the name and  
16 telephone number of the cognizant property administrator.  
17
- 18 (2) A statement that the offeror has reviewed, understands, and can comply with all  
19 property management and accounting procedures in the solicitation, FAR Subpart  
20 45.5, and NFS Subparts 1845.5 and 1845.71.  
21
- 22 (3) A statement indicating whether or not the costs associated with paragraph (c)(2) of  
23 this provision, including plant clearance and/or plant reconversion costs, are included  
24 in its cost proposal.  
25

26 (End of provision)  
27  
28

[END OF SECTION]

1                   **PART IV - REPRESENTATIONS AND INSTRUCTIONS**

2  
3                                   **SECTION L**

4  
5                                   **Instructions, Conditions, and Notices to Offerors**

6  
7  
8 **L.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY**  
9 **REFERENCE (FEB 1998)**

10  
11 This solicitation incorporates one or more solicitation provisions by reference, with the same  
12 force and effect as if they were given in full text. Upon request, the Contracting Officer will  
13 make the full text available. The offeror is cautioned that the listed provisions may include  
14 blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of  
15 submitting the full text of those provisions, the offeror may identify the provision by paragraph  
16 identifier and provide the appropriate information with its quotation or offer. Also, the full text  
17 of a solicitation provision may be accessed electronically at this/these address(es):

18       <http://www.arnet.gov/far/>

19       <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

20  
21 **I. Federal Acquisition Regulation (48 CFR Chapter 1)**  
22

<u>CLAUSE</u>	<u>DATE</u>	<u>TITLE</u>
52.204-6	OCT 2003	CONTRACTOR IDENTIFICATION NUMBER – DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER
52.211-14	SEP 1990	NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE
52.215-1	JAN 2004	INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION
52.215-16	JUN 2003	FACILITIES CAPITAL COST OF MONEY
52.215-20	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA
52.222-24	FEB 1999	PREAWARD ON-SITE EQUAL OPPORTUNITY
52.222.46	FEB 1993	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES
52.237-10	OCT 1997	IDENTIFICATION OF UNCOMPENSATED OVERTIME

52.232-38      MAY 1999      SUBMISSION OF ELECTRONIC FUNDS  
TRANSFER INFORMATION WITH OFFER

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

**II.      NASA FAR Supplement (48 CFR Chapter 18) Provisions**

<u>CLAUSE</u>	<u>DATE</u>	<u>TITLE</u>
1852.227-71	APR 1984	REQUESTS FOR WAIVER OF RIGHTS TO INVENTIONS
1852.227-84	DEC 1989	PATENT RIGHTS CLAUSES
1852.228-80	SEP 2000	INSURANCE – IMMUNITY FROM TORT LIABILITY
1852.231-71	MAR 1994	DETERMINATION OF COMPENSATION REASONABLENESS
1852.233-70	OCT 2002	PROTESTS TO NASA

(End of provision)

**L.2      TYPE OF ACQUISITION**

In accordance with FAR 52.219-6, this acquisition is a total small business set-aside.

(End of provision)

**L.3      FAR 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a single cost-plus-award-fee (CPAF) contract resulting from this solicitation for baseline (CLIN 002 and associated options), NASA CPAF ID/IQ (CLIN 003 and associated options), and Firm Fixed Price for CLIN 1 and DoD requirements (CLIN 004 & 005 and associated options).

(End of provision)

**L.4      NFS 1852.223-73 SAFETY AND HEALTH PLAN (NOV 2004)**

- (a) The offeror shall submit a detailed safety and occupational health plan (see NPR 8715.3, *NASA Safety Manual*, Appendices) as proposal *Volume VI, Safety and Health Plan*. 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.

- 1 (b) When applicable, the plan shall address the policies, procedures, and techniques  
2 that will be used to ensure the safety and occupational health of the public,  
3 astronauts and pilots, the NASA workforce (including contractor employees  
4 working on NASA contracts), and high-value equipment and property.  
5
- 6 (c) The plan shall similarly address subcontractor employee safety and occupational  
7 health for those proposed subcontracts that contain one or more of the following  
8 conditions:  
9
- 10 (1) The work will be conducted completely or partly on premises owned or  
11 controlled by the Government.  
12
- 13 (2) The work includes construction, alteration, or repair of facilities in excess of  
14 the simplified acquisition threshold.  
15
- 16 (3) The work, regardless of place of performance, involves hazards that could  
17 endanger the public, astronauts and pilots, the NASA workforce (including  
18 contractor employees working on NASA contracts), or high value equipment  
19 or property, and the hazards are not adequately addressed by Occupational  
20 Safety and Health Administration (OSHA) or Department of Transportation  
21 (DOT) regulations (if applicable).  
22
- 23 (4) When the assessed risk and consequences of a failure to properly manage and  
24 control the hazards warrants use of the clause.  
25
- 26 (d) This plan, as approved by the Contracting Officer, will be included in any resulting  
27 contract.  
28

29 (End of provision)  
30

31 **L.5 OPTION TO PURCHASE INCUMBENT CONTRACTOR-OWNED (SPACE**  
32 **GATEWAY SUPPORT (SGS)) CAPITAL EQUIPMENT AND MATERIAL IN**  
33 **STOCK**  
34

35 Per contract NAS10-99001, Provision H-9, the successful offeror may choose to purchase from  
36 the incumbent contractor, SGS, capitalized assets (see Attachment L-6) at current net-book-value  
37 (NBV) subject to reasonable terms and conditions regarding payment and other matters to be  
38 agreed upon by the incumbent contractor and the successor contractor. The offeror's proposal  
39 will not be evaluated favorably or unfavorably based on their decision to use or not to use this  
40 option.  
41

42 (End of provision)  
43

1 **L.6 FAR 52.233-2 SERVICE OF PROTEST (SEP 2006)**  
2

- 3 (a) Protests, as defined in section 33.101 of the FAR, that are filed directly with an  
4 agency, and copies of any protests that are filed with the Government  
5 Accountability Office (GAO), will be served on the Contracting Officer (addressed  
6 as follows) by obtaining written and dated acknowledgment of receipt from:  
7

8 Mailing Address:  
9 NASA/John F. Kennedy Space Center  
10 ATTN: Sean D. Howe /SEB-IT  
11 Kennedy Space Center, FL 32899  
12

- 13 (b) The copy of any protest will be received in the office designated above within one  
14 day of filing a protest with the GAO.  
15

16 (End of provision)  
17

18 **L.7 NFS 1852.233-70 PROTESTS TO NASA (OCT 2002)**  
19

20 Potential bidders or offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly  
21 to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a  
22 protest, a potential bidder or offeror may submit the protest to the Assistant Administrator for  
23 Procurement, who will serve as or designate the official responsible for conducting an  
24 independent review. Protests requesting an independent review will be addressed to:  
25

26 Assistant Administrator for Procurement  
27 NASA Code H  
28 Washington, DC 20546-0001.  
29

30 (End of provision)  
31

32 **L.8 AVAILABILITY OF REFERENCE INFORMATION**  
33

- 34 (a) For this solicitation, there is an electronic "Bidder's Library," on-line at:  
35 <http://imcs.ksc.nasa.gov>. The Contracting Officer will update the electronic  
36 Bidder's Library as necessary or upon request for documents referenced in the  
37 solicitation and not otherwise available to the offeror.  
38
- 39 (b) Standards, such as Federal, military, industrial, manufacturing, independent  
40 laboratory, society, and institutional associations (non-Government organizations)  
41 codes, standards, specifications, and technical documents incorporated by reference  
42 in this solicitation must be obtained, at the bidder's expense, from the organization  
43 which develops, establishes, and/or publishes those documents.  
44

45 (End of provision)  
46

**L.9 COMMUNICATIONS AND REQUESTS FOR INFORMATION**

Any communications in reference to this solicitation will cite the solicitation number and be directed to the following Government representative:

Name: Sean D. Howe, Contracting Officer  
Address: NASA/Kennedy Space Center  
Mail Code: SEB-IT  
Kennedy Space Center, FL 32899  
Phone: (321) 867-7358 (Collect calls are not accepted)  
FAX: (321) 867-7191  
E-mail: KSC-IMCS-INFO@mail.nasa.gov (preferred method of communication.)  
(Subject line will read "IMCS – Inquiry (Company Name)")

QUESTIONS/COMMENTS MUST BE SUBMITTED IN WRITING to the Government representative identified above not later than TBD to ensure a Government response. Questions/comments received after that date may not be answered. Questions and responses will be posted via an amendment to the solicitation. 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.10 PROPOSAL SUBMISSION**

- (a) Offerors will submit all required proposal information, delivered by the offeror, commercial carrier or US Postal Service to the Source Evaluation building M6-787, A Ave. and 4<sup>th</sup> St., Mail Code: SEB-IT, Kennedy Space Center, FL 32899, no later than 12:00 noon local time TBD. Early submission may occur between the hours of 8:00 a.m. and 4:00 p.m. local time, Monday through Friday, except legal holidays. Proposals arriving after the prescribed time for receipt of proposals will be considered late and treated in accordance with FAR 52.215-1, Instructions to Offerors - Competitive Acquisitions.

All volumes (except Volume IV, *Past Performance*) will be delivered NLT Noon TBD. Volume IV, *Past Performance*, will be delivered NLT TBD (2 weeks prior to proposals), but may be submitted early. Late submission of any volume including Volume IV will be handled in accordance with FAR 52.215-1.

- (b) All proposals delivered in response to this solicitation will reflect the following information on the address label:

- (1) Solicitation NNK07200304R, IMCS
- (2) The legend, "To be delivered unopened to the Contracting Officer (Sean D. Howe)"

(3) The volume and copy numbers contained in each box.

(End of provision)

**L.11 NFS 1852.215-81 PROPOSAL PAGE LIMITATIONS (FEB 1998)**

- (a) The page limitations included in Provision L.12 below are established for each portion of the proposal submitted in response to this solicitation.
- (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. Foldouts count as an equivalent number of 8 1/2" x 11" pages. 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. 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 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.12 PROPOSAL SUBMITTAL INSTRUCTIONS**

Proposals will be submitted in six volumes as depicted below and one complete proposal will be marked as "Original" for retention by the Contracting Officer. Each volume must be contained in a three ring binder. No material outside of the proposal volumes may be incorporated by reference. A suitable table of contents (excluded from the page limitations) will be provided with each volume for ready reference to sections, figures, and illustrations.

Volume	Title	No. of Copies	Page Limit	Max. Binder Size
I*	Management	16	300*	1.5"
II*	Technical	16		1.5"
III	Cost	16	None	1.5"
IV	Past Performance	8	15	1"
V	Plans and Other Data	8	200	1.5"
VI	Safety and Health Plan	8	75	1"

VII	Model Contract	4	None	1.5"
-----	----------------	---	------	------

\* Volumes I and II combined have a limitation of 300 pages. These volumes will be provided in separate binders.

Except for the Cost Volume, all volumes will be prepared and submitted using a Times New Roman font. Non-text illustrations, captions, figures, tables, and graphics text will use a Times New Roman font, with a type-size no smaller than 8-point. The text should be printed on both sides of the sheet and each side of the sheet, tab, or divider containing proposal material will be counted as a page. Printed pages and illustrations will be legible and no larger than 11"x17" foldouts as appropriate for the subject matter. Each foldout will be printed on one side only, fold entirely within the volume, and will count as two pages. All pages in each volume will be numbered sequentially. Any pages that do not conform to these formatting instructions will be removed from the proposal without being evaluated and will be returned to the offeror.

The offeror will provide a list or chart tracking the page and paragraph numbers of the Management, Technical, and Cost proposal instructions to the proposal's page and paragraph numbers. This list, and RFP forms to be completed, proposed metrics, and financial reports, are excluded from the page limitation.

In order to reduce redundancy in the proposal, the offeror may reference another section in the proposal rather than duplicate the information in more than one location; however, consistency in the logical flow of the subject matter must be maintained.

The offeror's proposal will be signed by an official authorized to bind the company in accordance with FAR 4.102.

In addition to the number of paper copies cited above, the offeror must submit five electronic copies of each volume on CD-ROM. To enable the Government to successfully view the proposals electronically, the offeror will submit proposals in the Adobe Portable Document File (PDF) format. PDF files have the capability to duplicate the printed page and these PDF files will be exact duplicates of the paper copies. For files requested in both PDF and MS Excel XLS format, the PDF file will duplicate the paper copy while the XLS file will have identical content. The Government may compare the electronic and paper copies to the "Original" proposal; if a variation in content between the "Original" proposal and the paper/electronic copies is noted, and that variation is not resolved with the offeror, the "Original" proposal will be considered as the submitted proposal. Page count is determined by the "Original" proposal. Each CD-ROM case and the CD-ROM itself must be labeled with the offeror's name and numbered sequentially in the required number of copies. The information is to be submitted on quality, error-free, virus-free CD-ROM formatted and readable by the computer system named in paragraph F below and compatible with the noted software package.

- (a) File Preparation: The offeror will generate "bookmarks" within each PDF file for at least each section and subsection of the document. Bookmarks will 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

1 linked to each volume and a table of contents within each PDF file linked to each  
2 section of the file. Additional hypertext links within the proposal are at the  
3 offeror's discretion. The use of thumbnails or additional hypertext links will not  
4 influence the evaluation. The PDF file has a built in security function. The offeror  
5 will set all security options in each PDF file to "allowed." All text, including table  
6 and figure identifiers, will be indexed and 100% searchable text.  
7

- 8 (b) Font and Page Setup: Text font and layout will be as stated above for all copies.  
9 Hypertext links will be the same minimum font size. The preferred method of  
10 implementing hyperlinks is to indicate the hyperlink by blue font color and  
11 establishing the hyperlink in Acrobat with "invisible rectangle" with "no outline."  
12 However, the offeror may indicate hyperlinks by any color font or with a visible  
13 rectangle.  
14
- 15 (c) Other Requirements: The offeror will not embed sound or video files into the  
16 proposal files. Minimize the use of scanned images and keep embedded graphics  
17 as simple as possible.  
18
- 19 (d) Electronic Proposal Format and Structure: Each volume of the electronic proposal  
20 will be on its own CD-ROM. A hard copy list of the CD-ROM contents showing  
21 the directory, document title, and file name will accompany the electronic  
22 submittal.  
23
- 24 (e) Key Terms, Abbreviations, and Acronyms: Include in Volume V, *Plans and Other*  
25 *Data*, the list of key terms used in the proposal with their definitions, and a list of  
26 acronyms and abbreviations used in the proposal.  
27
- 28 (f) Viewing Environment: The Government anticipates viewing the electronic  
29 submittals with the following computer software and hardware: (1) PC-compatible  
30 systems, (2) Windows XP operating system, (3) Adobe Acrobat Reader 7.0, and (4)  
31 Microsoft Office 2003.  
32

33 (End of provision)  
34

### 35 **L.13 STANDARD FORM (SF) 33, OFFEROR FILL INS AND SECTION K** 36

37 Blocks 12 through 18 of the SF 33 and the indicated offeror required fill-ins in Sections B-K will  
38 be completed and submitted in *Volume VII, Model Contract*. The signed SF 33 and the pages  
39 with the required fill-ins (including the fill-ins identified in Attachment B and other attachments)  
40 will be submitted. If proposal data included in the model contract disagrees with the data in the  
41 proposal volumes, the model contract data will take precedence over the data included in the  
42 proposal volumes. Annual representations and certifications will also be completed  
43 electronically in accordance with K.2, *Annual Representations and Certifications* (FAR 52.204-  
44 8). The balance of the solicitation need not be returned unless the offeror has made changes to  
45 other pages that will constitute part of the contract. Any such changes will be separately

1 identified in the Summary of Exceptions and submitted in *Volume VII, Model Contract*. **All SF**  
 2 **33s require original signatures.**

3  
 4 (a) It is requested that offerors indicate, in Block 12 of the SF 33, a proposal validity  
 5 period of **210** days. However, in accordance with paragraph (d) of FAR 52.215-1,  
 6 “Instructions to Offerors--Competitive Acquisitions,” a different validity period  
 7 may be proposed by the offeror.

8  
 9 (b) Provide the names and phone numbers of persons to be contacted for clarification  
 10 of questions of a technical nature and business nature. Identify any consultants  
 11 and/or subcontractors used in writing this proposal (if any) and the extent to which  
 12 their services will be available in the subsequent performance of this effort.

13  
 14 (End of provision)

15  
 16 **L.14 OFFEROR ACCEPTANCE OF TERMS AND CONDITIONS**

17  
 18 Include a statement of acceptance of the anticipated contract provisions and proposed contract  
 19 schedule, or list all specific exceptions to the terms, conditions, and requirements of Sections A  
 20 through J of this solicitation, to the Representations and Certifications (Section K) or to the  
 21 information requested in Section L. The offeror will fully explain any deviations, exceptions, or  
 22 conditional assumptions regarding any contractual requirements of this solicitation. Include the  
 23 reason for the exception, or refer to where the reason is addressed in the proposal. This list will  
 24 include all exceptions and will be included in *Volume VII, Model Contract*.

25  
 26 Include any proposed changes to the RFP terms and conditions in *Volume VII, Model Contract.*,  
 27 and discuss the effect of the proposed changes in Volumes I, II, III, V, and VI, as appropriate.

28  
 29 Offerors are cautioned that exceptions or new terms, conditions, or clauses may result in a  
 30 determination of proposal unacceptability (NFS 1815.305-70), may preclude award to an offeror  
 31 if award is made without discussions, or may otherwise affect an offeror’s competitive standing.

32  
 33 (End of provision)

34  
 35 **L.15 OFFEROR’S PROPOSED ENHANCEMENTS/TERMS, CONDITIONS AND**  
 36 **CLAUSES**

37  
 38 (a) The offeror may propose enhancements which exceed or facilitate implementation of  
 39 contract requirements. If the Government considers any proposed enhancements to  
 40 be of value, the Government reserves the right to incorporate the enhancements into  
 41 the model contract. The incorporation of any enhancements does not relieve the  
 42 offeror from the responsibilities of meeting all other contract terms and conditions  
 43 and the PWS. By incorporating any enhancement in the proposal, the offeror agrees  
 44 to fully implement each as stated with all of the implied attendant requirements.

- 1 (b) Include any proposed changes to the RFP terms and conditions in Volume VII,  
 2 *Model Contract*, and discuss the effect of the proposed changes in Volumes I, II, III,  
 3 V, and VI, as appropriate.

4  
 5 (End of provision)  
 6

## 7 **L.16 SPECIFIC PROPOSAL INSTRUCTIONS**

8  
 9 Contents of Mission Suitability proposal instructions:

- 10  
 11 (a) General Instructions  
 12 (b) Mission Suitability Proposal Format  
 13 (c) Mission Suitability Instructions by Sub-factor  
 14

### 15 **(a) General Instructions**

16  
 17 The Mission Suitability proposal will be specific, detailed, and provide all the information  
 18 requested by these instructions. The Mission Suitability proposal will demonstrate that the  
 19 offeror understands the requirements and has the ability to meet the requirements. General  
 20 statements such as the "requirements are understood" or "standard procedures will be  
 21 employed" are not adequate. Also, restatement or paraphrasing of the requirements should  
 22 be avoided. Information previously submitted, if any, will not be considered unless it is  
 23 resubmitted as part of the proposal and will not be incorporated by reference.  
 24

25 Where use of subcontractors is proposed, the proposal will clearly distinguish between the  
 26 prime contractor's and the subcontractor's work and responsibilities  
 27

28 The offeror will identify and discuss the risk factors associated with accomplishment of the  
 29 requirements of the contract. This must be done as appropriate in the Mission Suitability  
 30 proposal. Risk factors may be those inherent in the work, unique to the offeror's proposed  
 31 approach. General areas of possible risk that are of concern to NASA are technical,  
 32 schedule, cost, safety, occupational health, security (including personnel and information  
 33 technology), export control, and environmental risks. The identification of risks is the  
 34 responsibility of the offeror. The offeror's discussion should provide its approach to  
 35 managing the risk (i.e., probability of the risk, impact and severity, time frame, and risk  
 36 acceptance or mitigation).  
 37

### 38 **(b) Mission Suitability Proposal Format**

39  
 40 The Mission Suitability proposal must be divided and presented by each Mission  
 41 Suitability sub-factor as follows:  
 42

- 43 • Management Sub-factor
  - 44 ○ Volume I, *Management*
  - 45 ○ and associated information in Volume V, *Plans and Other Data*.

- 1           • Technical Sub-factor
- 2           ○ Volume II, *Technical*
- 3           ○ and associated information in Volume V, *Plans and Other Data*
- 4

1           (c)   **Mission Suitability Instructions by Sub-factor**

2  
3           **Volume I, Management**

4  
5           **General Requirements**

6  
7           The offeror's proposed response to the Management sub-factor will describe the  
8           proposed approach that reflects a thorough and comprehensive understanding of the  
9           management requirements of the contract. The offeror's response will provide sufficient  
10          detail to substantiate the proposed approach.

11  
12          **Management Approach**

13  
14          Discuss the proposed management approach to execute, integrate, prioritize, manage,  
15          track, and ensure timely completion of routine as well as program-driven requirements.  
16          The offeror will:

- 17  
18          (a)   Describe its management approach, strategies, processes, techniques, policies, and  
19               procedures to: (1) provide flexible, effective, and efficient implementation of  
20               customer requirements; (2) integrate and report cost, technical and schedule  
21               performance; (3) effectively utilize workforce; (4) effectively communicate with  
22               internal and external customers; (5) provide innovative management solutions; (6)  
23               effectively manage and assess contract performance; (7) consolidating work efforts  
24               to reduce operational cost; (8) integrating and optimizing across all PWS elements;  
25               and (9) accomplish surges in requirements during special testing, operations, and  
26               launch manning activities.
- 27  
28          (b)   Describe how the offeror will integrate major subcontractors among offeror's  
29               resources.
- 30  
31          (c)   Discuss organizational responsibilities and relationships of the proposed approach  
32               and how they are managed.
- 33  
34          (d)   Discuss any corporate policies or innovative approaches that may offer operational  
35               efficiencies, productivity enhancements, and/or improved quality.
- 36  
37          (e)   Discuss availability of corporate resources to assist in resolving issues.
- 38  
39          (f)   Describe the offeror's decision-making processes and how conflicts are resolved at  
40               the various levels within the organization.
- 41  
42          (g)   Discuss the offeror's approach to continuous improvement and process control.
- 43  
44          (h)   Describe how the offeror will manage configuration control and assess cost and  
45               schedule impacts of new requirements.
- 46

- 1 (i) Describe the offeror's management approach for developing Task Order  
2 proposals.  
3
- 4 (j) Describe the approach that ensures an effective working relationship with the  
5 Government and other contractors in meeting the technical interface requirements.  
6 Describe proposed processes and approaches to establish Associate Contractor  
7 Agreements (ACAs) (clause H.19).  
8
- 9 (k) Describe how you will effectively manage Work for Others (clause H.17) while  
10 ensuring Government requirements are fully met.  
11  
12

13 Describe how the missions and goals of multiple programs and projects will be met while  
14 successfully meeting operational requirements and day-to-day changes.  
15

16 Discuss the approach to providing key Government personnel on-line access to systems  
17 and data generated in the course of the contract.  
18

19 Describe the capabilities for ad-hoc queries and report generation.  
20

## 21 **Staffing and Total Compensation**

### 22 **(a) Personnel Management/Compensation Plan:**

23 The offeror's proposal will include a Personnel Management/Compensation Plan, as well  
24 as associated rationale. This Plan will be submitted in Volume V, *Plans and Other Data*  
25 and will contribute to the scoring of the Management sub-factor. The Plan must comply  
26 with the requirements of FAR 52.222-46 and NFS 1852.231.71. The Personnel  
27 Management/Compensation Plan will contribute to the scoring of the Management sub-  
28 factor. Data such as wage and salary ranges and fringe benefit data formulas, factors, and  
29 rates will be submitted as part of Volume III, *Cost*. Describe the differences for union  
30 and non-union employees for each PWS section, when applicable.  
31  
32  
33

- 34 (1) Discuss how wages, salaries, and fringe benefits were established for union and  
35 non-union employees. Describe applicability of the Service Contract Act, Davis  
36 Bacon Act, negotiated union agreements and any other wage determinations that  
37 affect the offeror's job classifications and compensation structure.  
38
- 39 (2) Describe the offeror's plans for recruiting, staffing, and retaining qualified  
40 personnel; including incumbent personnel, internal corporate personnel, and  
41 external recruitment. The compensation package will be described in terms of  
42 its capability to support recruitment, to retain employees, and its realism. The  
43 compensation levels proposed will reflect a clear understanding of the work to  
44 be performed as evidenced by the proposed compensation structure.  
45

- 1 (i) Describe any proposed special provisions for hiring incumbent  
2 personnel including recognition of talent, protection of current  
3 wages/salaries and fringe benefits coverage. Include target capture rate  
4 and basis, and method of recruiting and hiring.  
5
- 6 (ii) Describe incentives to motivate and reward performance and to  
7 encourage the retention of personnel. Describe the offeror's overall  
8 management approach to attracting and retaining qualified personnel  
9 capable of meeting PWS requirements at a high level of excellence, and  
10 managing the transfer of corporate knowledge and critical skills  
11 throughout the life of the contract. Discuss these aspects with respect to  
12 scientific/engineering workforce and competition for talent/expertise  
13 with other local aerospace companies.  
14
- 15 (iii) Identify, as a percentage of the total workforce, the degree to which  
16 initial staffing will be obtained from the following sources (including  
17 both offeror and major subcontractors):  
18
- 19 1. Incumbent workforce broken down by exempt and non-exempt  
20 employees  
21
  - 22 2. Outside recruitment, other than incumbent workforce  
23
  - 24 3. Internal labor resource (corporate or company wide)  
25
- 26 (3) Describe planned wage/salary escalations for exempt and non-exempt  
27 employees. Discuss how the proposed Personnel Management Plan recognizes  
28 the differences in skills and complexities of the varied disciplines, as well as job  
29 difficulty. Describe how the potential impact of different pay scales would be  
30 handled where services provided by major subcontractors are similar to those  
31 provided by the offeror.  
32
- 33 (4) Discuss the proposed fringe benefit policies and practices regarding health  
34 insurance coverage, the types of health insurance benefits offered, the company  
35 share of premium costs, the effective date of coverage, and anticipated  
36 escalation of insurance costs. Describe the proposed policy on assuming health  
37 insurance coverage for incumbent employees, including handling pre-existing  
38 health conditions.  
39
- 40 (5) Discuss the proposed retirement/savings plans, including what types of plans are  
41 offered, how much the company provides toward a plan and information on  
42 vesting of company contributions. Describe offeror's pension portability  
43 approach.  
44
- 45 (6) Describe the proposed paid time-off policies including vacation, sick leave,  
46 holidays, and payment policies regarding severance pay, overtime pay, holiday

1 pay and any other premium pay anticipated. Describe the offeror's plan for  
 2 carrying over leave balances, and recognition of service dates for incumbents.

3  
 4 (7) Describe any other benefits included in the compensation package not  
 5 previously identified.

6  
 7 (8) Describe personnel polices, performance incentives, promotions, awards,  
 8 training, seniority, and professional development.

9  
 10 **(b) Staffing Plan**

11  
 12 The offeror's Staffing Plan will be included in Volume V, *Plans and Other Data*, and  
 13 will contribute to the scoring of the Management sub-factor. This Plan will contain all  
 14 proposed work year equivalents (WYE) and headcount for each WBS down to the second  
 15 level WBS (for the purposes of this section, second level is defined as 1.1, 1.2, & 1.3 etc)  
 16 with the exception of 3.1.1, 3.1.2, 3.4.3, 3.5.1, 3.5.2, 3.5.3 and 3.5.4, which will be  
 17 reported at the third level WBS. The WBS structure should not be construed as a  
 18 required organizational structure, rather as a functional identification of the contractual  
 19 requirements. The offeror's proposed approach and required staffing levels will be  
 20 consistent with the proposed organizational structure. Include all staffing levels for the  
 21 offeror and subcontractors. The offeror's Staffing Plan will reflect both WYEs and  
 22 headcount for each WBS element. The offeror's Staffing Plan will contain any necessary  
 23 assumptions, rationale, or other verbiage for evaluators to clearly understand proposed  
 24 staffing levels and associated skill mix. Identify each position as incumbent capture,  
 25 current employee, or new hire. The offeror will discuss off-shift/weekend coverage, use  
 26 of overtime, and incorporation of technology to reduce costs and improve responsiveness  
 27 to real time requirements.

28  
 29 Using the format provided in Attachment L-2, for each year of the contract, the offeror  
 30 will identify by SCA occupational title or CBA title for each position down to the second  
 31 level WBS (for the purposes of this section, second level is defined as 1.1, 1.2, & 1.3 etc)  
 32 with the exception of 3.1.1, 3.1.2, 3.4.3, 3.5.1, 3.5.2, 3.5.3 and 3.5.4, which will be  
 33 reported at third level WBS element. Each occupational title will be inserted under the  
 34 following labor classifications:

35  
 36 (1) Management/Supervision: First level supervisor and above.

37  
 38 (2) Scientific/Engineering: Occupations requiring a technical degree, equivalent  
 39 certification, or qualifying experience, such as engineering, mathematics,  
 40 physics, etc.

41  
 42 (3) Professional/Administrative: Occupations primarily concerned with business  
 43 and financial management, labor/personnel management, contract  
 44 administration, and management systems, such as accountant, contract  
 45 specialist, librarian, writer, etc.

46

1 (4) Technician/Craft: Occupations requiring technical training or certification in  
2 support of engineers or scientists and other work pertaining to computer  
3 systems, electronic, electrical, or mechanical components/equipment, or trades  
4 categories in the areas of plant operations, maintenance, and service  
5 disciplines. Some examples may include: drafter, graphics specialist, or  
6 photographer.

7  
8 (5) Clerical/Support: Any clerical/secretarial and support classifications  
9

10 All labor rates and associated labor costs for each title will be contained in Volume  
11 III, *Cost*.

12  
13 **(c) Labor Relations Plan**  
14

15 Provide a Labor Relations Plan (offeror and subcontractor(s) proposing work that is  
16 currently represented by organized labor). This plan will be submitted in Volume V,  
17 *Plans and Other Data*, and will contribute to the scoring of the Management sub-factor.  
18 The success of this plan has near-term ramifications to contract transition and long-term  
19 cost and operational implications; therefore, the offeror must clearly explain the proposed  
20 plan of action and, at a minimum, discuss the following aspects:  
21

- 22 (1) Describe the offeror's plan for recognizing the organized labor associations  
23 that are currently represented on the contract.  
24
- 25 (2) Describe how the offeror will comply with the economic terms of the existing  
26 CBAs that are referenced in the Wage Determination. Provide detailed  
27 discussion on offeror's plan to negotiate new CBAs and how such approach  
28 minimizes cost to the Government while maintaining reasonable terms and  
29 conditions for the workforce.  
30
- 31 (3) Describe how the offeror plans to interface with unions on a day-to-day basis.  
32 Describe the required experience of the position(s) responsible for working  
33 labor relations issues within the company. Identify where that position will be  
34 located and the level of autonomy. Identify the approach to employee  
35 accessibility to human resource personnel to resolve day-to-day issues.  
36
- 37 (4) Describe the proposed methods to promote and maintain amicable labor  
38 relations in accordance with prudent business practices during the transition  
39 phase and during contract performance.  
40
- 41 (5) Describe the offeror's general approach for continued operations in the event  
42 of a strike.  
43
- 44 (6) Describe how the offeror will use cross utilization of personnel between  
45 functional areas.  
46

1           **(d) Organizational Structure**  
2

3           The following information will be submitted to describe the proposed organizational  
4           structure for the execution of this contract:  
5

- 6           (1) Local organization chart(s), including offeror and any subcontractors, team  
7           members, and affiliates. Clearly show how the PWS functional areas are  
8           distributed across the organization, and associated lines of authority,  
9           responsibilities, and communication.
- 10           (2) Show the relationship between the IMCS Program Manager and the corporate  
11           organizational structure. Discuss the level of autonomy for the IMCS  
12           Program Manager and level of recurring reporting/accountability to  
13           Corporate.  
14
- 15           (3) Discuss teamwork and reliance among the offeror's proposed organization,  
16           and the basis for selection of the teaming contractor, and an explanation of  
17           each teaming contractor's responsibility. Describe organizational features that  
18           contribute to maintaining flexibility, effective communications, and  
19           promoting efficiency throughout performance of the contract requirements.  
20           Describe any noteworthy relationships with other KSC contractors, customers,  
21           and stakeholders. Discuss how the organizational structure and respective  
22           personnel will be used to ensure clear communication with these entities.  
23  
24

25           **(e) Key Personnel**  
26

27           In Volume I, *Management*, the offeror will propose key personnel positions (maximum of  
28           12) and explain why these proposed key positions are critical to the success of the  
29           contract. Clearly describe the function, responsibility, and authority for each key  
30           position. Describe why the personnel being proposed for these positions are qualified  
31           and indicate the percentage of time each key person will devote to this position. Offerors  
32           will indicate any key personnel with less than full time commitment to the contract and  
33           describe how requirements will be met. Provide evidence of the level of commitment for  
34           proposed key personnel. Identify any commitment of key personnel that are contingent  
35           upon the outcome of another competition.  
36

37           In Volume V, *Plans and Other Data*, the offeror will provide for each proposed key  
38           person a resume and signed letter of commitment as to the level and duration of  
39           availability for this contract. This information will contribute to the scoring of the  
40           Management sub-factor.  
41

42           **IMCS Contract Phase-In Plan**  
43

44           The Government anticipates a phase-in period not exceeding 90 days prior to contract  
45           start (October 1, 2008) for the purpose of obtaining full operational readiness on the first  
46           day of the contract to include all deliverables due on contract start. Accordingly, the

1 offeror will submit a Contract Phase-In Plan in Volume V, *Plans and Other Data* which  
2 will include a proposed phase-in period. This Plan will be scored as part of the  
3 Management sub-factor. The offeror will convey a clear understanding of the issues  
4 associated with transitioning between contracts of this size and complexity. The Phase-In  
5 Plan will describe the offeror's overall strategy and approach for ensuring a smooth and  
6 seamless transition of personnel and all non-personnel resources without compromising  
7 effective and efficient operations and without any disruption in services. Phase-In  
8 considerations will include a discussion of the following: (a) comprehensive approach  
9 for transitioning all critical contract activities, (b) implementing proposed processes and  
10 strategies, (c) continuation of work in progress, (d) method for obtaining maintenance  
11 agreements, licenses, and operational leases on required equipment, (e) work control  
12 system migration, data and record conversion, (f) timecard and financial systems, (g)  
13 property issues, (h) personnel access and badging, (i) facility space, (j) transition  
14 meetings and tracking of key milestones with associated schedules, (k) transition staffing  
15 and management team, (l) method for identifying, addressing, and dispositioning  
16 problems and issues, and (m) phase-in risk mitigation strategy.

### 17 **Varying Demands and Workload Fluctuations**

18  
19  
20 During the period of performance of the IMCS contract, NASA will phase-out the Space  
21 Shuttle Program (SSP), and phase-down the International Space Station Program (ISSP)  
22 with concurrent phase-in of the Constellation Program, specifically the Ares and Orion  
23 projects. The offeror will describe the proposed strategies for handling this unique  
24 transition and minimizing disruption to critical work and the overall workforce. Describe  
25 any risks associated with workforce and/or skill mix retention, in particular engineering  
26 expertise and technical personnel and proposed mitigation strategies. Describe any  
27 innovative approaches to handling changes in requirements. Describe how potential  
28 areas for requirements trade-offs and alternative approaches will be coordinated with  
29 NASA.

30  
31 The offeror will address their approach to accommodating workload fluctuations for  
32 short-term and long-term increases and decreases in the level of support that are  
33 associated with additional task order requirements or budget challenges in a given year.  
34 This will include their approach to the following: (1) filling new and/or vacated  
35 positions; (2) accommodating workload adjustments through the cross-utilization of  
36 personnel; (3) obtaining personnel with specialized knowledge and skills; and (4)  
37 initiating other plans which demonstrate flexibility to respond to fluctuating requirements  
38 which might arise due to unusual or emergency situations. Each of these approaches will  
39 include effects on management, subcontracts, continuity and quality of services, and  
40 other factors resulting from changes in demand and workload.

### 41 **Risk Management**

42  
43  
44 The offeror will submit a Risk Management Plan in Volume V, *Plans and Other Data*,  
45 which will be scored as part of the Management sub-factor. The offeror will describe its  
46 overall approach to identifying, assessing, and mitigating risk. The offeror will

1 demonstrate how its risk approach is integrated into the overall performance of contract  
2 requirements on an ongoing basis. The offeror's Risk Management Plan will be  
3 developed in accordance with the policies and elements identified in the PWS and DRD-  
4 MS-20, and describe an effective, systematic decision process for managing risks.  
5

6 The offeror will provide an assessment of relevant risks associated with the offeror's  
7 management approaches to contract transition/phase-in; contract administration and  
8 execution; and performance of PWS requirements. Risk areas to be addressed include,  
9 but are not limited to, safety and health; technical performance; cost; schedule; security  
10 (including personnel, information technology, facilities/property); the need to involve  
11 foreign sources (offeror and/or governmental); export control; and environmental  
12 considerations. This assessment should discuss the sources of risk; provide criteria for  
13 and evaluate risk attributes such as probability and impact, and propose mitigation  
14 strategies.  
15

### 16 **Financial Management**

17  
18 The offeror will discuss its approach and fully describe its integrated financial  
19 management system structure and capabilities. The offeror will:  
20

- 21 (a) Describe how the offeror's financial management system will effectively support  
22 the development of the Five-Year Technical and Cost Plan (DRD-MS-02).  
23
- 24 (b) Describe how the NF 533 Financial Report (DRD-MS-03) will meet contractual  
25 requirements  
26
- 27 (c) Describe your approach to complying with the financial management reports  
28 required by PWS 1.2.  
29

### 30 **Contract Award Fee**

31  
32 The offeror will demonstrate the proposed award fee dollars are appropriate and  
33 meaningful to incentivize excellent performance. Describe any approaches to incentivize  
34 personnel (prime and subcontractors) through distribution of earned award fee.  
35

### 36 **Technical Management**

37  
38 The offeror will describe its proposed approach for technical management in the  
39 following areas: Operations, Customer Requirements, Work Documentation  
40 Authorization (In-Family/Out-of-Family), Configuration Management, Work Control,  
41 Maintenance, Sustaining Engineering, Systems Engineering, Test Team Interface, System  
42 Outage Management, Formal Reviews/Meetings, Facilities Management, and Customer  
43 Support Services.  
44

45 In addition to the above areas, discuss your approach and understanding of the following:  
46

1           **(a) Performance Metrics**

2  
3           Describe how the offeror will use the Government provided Performance Metrics in  
4           Attachment J-1, Appendix 5, *Expectations, Performance Standards and Metrics* to  
5           measure its performance. Demonstrate how the offeror will capture and compile the  
6           information necessary to measure the offeror's performance in the format required by the  
7           metric.

8  
9           The offeror may propose additional metrics to those listed in Attachment J-1, Appendix  
10          5, which enhance the Government's ability to assess performance. These proposed  
11          metrics may be incorporated into the contract by the Government if deemed of value.  
12          The proposed additional Metrics will be included in the List of Enhancements section of  
13          proposal Volume VII, *Model Contract* and will be scored as part of the Management sub-  
14          factor.

15  
16          **(b) Customer Satisfaction**

17  
18          The offeror will describe its approach and mechanisms to capturing customer feedback  
19          and assessing satisfaction of the customer.

20  
21          **(c) Workload Indicators**

22  
23          The offeror will discuss how it has factored the Government's proposed workload  
24          indicators into its cost and technical proposals to accommodate varying operational  
25          requirements throughout the duration of contract's period of performance.

26  
27          **(d) Maintenance Agreements/Software Licenses/Equipment Leases**

28  
29          The offeror will describe its approach for identifying and obtaining necessary  
30          maintenance agreements, software licenses, and equipment leases. The offeror will  
31          include its approach for identifying the components to be covered under formal  
32          maintenance agreements and those that will be repaired/ replaced on an as needed basis.  
33          The offeror will include its approach for identifying the components to be covered under  
34          operating leases and those that will be obtained by other methods.

35  
36          **(e) Computing Services Utilization**

37  
38          The offeror will describe its approach for utilizing Government-furnished computing  
39          systems, pursuant to clause H.20, in the Computing Services Utilization Plan in Volume  
40          V, *Plans and Other Data*. The offeror will include justification for seat type and  
41          additional requirements by WBS and labor classification.

42  
43          **(f) Work Control System**

44  
45          The Government provided Maximo work control system includes the hardware, system  
46          software and software licenses as described in Attachment J-1, Appendix 8. The offeror

1 will describe its plans to use the Government-furnished Maximo work control system to  
2 manage the performance of this contract. The offeror will:

- 3
- 4 (1) Discuss how the Maximo system will be used to collect, assess, integrate,  
5 resource load, coordinate, disseminate, track progress, report status,  
6 collect/report actual costs, and retain historical data with effective query  
7 capabilities.
- 8
- 9 (2) Provide detailed discussion on the interrelationships between the work  
10 control, procurement, time card and financial management systems, and how  
11 these relate to the offeror's business management processes.
- 12
- 13 (3) Discuss how the offeror's other internal systems will interface with Maximo.
- 14
- 15 (4) Describe the offeror's management approach to minimizing down-time and  
16 maximizing effectiveness of the overall Maximo system.
- 17
- 18 (5) Describe any limitations on access to the data and include associated rationale.
- 19
- 20 (6) Discuss how the offeror will utilize the Maximo system to alleviate or  
21 minimize DRD preparation effort, gain efficiencies, and reduce work back  
22 logs.
- 23
- 24 (7) Discuss any additional licenses or modules as Proposed Enhancements  
25 pursuant to provision L-15 and Cost Form O in provision L-16, Attachment 5.
- 26

### 27 **IT Security Compliance/Security Management**

28

29 The offeror will discuss its approach and fully describe how it intends to meet IT Security  
30 Compliance and Security Management requirements as stated in PWS 1.5 and PWS 1.6,  
31 respectively.

32

### 33 **Mission Assurance**

34

35 The offeror will discuss its approach to satisfying all mission assurance requirements in  
36 PWS 1.7.

37

### 38 **Training**

39

40 The offeror will discuss its approach for identifying, organizing, implementing, and  
41 managing training and certification of personnel as required by PWS 1.8 and Training  
42 and Certification Plan (DRD-MS-28).

43

**Logistics**

The offeror will describe its approach to managing logistics as required by PWS 1.9. Discuss the processes and methodologies for providing logistic services, material and equipment management, property management, inventory, warehouse storage management, transportation services, and vehicle management.

**Volume II, Technical****General Requirements**

The offeror's proposed response to the Technical sub-factor will describe the approach to meeting all technical requirements as stated in Attachment J-1, Performance Work Statement. The response will provide the detail necessary to substantiate the proposed approach.

**Technical Approach**

The offeror will describe, for each area of the PWS, the technical approach and methodology for meeting contract requirements including compliance with all applicable policies and procedures.

The offeror's proposed approach will describe how it will maintain cost and schedule while executing simultaneous operations, managing diverse, dynamic, and late changing requirements and priorities, and managing the complexity of interfaces to multiple customers and associate contractors. The offeror will:

- (a) Discuss any proposed innovative approaches or enhancements that will improve productivity and efficiency and/or reduce cost.
- (b) Describe the proposed approach to the identification, tracking, and resolution of customer problems and concerns in a customer focused manner.
- (c) Discuss how the proposed approach will anticipate, respond to, and accommodate fluctuations in workload and manage priorities of multiple customers.
- (d) Discuss the proposed approach to the maintenance of existing system documentation and development of new documentation as a result of service requests and system modifications as required by PWS 1.4.4. Discuss how the documentation backlog will be measured, tracked, and minimized.

**Technical Risk Management**

The offeror will describe the most significant technical risks anticipated during the execution of the contract. The offeror will identify, assess, and mitigate any risks

1 introduced by proposed technical innovations, new processes, and systems associated  
2 with its technical approaches. The likelihood and associated consequences, as well as  
3 mitigation strategies will be addressed.  
4

### 5 **Operation of Current Systems and Services**

6

7 Describe the offeror's approach to successfully operate existing systems described in  
8 Appendix 8, and how they will be used to perform the tasks necessary to provide the  
9 Information Management services described in Attachment J-1, Sections 1.0 and 3.0.  
10 The offeror will:

- 11
- 12 (a) Discuss the issues and challenges in providing information technology support and  
13 services to approximately 15,000 users and customers in the large and extended  
14 campus-like environment at KSC and CCAFS. Describe how the approach will  
15 ensure all communication systems in a widely distributed geographical area will be  
16 operated and monitored to meet the customers' requirements.  
17
- 18 (b) Describe the approach for providing integrated visibility and technical status for all  
19 systems.  
20
- 21 (c) Describe the proposed processes to ensure technical trends and issues are detected  
22 and addressed in a timely fashion. This includes closed loop processes ensuring  
23 decisions and efforts that resolve the problems and bring closure to issues.  
24
- 25 (d) Describe how critical communication requirements will be met for processing,  
26 launch and landing/recovery operations and any impact on other day-to-day  
27 activities.  
28
- 29 (e) Describe how the offeror will demonstrate launch and mission readiness.  
30
- 31 (f) Describe technical approaches to meet operational requirements while concurrently  
32 upgrading systems and continuously increasing system support and availability  
33 levels throughout the life of the contract.  
34
- 35 (g) Describe the approach to life cycle management for the assets used in performance  
36 of this contract.  
37
- 38 (h) Describe cross utilization and synergies between the different functional areas of  
39 the PWS.  
40

### 41 **Improving Service Levels and Efficiencies**

42

43 The offeror will describe its approach for improving service levels, providing customer  
44 insight, and providing efficient service delivery in a cost effective manner. The offeror  
45 will:  
46

- 1 (a) Describe how service levels will be measured, analyzed, and improved.  
2  
3 (b) Describe how technical alternatives will be developed, analyzed and selected to  
4 enhance or augment standard services.  
5  
6 (c) Describe how customer technical requirements satisfaction will be measured and  
7 the processes that will be used to improve customer satisfaction.  
8  
9 (d) Describe how the customer will be kept informed of progress towards meeting its  
10 requirements.  
11

### 12 **Maintenance**

13  
14 The offeror will describe its approach to system maintenance and how it can be  
15 accomplished in a cost effective manner. The offeror will:

- 16  
17 (a) Describe the overall approach to maintenance and rationale for each methodology  
18 chosen.  
19  
20 (b) Describe how maintenance activities will be documented and evaluated for cost  
21 effectiveness.  
22  
23 (c) Describe how trend data will be used to modify maintenance activity.  
24  
25 (d) Describe how maintenance data will be used to support the development and  
26 modification of the Five-Year Technical and Cost Plan (DRD-MS-02).  
27

### 28 **Sustaining Engineering**

29  
30 The offeror will describe its approach to sustaining engineering that allows for the  
31 expansion and re-configuration of systems as required in PWS 1.4.7. The offeror will:

- 32  
33 (a) Describe how aging and less than optimal systems and technologies will be  
34 routinely updated to ensure continuous support and services without impacting  
35 customers.  
36  
37 (b) Describe how changes to systems and software will be identified to increase  
38 efficiency, lower costs, and decrease operational risk.  
39  
40 (c) Describe how sustaining engineering data will be used to support the development  
41 and modification of the Five-Year Technical and Cost Plan (DRD-MS-02).  
42

### 43 **Systems Engineering**

44  
45 The offeror will describe its approach to project management, and systems engineering  
46 and integration as required in PWS 1.4.8.

1  
2 **Integration of Maximo into Work Processes**  
3

4 The Government will provide Maximo 6.2 as the work control system. The offeror will  
5 describe how the capabilities will be incorporated into the offeror's approach to meeting  
6 day-to-day technical requirements. Discuss how this approach will improve processes,  
7 increase communications and efficiencies, and reduce risk. Fully describe all interfaces  
8 necessary between Maximo and any other offeror systems and the status of those  
9 interfaces (i.e. currently in use by the offeror or needs to be developed). Describe how  
10 customers will gain insight into a specific work request.  
11

12 **Mission Suitability Scenarios**  
13

14 The offeror will respond to the scenarios listed below in Volume V, *Plans and Other*  
15 *Data*. The response will be scored as part of the Technical sub-factor. The offeror's  
16 response will be consistent with the proposal's overall technical, management, and safety  
17 and health approaches.  
18

19 THE OFFEROR IS NOT TO PERFORM ANY ACTUAL DESIGN WORK OR  
20 PRODUCE ANY DELIVERABLES ON THESE MISSION SUITABILITY  
21 SCENARIOS IN RESPONSE TO THE RFP. THE GOVERNMENT WILL NOT BE  
22 RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH PERPARING THE  
23 RESPONSES TO THE SCENARIOS BELOW.  
24

25 For the requirements of Scenario 1 and Scenario 2 listed below, the contractor shall  
26 prepare an ID/IQ Task Order proposal as described in Task Order Services (Section 4.0)  
27 of the PWS. The level of detail should be consistent with clause H.3, Task Ordering  
28 Procedures.  
29

30 The response must be specific, detailed, and complete enough to demonstrate  
31 understanding of the technical objectives and efforts required to meet the task order  
32 requirements and additionally allow the Government to evaluate for cost realism.  
33

34 **Scenario #1 - CLIN 003 Task Order Proposal #1**  
35

36 Request for Task Order Proposal to be inserted here at final RFP Release  
37  
38

39 **Scenario #2 - CLIN 003 Task Order Proposal #2**  
40

41 Request for Task Order Proposal to be inserted here at final RFP Release  
42  
43

**Scenario #3 – CLIN 002 Baseline Requirement for NASA’s 50<sup>th</sup> Anniversary Event**

There will be a live multi-camera television event celebrating NASA’s 50<sup>th</sup> anniversary at the KSC Saturn V Center. The event will be attended by VIP’s, Agency and Contractor personnel as well as the general public. News media will be covering the event and they will need both audio and video feeds from the produced show.

Leading up to the event an Agency Portal web page must be designed and maintained in order to promote and inform people about the event. A video package must be produced and needs to cover the last 50 years of NASA history; this package will be used in the live television production. A fact sheet about the event needs to be prepared along with a Press Release and a Countdown News article. A poster must be designed to promote the event internally. Five guest speakers will be speaking during the show, including the KSC Center Director, and he will need prepared remarks.

The event will be a four camera video shoot with audio. The show will be distributed in high definition locally to KSC and sent via satellite to NASA Headquarters for distribution on NASA Television. The show will be distributed as a live web cast on the NASA Portal. Digital still photography of the event is required and the photos must be processed, distributed to interested parties, and released to the public domain. A Spaceport News article will be released to document the event.

For the NASA 50<sup>th</sup> Anniversary requirements listed above, the contractor shall prepare an essay on how all the required elements of the PWS will come together to create a successful event.

The essay should contain the following:

- (a) How the overall project will be managed including how the management team and the customer will be involved.
- (b) Which PWS elements will be involved during planning and event execution, and how they will interrelate? Include the flow of activities from start to completion.
- (c) Staffing plan and estimated hours.
- (d) Schedule for completing the effort, including internal milestones for deliverables and final deliverables.
- (e) Description of internal and external communications to NASA.
- (f) Identification of critical issues, including risk identification and mitigation.

The essay must be specific, detailed, and complete enough to demonstrate understanding of the technical objectives and efforts required to be successful.

1           **Scenario #4 – CLIN 002 Baseline Requirement - New Software Application**  
2           **Development and Modification**

3  
4           A customer request for a new application has just been received asking for a new  
5           software application to be developed to do XYZ.

6  
7           The contractor shall prepare an essay on how the request will be turned into a final  
8           product and be placed in operations. Describe all of the steps in the process.

9  
10          A user of the application has requested a change in the application. Describe all of the  
11          steps in the process.

12  
13          **Volume III, Cost**

14  
15          Contents of Cost/Price Proposal Instructions:

- 16  
17          (a) General Instructions  
18          (b) Specific Instructions – Summary of Forms  
19          (c) Forms Instructions - Insert summary of forms

20  
21          **(a) General Instructions**

- 22  
23                  (1) Provide all cost information in Volume III, *Cost*, in sufficient detail to  
24                  demonstrate that the offeror has a clear understanding of the requirements,  
25                  that costs are realistic for the work to be performed, and that proposed costs  
26                  are consistent with the offeror's technical proposal. Proposals will build costs  
27                  up by prime and subcontractors by WBS down to the second level WBS (for  
28                  the purposes of this section, second level is defined as 1.1, 1.2, & 1.3 etc) with  
29                  the exception of 3.1.1, 3.1.2, 3.4.3, 3.5.1, 3.5.2, 3.5.3 and 3.5.4, which will be  
30                  reported at third level WBS and consolidate them into a total cost summary.  
31                  Explain any inconsistency between proposed performance and cost. For  
32                  example, if the intended use of new and innovative techniques is the basis for  
33                  a reduction in the proposed cost, explain the nature of these techniques in the  
34                  appropriate volume, and cross-reference the impact on cost. While cost or  
35                  pricing data is not required for this solicitation, the Contracting Officer has  
36                  determined that other than cost or pricing data is required per FAR 15.403-  
37                  1(b) to evaluate cost realism in support of the offeror's cost proposal. If the  
38                  Contracting Officer determines adequate price competition is not present, the  
39                  Government retains the right to require submission of additional cost and  
40                  pricing information  
41  
42                  (2) Offerors will use the Cost Form attached to this solicitation (Attachment L-5)  
43                  as the basis for preparing the cost proposal. Offerors will submit each  
44                  tab/worksheet of information required by the Cost Form. The Offeror must  
45                  use the format established for each of the forms and may not remove items  
46                  described on the forms. Offerors may add information to the forms to ensure

1 the forms conform to the offeror's proposal estimating and preparation  
 2 methodologies, and may add supplemental worksheets and forms as needed to  
 3 explain the offer fully. Offerors are reminded that the Cost volume is not  
 4 page limited; however, it is strictly limited to applicable information.  
 5 Information in the Cost Volume which can be construed as belonging in the  
 6 Management and Technical volumes will be so construed, added to the end of  
 7 the appropriate volume and counted against that volume's page limitation.  
 8

- 9 (3) Offerors are required to respond to all aspects of the Cost instructions. It is  
 10 imperative that the offeror respond to all questions/requirements with either a  
 11 positive or negative response to show that the offeror has acknowledged all  
 12 cost requirements. Failure to respond to all aspects of the RFP could lead to a  
 13 non-responsiveness determination by the Contracting Officer.  
 14

15 **(b) Specific Instructions**

- 16  
 17 (1) Volume Organization: Volume III, *Cost*, will consist of the following  
 18 sections:

19  
 20 Section 1 – Introduction, Table of Contents, Overview, and Index  
 21 Section 2 – Estimating Methodology and Assumptions  
 22 Section 3 – Cost and Supporting Information  
 23 Section 4 – Other Information  
 24

- 25 (2) Detailed Instructions for Volume III, *Cost*: The Volume will include a cover  
 26 sheet that contains the information listed in FAR 15.408, table 15-2, General  
 27 Instructions. Additionally, the cover sheet will contain the information  
 28 requested below for the Defense Contract Management Agency (DCMA) and  
 29 Defense Contract Audit Agency (DCAA) offices that are cognizant for audit  
 30 review of the offeror's respective proposal. Offerors are requested to submit  
 31 one hard copy and one electronic copy of the cost proposal directly to the  
 32 audit office identified on the cover page of Volume III, *Cost*, concurrent with  
 33 submittal of the proposal to the Contracting Officer.  
 34

35 Section 1 – Introduction

- 36  
 37 (a) Provide an introduction, table of contents, and overview appropriately referenced,  
 38 containing all data accompanying or identified in Volume III, *Cost*.  
 39  
 40 (b) Provide an index identifying the proposal schedules, supporting data, and  
 41 accompanying documentation contained in Volume III, *Cost*. If any pricing  
 42 information is included in the Management and Technical volumes, provide the  
 43 location reference (chapter, page, paragraph, etc.) in the index. Annotate any future  
 44 proposal updates on a supplemental index, along with revised cost schedules that  
 45 clearly identify the changes.  
 46

1 Section 2 – Estimating Methodology and Assumptions

- 2
- 3 (a) Standard Estimating System: Provide a summary description of the standard
- 4 estimating system or methods used, including whether the offeror’s cognizant ACO
- 5 has approved the offeror’s estimating system. Provide any known/cited current
- 6 estimating system deficiencies. Describe separately how the offeror estimated each
- 7 major cost element (e.g., labor, overhead, corporate allocations, other direct costs,
- 8 G&A) and identify any deviations from offeror’s established estimating procedures
- 9 in this proposal. If estimated costs have been decreased due to innovation, provide
- 10 a summary of the reduction by major cost element, and a complete rationale for the
- 11 reduction. Describe any Cost Estimating Relationships (CER) used. If the offeror
- 12 proposes to absorb a portion of costs or to provide other benefits to the
- 13 Government, explain the impact on cost and include the specific accounting
- 14 treatment to be given to the absorbed costs.
- 15
- 16 (b) Assumptions: List all assumptions made to estimated cost associated with this
- 17 proposal by WBS.
- 18

19 Section 3 – Cost and Supporting Information

20

21 (a) Cost

22

- 23 (1) Cost Summaries: The offerors will submit cost schedules in accordance with
- 24 Attachment L-5. These schedules should display the labor hour totals
- 25 segregated by labor category and must reconcile to the total cost summary.
- 26 Include contract roll-up summaries by year for both the base and option
- 27 periods, by CLIN, WBS, and by labor category. The following is a list of the
- 28 cost schedules contained in Attachment L-5:
- 29

- 30 A. Total Cost Summary - Form A (Form A-1. Questions and Checks)
- 31 B. Detailed Cost Summary by WBS/CLIN - Form B
- 32 C. Direct Labor Hours and Cost - Form C (Form C-1. Productive Hours;
- 33 Form C-2. Overtime Hours; Form C-3. WYE Calculations; Form C-3A
- 34 Cost Per WYE; Form C-4. Uncompensated Overtime; Form C-5A. Pivot
- 35 Labor Hours; Form C-5B. Pivot Part Time Hours)
- 36 D. Total Estimated Costs by WBS - Form D (Form D-1 Summary of WBSs -
- 37 Form D 1 thru D 3.18 - Exclusive; Form D-1 thru d 3.18 – Inclusive;
- 38 Phase-In
- 39 E. Rates - Form E (Form E-1. Escalation)
- 40 F. Burdens and Indirect (Form F-1. Labor Burdens; F-2. G&A Rate; F-3.
- 41 Overhead Labor; F-4. Other Rate Form)
- 42 G. Wages, Salaries and Compensations (Form G-1. Master List; G-2.
- 43 Benefits; G-3. Regular Hour Price List)
- 44 H. DCAA/DCMA - Form H
- 45 I. Other Direct Costs - Form I (Form I-1. Vehicle List)
- 46 J. Supplies and Materials - Form J

- 1 K. Equipment - Form K  
 2 L. Insurance - Form L  
 3 M. Subcontracts - Form M (Form M-1. Subcontracts Breakdown)  
 4 N. Operating and Maintenance Leases - Form N  
 5 O. Innovations - Form O  
 6 P. Computing Requirements (P-1 thru P-4.0) - Form P.  
 7

8 (2) Use of Historical Experience: Where cost estimates are based upon historical  
 9 experience, identify the experience, explain how the experience relates to the  
 10 current effort, including similarities and differences, and how cost data  
 11 available from the experience was adapted to the current effort.  
 12

13 (3) Schedule of Rates: Provide a table that displays the proposed rates for direct  
 14 labor (each labor category), fringe benefits, overhead, material handling,  
 15 G&A, and Facilities Capital Cost of Money (FCCOM). Describe any Cost  
 16 Estimating Relationship (CER) used, and any other applicable burdens by  
 17 Government fiscal year. The allocation base for each direct and indirect rate  
 18 will be stated in the proposal. The table may be modified to add additional  
 19 pertinent information.  
 20

21 (4) Costs Not Subject to Fee: In accordance with clause H.16, Contractor Cost  
 22 Not Subject to Fee, the offeror will not apply fee against the following items:  
 23 invoiced cost of equipment (facilities, special tooling, special test equipment,  
 24 Agency-peculiar property), materials and supplies, subcontracts, maintenance  
 25 agreements, interdivisional transfers, relocation costs, operating leases,  
 26 training, software licenses, travel and vehicle leases.  
 27

28 (b) Direct Labor  
 29

30 (1) Estimated Labor Hours: Offerors will submit a consolidated labor  
 31 WYE/Headcount (Full-time/Part-time) summary for each CLIN/WBS element  
 32 in accordance with Form C, Cost Form. Offerors will display labor detail for  
 33 each direct labor category, separately identifying the direct labor hours  
 34 provided by the offeror, by related parties (interdivisional), by each  
 35 subcontractor(s), and by each consultant(s). Note that productive hours may  
 36 vary by category of labor (i.e., exempt versus non-exempt). Offerors will  
 37 identify all instances where cross-utilization occurs between WBS elements.  
 38 All manning in the cost volume will match what is proposed in the  
 39 Management and Technical volumes. If labor hours have been estimated  
 40 based upon other than past experience, provide detailed rationale of the  
 41 estimating method used. The offeror labor effort for WBS 3.1.2 will include  
 42 New Application Development. The Government requires that \$3,000,000 of  
 43 the total application development be managed through Government controlled  
 44 CCB. This list will be partnered and prioritized on a FY basis.  
 45

- 1 (2) Labor Hour Reconciliation: Ensure that proposed labor hours and WYEs in  
2 the *Cost* volume reconcile to the proposed labor hours in the *Management* and  
3 *Technical* volumes.  
4
- 5 (3) Escalation Factors: Describe and provide calculations on how escalation  
6 factors were developed.  
7
- 8 (4) Overtime: Describe the offerors overtime basis of estimate taking into  
9 consideration the four standard conditions in FAR 52.222-2(a)(1-4), *Payment*  
10 *for Overtime Premiums*, in proposing overtime hours.  
11
- 12 (5) Offerors will take into consideration the four standard conditions where  
13 overtime does not require approval per FAR 52.222-2(a)(1-4), *Payment for*  
14 *Overtime Premiums*, if overtime hours are proposed. Overtime hours  
15 proposed are to be coded 1-4 and totaled. The 5<sup>th</sup> condition requires  
16 Contracting Officer approval and should be coded 5 and be proposed when  
17 determining overall overtime needs.  
18
- 19 (6) Inter-divisional Transfers and Other Labor Categories: For inter-divisional  
20 transfers, identify each item by source, quantity, unit price and total price, and  
21 provide a review of the effort. Also explain, in summary, how the inter-  
22 divisional effort relates to the overall effort and why the inter-divisional cost  
23 can be considered reasonable. This labor category will also capture the costs  
24 associated with the use of consultants. Identify consultants whose services the  
25 offeror plans to use and the specific task(s) the consultants will accomplish.  
26 State the number of days estimated to be required and the consultant quoted  
27 rate per day.  
28

#### 29 Section 4 – Other Information

##### 30 (a) Subcontractors:

- 31  
32
- 33 (1) Offerors will provide a summary listing of all proposed subcontractor(s) that  
34 includes a description of effort, the type of contract, and total estimated cost.  
35 Offerors will provide in the Cost Volume an analysis in accordance with FAR  
36 15.404-3(b), including a description of the evaluation, rationale, and all  
37 relevant facts and data, which led to the subcontract(s). Offeror will identify  
38 all adjustments made to the subcontractor(s)'s proposed costs.  
39
- 40 (2) Subcontractor(s) may submit their proposals directly to the Contracting  
41 Officer if the cost information is considered proprietary data. All  
42 subcontractor data must be received by the same date/time as the offeror's  
43 proposal.  
44
- 45 (b) Financial Capability Disclosure: Demonstrate adequate financial resources to  
46 perform the prospective contract or demonstrate an ability to obtain the adequate

1 financial resources, as required by FAR 9.104-1(a). Submit financial statements for  
2 the three most recent and complete fiscal years and the most recent interim  
3 accounting period if applicable. Provide these statements for the offeror, the  
4 offeror's parent corporation (if applicable). Provide Annual Reports including audit  
5 opinions, Balance Sheets, Income Statements, Statements of Retained Earnings, and  
6 Statements of Cash Flows. Also include projected quarterly cash flows for the first  
7 quarter of contract performance. Clearly label all financial statements as audited or  
8 un-audited and the date, if applicable, of any certification of the financial statements  
9 by the responsible company official. Clearly disclose and explain all off-balance  
10 sheet arrangements and related party transactions. If the offeror is a start-up  
11 company without financial statements, provide historical tax returns and projected  
12 income statements, balance sheets and cash flows.  
13

14 (c) Funding Mechanisms: Submit details of both internal and external funding  
15 mechanisms, including available lines of credit. Provide contact information for the  
16 financial institution extending the credit line and the dollar amount (if any)  
17 presently in use. For parent or holding companies, the offeror will include its  
18 guarantee of complete and faithful performance on the contract, and of all necessary  
19 and required resources including financing, to assure the full, complete and  
20 satisfactory performance of the contract. Failure to provide this guarantee may  
21 result in the elimination of the offeror's proposal from consideration for award.  
22

23 (d) Electronic Spreadsheets: The offeror will use the cost file provided in Attachment  
24 L-5 and add tabs or files as necessary. Include adequate cross-referencing between  
25 the detailed spreadsheets and the cost summary. Formulas used to calculate total  
26 cost must be reflected in all spreadsheets.  
27

28 (e) Labor-WYE Summary: The offeror will submit a consolidated labor  
29 WYE/Headcount (Full-time/Part-time) summary for each CLIN/WBS element.  
30 Show labor detail for each direct labor category, separately identifying the direct  
31 labor hours provided by the offeror, by related parties (interdivisional), by each  
32 subcontractor(s), and by each consultant(s). Note the productive hours may vary by  
33 category of labor (i.e., exempt versus non-exempt). Identify all instances where  
34 cross-utilization occurs between CLIN's/WBS. Provide the associated labor rates  
35 and extended costs. Identify all positions as subject to or exempt from the Service  
36 Contract Act (SCA) and/or any applicable CBA. For employees covered by the  
37 SCA, job classification titles will be according to the Service Contract Directory of  
38 Occupations or the appropriate bargaining agreement. All manning in the *Cost*  
39 volume must match what is proposed in the *Management* and *Technical* volumes  
40

41 WYE Defined: Productive work year hours. Typically this equates to 2080 hours  
42 in a work year less non-productive time i.e., vacation, sick time, personal time, and  
43 holidays.  
44

45 (f) Labor Categories: Provide labor categories per the offeror's Personnel  
46 Management/Compensation Plan.

- 1  
2 (g) Fee: Provide a description of the proposed fee structure for the award fee. If a fee  
3 sharing pool arrangement is proposed, include a discussion of the arrangement and  
4 distribution of fee earned. Include a discussion of how the proposed fee was  
5 derived and why it is fair and reasonable to both the contractor (including teaming  
6 and subcontractors as appropriate) and the Government for this type of effort.  
7 Discuss how the proposed award fee dollars are appropriate and meaningful to  
8 incentivize excellent performance, as well as being sufficient to ensure a corporate  
9 commitment. Show the offset for cost of facilities capital cost of money, if  
10 proposed, from the proposed award fee pool. When proposing award fee, offerors  
11 are encouraged to develop a fee position that corresponds to how their performance  
12 is to be evaluated and scored per the Award Fee Evaluation Plan.  
13
- 14 (h) Phase-In Period: Phase-in activities will be accomplished on a firm-fixed-price  
15 basis. Submit a total cost summary using Form D Phase In, and attach details  
16 supporting the development of the proposed price. Ensure that the cost proposal is  
17 consistent with the activities described in the proposed phase-in approach.  
18
- 19 (i) Cost Summary: Two sets of exhibits and formats are required. The formats will be  
20 provided both hard copy and electronically. The offeror will submit the data in the  
21 designated attachment and format schedule layouts. Data submission will be in  
22 native MS-Office 2003 formats, (i.e. MS-Word and Excel) such that each data-  
23 point is accessible for contextual searches and other calculations via cut/paste  
24 capabilities of those applications. Embedded structures like bitmaps, graphics or  
25 proprietary fonts will be reserved only for illustrations and equations which cannot  
26 be rendered in the above formats. No data-point protections will be used without  
27 including credentials/passwords to use those data-points as described above. File  
28 submissions will be on CD-ROM media with all sessions and disk closed. This  
29 media will be readable in any common, CD computer drive. All media will be  
30 labeled with its data contents to the degree that the media can be properly archived  
31 and filed without the need to read the contents of the media.  
32
- 33 (j) Standardized Proposal Values: There is a need to standardize proposal submissions  
34 in a couple of areas. For proposal preparation and evaluation purposes, offerors  
35 will include in the proposed cost, the Government Estimated cost for these  
36 elements.  
37
- 38 (1) Supplies/Material: \$3,500,000  
39  
40 (2) Equipment Replacement (Ref. clause H.14 (a.)): \$2,500,000  
41  
42 (3) Customer Funded Application Development (Ref. clause H.15): \$3,000,000  
43 (Ref. Section 3, Cost and Supporting Information, paragraph (b) Direct Labor,  
44 (1) Estimated Labor Hours).  
45

1 (4) Required Purchase from Incumbent Contractor-owned KICS Capital  
 2 Equipment and Material In Stock (telephone assets): \$20,000 (clause H.21)  
 3

4 (k) The offeror will need to determine its computer, hand-held, cell phone, file services,  
 5 web services, and approved enhancements needs by reviewing the ODIN Master  
 6 Contract, Core, SOMD, KSC Delivery Orders, and Attachment R located in the  
 7 bidder's library. These seats will be provided by the Government via the ODIN  
 8 contract. The offeror will estimate the number of ODIN seats needed, including  
 9 any proposed enhancements, by position type for each WBS in the included  
 10 worksheet (Ref. Form P).  
 11

12 (l) In addition, provide the following information:  
 13

14 (1) Provide the name, title, organization code, address, phone and fax number for  
 15 the cognizant Government ACO for the offeror and major subcontractors. If  
 16 the offeror intends to use personnel from more than one of its cost/business  
 17 centers to support this acquisition, provide the information below for each  
 18 center intended to support this contract. Offeror will also provide the name,  
 19 title, organization code, address, phone and fax number for the cognizant  
 20 DCMA Divisional Administrative Contracting Officer (DACO) (if one is  
 21 assigned).  
 22

23 (2) Provide DCAA/DCMA audits and agreements for: Forward Price Agreement  
 24 (FPRA), Cost Accounting Standards; Billing System Audit(s), Accounting  
 25 System Audit(s), Estimating System Audit(s); Government Property Audit(s),  
 26 Compensation Audit, Purchasing System Audit(s), and Forward Pricing Rate  
 27 Recommendation(s) (Form H).  
 28

29 **(c) Forms Instructions**  
 30

31 **Form A – Total Cost Summary** – This form is populated from data provided in other  
 32 cost forms. There should be NO input of data required on this form. It will provide a  
 33 final check to make sure all costs are captured. It is the offeror's responsibility to verify  
 34 that the data is accurate and complete.  
 35

36 **Form A-1 – Questions and Checks.** There are eleven (11) questions which need to be  
 37 answered using the provided pull down tabs and this data is linked to numerous other cost  
 38 forms being requested. Additional information and instructions are on each form.  
 39

40 **Form B – Detailed Cost Summary by WBS/CLIN.** This form is populated from data  
 41 provided in other cost forms. There should be NO input of data required on this form. It  
 42 will provide a final check to make sure all costs are captured. It is the offeror's  
 43 responsibility to verify that the data is accurate and complete.  
 44

45 **Form C – Direct Labor Hours and Cost.** There is a Form C for Phase In and  
 46 each year being proposed. All cells in this form a linked to other forms. NO input of

1 data is required. It is the offeror's responsibility to verify that the data is accurate and  
2 complete.

3  
4 **Form C-1 – Productive Hours** – Specify the number of Productive Hours per WYE for  
5 each contract year. For each, specify in the notes section provided on how the figure was  
6 calculated (e.g. 2080 hours per year – 100 hours vacation – 40 hours sick – 80 hours  
7 holiday = 1860 Productive Hours). The discrete productive hours number derived will be  
8 shown by year in the appropriate block. Additional information and instructions are on  
9 each form.

10  
11 **Form C-2 – Overtime Hours** – This form will populate from inputs from other forms  
12 once the Offeror has selected whether or not overtime is based on a percentage basis or  
13 not.

14  
15 **Form C-3 – WYE Calculations** - This form is populated from data provided in other  
16 cost forms. There should be NO input of data required on this form. It is the offeror's  
17 responsibility to verify that the data is accurate and complete.

18  
19 **Form Cost Per WYE** - This form is populated from data provided in other cost forms.  
20 There should be NO input of data required on this form. It is the offeror's responsibility  
21 to verify that the data is accurate and complete.

22  
23 **Form C-4 – Uncompensated Overtime** – Enter the hours and related cost of  
24 uncompensated overtime. Provide a description of how the calculation was performed  
25 and backup material as necessary. Additional information and instructions are on each  
26 form.

27  
28 **Form C-5a – Pivot Table Labor Hours** – This table displays each occupational/position  
29 title, by year, by WBS. This form is populated from data provided in other cost forms.  
30 There should be NO input of data required on this form. It is the offeror's responsibility  
31 to verify that the data is accurate and complete.

32  
33 **Form C-5b – Pivot Table Worksheet** – This form is populated from data provided in  
34 other cost forms and is used to feed data for the Pivot Table C.5a. There should be NO  
35 input of data required on this form. It is the offeror's responsibility to verify that the data  
36 is accurate and complete.

37  
38 **Form D – Phase In (CLIN 001) (Yellow Tab)** – This cost form captures the  
39 Occupational/position titles via dropdown menu, and the associated straight and overtime  
40 hours for the Phase-In period. Offeror must enter costs for Supplies/Material,  
41 Equipment, Subcontracts, Other Direct Cost, and Operating/Maintenance/Lease  
42 contracts. Overhead, G&A, Award Fee, Adjusted Awarded Fee are calculated based off  
43 rates and other links in the cost forms. Trace is available by clicking on links to confirm  
44 calculations are correct. Additional information and instructions are on each form.  
45 (These are cost associated with WBS 1.1 Phase-In, but are not to be entered under WBS  
46 1.1 – instead enter on this tab)

1  
2 **Form D – WBS** – (Pertaining to WBS sheets 2<sup>nd</sup> Level 1.2, 1.5, 1.8, 3.6, 3.7, 3.10, 3.11,  
3 3.12, 3.13, 3.14, 3.16, 3.18 and 3<sup>rd</sup> Level WBS 3.1.1, 3.1.2, 3.4.3, 3.5.1, 3.5.2, 3.5.3,  
4 3.5.4, 3.5.5 ) This cost form captures the Occupational/position titles via dropdown menu,  
5 and the associated straight and overtime hours by year for the appropriate WBS. Offeror  
6 must enter costs for Supplies/material, Equipment, Subcontracts, Other Direct Cost, and  
7 Operating/Maintenance/Lease contracts. Overhead, G&A, Award Fee, Adjusted  
8 Awarded Fee are calculated based off rates and other links in the cost forms. Trace is  
9 available by clicking on links to confirm calculations are correct. Additional information  
10 and instructions are on each form.

11  
12 **Form D Exclusive** – There are individual worksheets for WBSs 1.0, 3.0, 3.1, & 3.5. The  
13 exclusive Tabs are used to capture cost that are associated with the particular WBS, but is  
14 not depicted elsewhere in the cost sheets. (WBS 1.0 is for cost that are not depicted in  
15 WBS 1.2 through 1.9, but may be overarching to those WBSs, and 3.0 Exclusive is for  
16 cost that are not depicted in WBS 3.1 through 3.18, but may be overarching to those  
17 WBSs. 3.1 and 3.5 Exclusive sheets are used for cost that are not depicted at the  
18 respective third level WBS (3.1.1, 3.1.2, 3.5.1, 3.5.2, 3.5.3, 3.5.4, 3.5.5), but may be  
19 overarching. This cost form captures the Occupational/position titles via dropdown  
20 menu, and the associated straight and overtime hours by year. Offeror must enter costs  
21 for Supplies/Material, Equipment, Subcontracts, Other Direct Cost, and  
22 Operating/Maintenance/Lease contracts. Overhead, G&A, Award Fee, Adjusted  
23 Awarded Fee are calculated based off rates and other links in the cost forms. Trace is  
24 available by clicking on links to confirm calculations are correct. Additional information  
25 and instructions are on each form.

26  
27 **Form D-1 thru D-3.18 – Inclusive** - “Inclusive” Forms ( WBS 1.3, 1.4, 1.6, 1.7, 1.9, 3.2,  
28 3.3, 3.8, 3.9, 3.17) are used to capture cost at a summary level for the appropriate WBS (   
29 Example: WBS 1.3 Inclusive is used to capture cost for 1.3.1, 1.3.2) WBS 2.0 Inclusive  
30 is used to capture cost at a summary level for 2.1, 2.2, 2.3, 2.4, 2.5 and WBS 3.4  
31 Inclusive is used to capture cost for 3.4.1, 3.4.2, 3.4.4 at a summary level (3.4.3 is to be  
32 proposed separately). WBS 3.3 Inclusive is to capture cost for 3.3.1, 3.3.2 and not for  
33 3.3.3 which should be captured in catalog. This cost form captures the  
34 Occupational/position titles via dropdown menu, and the associated straight and overtime  
35 hours by year. Offeror must enter costs for Supplies/material, Equipment, Subcontracts,  
36 Other Direct Cost, and Operating/Maintenance/Lease contracts. Overhead, G&A, Award  
37 Fee, Adjusted Awarded Fee are calculated based off rates and other links in the cost  
38 forms. Trace is available by clicking on links to confirm calculations are correct.  
39 Additional information and instructions are on each form.

40  
41 **Form D-1 thru D-3.18 – Summary of WBSs (Red Tabs)** (Used to summarize areas that  
42 have WBSs that extend to the third level, but may or may not have been proposed down  
43 to the third level (May be proposed at the “Inclusive Level”). There should be NO input  
44 of data required on this form. It is the offeror’s responsibility to verify that the data is  
45 accurate and complete.  
46

1 **Form D – Summary by 1<sup>st</sup> Level WBS (Black Tabs)** - This form is populated from data  
2 on other cost forms. It provides a summary of cost for each 1st level WBS (1.0, 2.0, and  
3 3.0). It is the offeror’s responsibility to verify that the data is accurate and complete.  
4

5 **Form E – Indirect Rates and Fee-** This form is populated from data provided in other  
6 cost forms. There should be NO input of data required on this form. It is the offeror’s  
7 responsibility to verify that the data is accurate and complete. If other rates besides  
8 Labor Burdens, G&A, and Overhead, then use “Other Rate Form” and link appropriately  
9 to “Rates”. Additional information and instructions are on each form.  
10

11 **Form E-1 Escalation** – Offeror will input percentages, by exempt or non-exempt by  
12 year. It is the offeror’s responsibility to verify that the data is accurate and complete.  
13 Additional information and instructions are on each form.  
14

15 **Form F -1 – Labor Burden** – Offeror will identify burdens and indirect labor expense  
16 pools by Phase In and each GFY. Identify base to which the pool will be applied.  
17 Additional information and instructions are on each form.  
18

19 **Form F-2 – G&A Rate** - Offeror will identify burdens and indirect G&A expense pools  
20 by Phase In and each GFY. Identify base to which the pool will be applied. Additional  
21 information and instructions are on each form.  
22

23 **Form F -3 – Overhead Labor** – Offeror will identify appropriate labor by  
24 occupational/position title. It is the offeror’s responsibility to verify that the data is  
25 accurate and complete. Additional information and instructions are on each form.  
26

27 **Form F-4 – Other Rate Form** – Offer will identify any other rate which will be used to  
28 allocate cost, not already captured. It is the offeror’s responsibility to verify that the data  
29 is accurate and complete. Additional information and instructions are on each form.  
30

31 **Form G-1 – Master List.** A form is provided for each of the following six categories  
32 (Management/Supervisor, Scientific/Engineering, Professional/ Administrative,  
33 Technical, Trade/Maintenance, and Clerical). Offeror will identify by  
34 Occupational/Position title each position being proposed, whether or not it is an exempt  
35 or non-exempt, if the position will receive overtime (selection will be made via a up  
36 down menu), and salary information as requested. It is the offeror’s responsibility to  
37 verify that the data is accurate and complete. Additional information and instructions are  
38 on each form.  
39

40 **Form G-2 Benefits** – Personnel Policies and Fringe Benefits. This form provides a  
41 standard format to disclose by personnel category, the applicable personnel policies and  
42 fringe benefits which will be in effect at the time of award. Although brief explanations  
43 are desired, sufficient information is required to allow an evaluation and estimate of all  
44 potential costs which will arise upon award of the contract. Comments are required on all  
45 of the items listed below, whether or not the policy is written. The consistent practice of  
46 the offeror and its applicability to this proposal is to be provided. If the items below are

1 not applicable, so state. Items pertinent to the offeror which are not identified must be  
 2 included if cost recovery is anticipated.

- 3
- |                                       |  |
|---------------------------------------|--|
| 1. Insurance-Health, Life, Disability | 6. Compensatory Leave Policy                       |
| 2. Retirement/Pension Plan            | 7. Overtime Policy (Compensated & Non-Compensated) |
| 3. Savings/Stock Option/Thrift Plans  | 8. Shift Premium/Differentials                     |
| 4. Bonus/Awards/Incentives            | 9. Special/Non-Standard Workweek                   |
| 5. Personal Absences                  | 10. Severance Pay                                  |
| a. Vacation                           | 11. Travel (Conveyances/Per Diem)                  |
| b. Sick Leave                         | 12. Training/Educational Assistance                |
| c. Holidays                           | 13. Relocation                                     |
| d. Personal/Civic/Other Leave         | 14. Other Benefits                                 |

4  
 5 **Form G-3 – Regular Hour Price List.** This table displays each occupational/position  
 6 title and the associated straightly time hourly rates by year. This form is populated from  
 7 data provided in other cost forms. There should be NO input of data required on this  
 8 form. It is the offeror’s responsibility to verify that the data is accurate and complete.

9  
 10 **Form G-3A – Overtime Price List.** This table displays each occupational/position title  
 11 and the associated overtime hourly rates by year. This form is populated from data  
 12 provided in other cost forms. There should be NO input of data required on this form. It  
 13 is the offeror’s responsibility to verify that the data is accurate and complete.

14  
 15 **Form H – DCAA/DCMA.** Identify the information requested for Defense Contract  
 16 Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) for both the  
 17 prime and the major subcontractors. Additionally provide the Forward Price and  
 18 Agreement (FPRA), Cost Accounting Standards (CAS), Disclosure statement(s), and  
 19 other type’s audits which have been completed.

20  
 21 **Form I – Other Direct Costs.** Offeror will list OSC description and put the associated  
 22 WBS and Cost for each year. Identify the type and amount of other direct costs to be  
 23 charged directly to the contemplated contract, which are not included elsewhere in the  
 24 cost proposal. Indicate the costs of travel, training and tuition, licenses and certifications,  
 25 insurance, recruitment, relocation and other costs on Form I. Include in supporting  
 26 information, quantities, unit costs, and the bases of estimate, geographical locations and  
 27 other descriptive data pertaining to the items. It is the offeror’s responsibility to verify

1 that the data is accurate and complete. Additional information and instructions are on  
2 each form.

3  
4 **Form I-1 – Vehicle List.** List vehicles type, associated WBS and cost information  
5 which is asked for on the form. It is the offeror’s responsibility to verify that the data is  
6 accurate and complete. Additional information and instructions are on each form.

7  
8 **Form J – Supplies and Materials.** Summarize the cost of supplies and materials  
9 planned to be charged direct and dedicated for use on this contract and include in  
10 supporting data a brief description of the items, quantities, unit costs, planned sources and  
11 bases of estimate. For proposal purposes, classify supplies and materials as items that  
12 will be consumed or expended in performing the contract, such as raw materials,  
13 assemblies, components, parts, stock replenishment items, non-stock items, office and  
14 administrative furniture, bulk chemicals, fuels, lubricants, chemicals, small tools, etc.  
15 Offeror will include the Government estimate of \$3,500,000 in supplies and material in  
16 accordance with Section 3 – Cost & Supporting Information, paragraph (j) (1). These  
17 values have been pre-populated on this form.

18  
19 **Form K – Equipment.** Identify costs to replace existing Government provided  
20 equipment, furnished on an “as is” basis, and other equipment dedicated for use on this  
21 contract to fulfill sustaining engineering needs and customer requirements of baseline  
22 work. Separately identify whether the equipment will be classified as (1) non-capitalized  
23 equipment, which is planned to be purchased, using Form K or (2) capitalized equipment  
24 to be purchased, using Form K.1. Depreciation Expense (Capitalized Equipment).  
25 Include in supporting information, a brief description of the items to be acquired,  
26 quantities, unit costs, planned sources, bases of estimate and original equipment  
27 manufacturer (OEM) warranties. No depreciation, rental or usage charges will be  
28 allowed on equipment acquired at no cost from the Government. In addition to the cost  
29 the contractor proposes on this Form, offeror will also include on separate line (pre-  
30 populated on the form), the Government estimate of \$2,500,000 for Government  
31 approved Replacement equipment in accordance with Section 3 (Cost and Supporting  
32 Information), paragraph (j) (2).

33  
34 **Form L – Insurance.** This form provides a standard format to disclose by insurance  
35 category, insurance costs proposed. Identify the type and amount of insurance costs to be  
36 charged to the contemplated contract. Include in supporting information, quantities, unit  
37 costs, and the bases of estimate, geographical locations and other descriptive data  
38 pertaining to the items.

39  
40 **Form M – Subcontracts.** This form is a summary form for Subcontracts. Identify the  
41 planned source(s) of items or services which will be obtained from subcontractors and  
42 other outside sources, and the estimated amount in each contract (Government Fiscal  
43 Year) year. As supporting data, identify the items or services to be furnished, the WBS  
44 number(s) in which the subcontract will be performed, and the type of subcontract  
45 contemplated. A separate and complete forms package, including detailed cost  
46 information, is required from each teaming member, as well as each subcontractor whose

1 contract is cost-reimbursable, using Form M.1, Subcontractor Breakdown, and other  
2 supporting information. Offeror will conduct appropriate cost or price analysis to  
3 establish the reasonableness of the proposed subcontract prices and include the results of  
4 these analyses (submit the results) in the proposal. Address the basis for selection and  
5 degree of competition for competed subcontracts included in this proposal.  
6

7 **Form M-1 – Subcontractor Breakdown.** Offeror will provide this information for each  
8 subcontractor/teaming partner by WBS. Offeror will fill in Productive Hours per WYE  
9 for each GFY, the occupational title, and the amount of productive hours (ST & OT) of  
10 work anticipated, in addition to other requested information request on the form.  
11 Additional information and instructions are on each form.  
12

13 **Form N – Maintenance Agreements/Software Licenses/Equipment Leases.** Provide  
14 details of Maintenance Agreements/Software Licenses/Equipment Leases that are part of  
15 the IMCS contract. Give a description of the lease or agreements (eg. Epson Copier w/  
16 120 Day Preventative Maint., etc), source, depict whether it is operating or maintenance  
17 lease/agreement, associated WBS(s), and cost by Government Fiscal Year.  
18

19 **Form O – Innovative Approaches/Enhancements Cost and Savings.** List proposed  
20 innovations and enhancements, the reductions to initial staffing by year and by WBS.  
21 Also identify initial and future outlays and savings. These costs do not get included in the  
22 WBS totals.  
23

24 **Form P – ODIN Computing Requirements (P-1 thru P 4.0).** The offeror will need to  
25 determine their computer, hand-held, cell phone, pagers and approved enhancements  
26 needs by reviewing the ODIN Master Contract, Core, SOMD, KSC Delivery Orders, and  
27 Attachment R located in the bidder's library. Form P (and Form P for each WBS), the  
28 offeror will select each type of position under the skill category, the type of equipment  
29 under ODIN Seat type, and enter the estimated quantity required under each fiscal year.  
30 For any additional resources needed for the equipment, select each type of position under  
31 the skill category, the type of resource under line item description, and enter the  
32 estimated quantity required under each fiscal year. The offeror will need to provide  
33 justification or rational for any equipment or resources that are above the standard  
34 Desktop-PC selection.  
35

36 **Form Q – CLIN 004 IDIQ Catalog of Products and Services for DoD Multimedia**  
37 **Support. The offeror will need to fill out each sub-CLIN by FY.**  
38

39 **Form R – CLIN 005 IDIQ Catalog of Range Communications Services for DoD.**  
40 **The offeror will need to fill out each sub-CLIN by FY.**  
41  
42

#### 43 **Volume IV, Past Performance**

44

45 The offeror will submit past performance history in the following format and sequence to  
46 include all information prescribed below for both the offeror and the offeror's proposed

1 subcontractors. The offeror will demonstrate specific and relevant examples of past  
2 performance where characteristics such as technical excellence, responsiveness, safety,  
3 communication, and management were successfully implemented. The offeror will  
4 specifically provide a discussion of the relevant contract technical requirements, any  
5 unique schedules requirements, cost performance, problems encountered and initiative in  
6 problem resolution and overall performance.  
7

8 The information listed below will be included in the past performance volume. The  
9 offeror will submit past performance information on no more than five (5) previous or  
10 current contracts and no more than three (3) for proposed subcontractors that will  
11 perform \$5M or more of IMCS work. The offerors may submit additional information at  
12 its discretion (within page limits) if they consider such information necessary to establish  
13 a record of relevant performance. The evaluation of past performance will be conducted  
14 in accordance with FAR 15.305(a)(2) and NFS 1815.304-70.  
15

16 (a) The offeror will submit information on contracts and subcontracts (with a total  
17 contract value over \$5 million) that have been completed during the past three  
18 years, or are currently in process, that are similar in size, content, and complexity to  
19 the IMCS contract. Contracts listed may include those entered into with the  
20 Federal Government, agencies of state and local Governments, and commercial  
21 customers. The offeror will provide the Government with the following  
22 information for each contract and subcontract referenced:  
23

- 24 (1) Customer's name, address, and telephone number for the contracts and  
25 technical points of contact. Ensure that the information is current and  
26 accurate by verifying the phone numbers and addresses.  
27
- 28 (2) Contract number, type, total original value, and present or final contract  
29 value.  
30
- 31 (3) Date contract was awarded, place(s) of performance, and original contract  
32 period of performance, and actual contract period of performance.  
33
- 34 (4) Method of acquisition: competitive or sole-source.  
35
- 36 (5) Identify any contracts where options were not exercised.  
37
- 38 (6) Average number of personnel on the contract per year for SCA exempt and  
39 non-exempt employees.  
40
- 41 (7) Describe how the respective contract is similar in size and complexity to the  
42 IMCS requirement at KSC. It is not sufficient to state that it is comparable in  
43 magnitude and scope. Rationale must be provided to demonstrate that it is  
44 comparable.  
45

- 1 (8) Describe past experiences supporting an operational environment, where  
2 support is required on multiple shifts to include off shift or short notice to  
3 accomplish the customer's mission.  
4
- 5 (9) Describe past experiences of previous contract phase-ins of similar  
6 complexity.  
7
- 8 (10) Terminated contracts (partial or complete) within the past three years and  
9 basis for termination (convenience or default). Include the contract number,  
10 name, address, and telephone number of the terminating contracting officer.  
11 Include contracts, or portions of contracts that were "de-scoped" by the  
12 customer because of performance or cost problems.  
13
- 14 (11) Innovations used to maintain facilities, systems and services, increasing  
15 efficiency and/or reducing costs.  
16
- 17 (12) Describe any initiatives taken to accommodate major changes or  
18 transformation in contract requirements.  
19
- 20 (13) Describe any awards or recognition received from customers.  
21
- 22 (14) Labor Union experience (number of CBAs negotiated or assumed). Explain  
23 how you have worked with labor union to resolve labor issues, including the  
24 number of formal arbitrations in progress or concluded.  
25
- 26 (b) The offeror will provide OSHA Form 300 for comparable contracts including the  
27 following reports covering their last five years of performance: Days Away Case  
28 Rate; Total Recordable Incident Rate; Days Away plus Restricted Duty plus Job  
29 Transfer Rate; and records of OSHA and EPA citations. Also include the Industry  
30 Classification Code (Standard Industrial Classification Code (SIC) or North  
31 American Industrial Classification System (NAICS).  
32
- 33 (c) The offeror is responsible for forwarding the Past Performance  
34 Interview/Questionnaire to customer references listed in your proposal as required  
35 in paragraph (a) above, along with a transmittal letter provided as Attachment L-3.  
36 The offeror will request that the Customer references complete the Past  
37 Performance Interview Questionnaire Form (Attachment L-4) and return it to SEB-  
38 IT/Sean D. Howe (via fax, email, express mail or US mail) as required by  
39 provision L.10. The Government may contact the references directly.  
40

41 The offeror is responsible for ensuring that questionnaires are completed and provided to  
42 KSC to meet the stated deadline. In addition to these customer references, the NASA  
43 past performance database and references known to the Government will be checked as  
44 deemed necessary. Instructions for completing the Past Performance/Interview  
45 Questionnaire Forms are contained on the form.  
46

1  
2  
3  
4  
5  
6  
  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

### **Volume V, Plans and Other Data**

In accordance with provision L.12 Proposal Submittal Instructions the offeror will submit the documents listed below in Volume V, *Plans and Other Data*.

- (a) Personnel Management/Compensation Plan
- (b) Staffing Plan
- (c) Labor Relations Plan
- (d) Key Personnel Resumes
- (e) Key Personnel Letters of Commitment
- (f) Contract Phase-In Plan
- (g) Risk Management Plan
- (h) Key Terms, Abbreviations, and Acronyms
- (i) Computing Services Utilization Plan
- (j) Responses to Scenarios

### **Volume VI, Safety and Health Plan**

The offeror will submit a detailed safety and occupational health plan in accordance with provision L.4, *NFS 1852.223-73 Safety and Health Plan*.

### **Volume VII, Model Contract**

The offeror will submit a model contract and related documents in accordance with the following:

- (a) Model Contract (completed SF33 and fill-ins in Sections B - I), in accordance with provision L.13
- (b) Completed Section K Representations and Certifications in accordance with provision L.13
- (c) Statement of Acceptance of Terms and Conditions/List of Exceptions in accordance with provision L.14
- (d) Proposed Enhancements/Terms, Conditions, and Clauses in accordance with provision L.15

(End of provision)

1                   **PART IV - REPRESENTATIONS AND INSTRUCTIONS**

2  
3                                   **SECTION M**

4  
5                                   **EVALUATION FACTORS FOR AWARD**

6  
7  
8   **M.1   EVALUATION AND SOURCE SELECTION - GENERAL**

9  
10 This competitive negotiated acquisition will be conducted in accordance with FAR Part 15.3,  
11 *Source Selection*, and NASA FAR Supplement (NFS), Part 1815.3, same subject. The Source  
12 Evaluation Board procedures at NFS 1815.370, *NASA Source Evaluation Boards*, apply.

13  
14 The attention of offerors is particularly directed to NFS 1815.305, "Proposal Evaluation" and to  
15 NFS 1815.305-70, "Identification of Unacceptable Proposals".

16  
17 The Government's intent regarding discussions with offerors is set forth in FAR 52.215-1,  
18 *Instructions to Offerors-Competitive Acquisition*, which is incorporated by reference in provision  
19 L.1, *Listing of Provisions Incorporated by Reference*.

20  
21 A trade-off process, as described at FAR 15.101-1, will be used in making source selection.

22  
23   **M.2   SOURCE EVALUATION FACTORS AND RELATIVE IMPORTANCE**

24  
25 Proposals will be evaluated in accordance with the following factors: Mission Suitability, Past  
26 Performance, and Cost. A brief description of each of these factors is set forth below. Only the  
27 Mission Suitability factor will be weighted and numerically scored.

28  
29 All evaluation factors other than Cost, when combined, are approximately equal to Cost.  
30 Mission Suitability factor is more important than the Past Performance factor.

31  
32   **M.3   FAR 52.217-5 EVALUATION OF OPTIONS (JUL 1990)**

33  
34 Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's  
35 best interest, the Government will evaluate offers for award purposes by adding the total price  
36 for all options to the total price for the basic requirement. Evaluation of options will not obligate  
37 the Government to exercise the option(s).

38   **M.4   MISSION SUITABILITY FACTOR**

39  
40 The Mission Suitability evaluation factor consists of three sub-factors: Management, Technical,  
41 and Safety and Health. These sub-factors are described below.

42  
43           **MANAGEMENT SUB-FACTOR**

44  
45           The offeror's proposed response to the Management sub-factor will be evaluated to  
46           determine the extent to which the offeror has demonstrated a thorough and comprehensive

1 understanding of the management requirements, and has proposed an approach that meets  
2 or exceeds contract requirements. Each of the following areas of the Management sub-  
3 factor will be evaluated in accordance with the described criteria.  
4

#### 5 **Management Approach**

6  
7 The proposal will be evaluated to determine the extent to which the offeror (including any  
8 team members and/or subcontractors) understands the management requirements of the  
9 IMCS procurement and has proposed a management approach that includes the following:  
10

- 11 (a) Strategies, processes, techniques, policies, and procedures to: (1) provide flexible,  
12 effective, and efficient implementation of customer requirements; (2) integrate and  
13 report cost, technical and schedule performance; (3) effectively utilize workforce; (4)  
14 effectively communicate with internal and external customers; (5) provide innovative  
15 management solutions; (6) effectively manage and assess contract performance; (7)  
16 consolidating work efforts to reduce operational cost; (8) integrating and optimizing  
17 across all PWS elements; and (9) accomplish surges in requirements during special  
18 testing, operations, and launch manning activities.  
19
- 20 (b) Effective integration of major subcontractors into offeror's resources.  
21
- 22 (c) Establishment and management of organizational responsibilities and relationships in  
23 a manner that facilitates excellent performance.  
24
- 25 (d) Corporate policies or innovative approaches that offer operational efficiencies,  
26 productivity enhancements, and/or improved quality.  
27
- 28 (e) Sufficient availability of corporate resources to assist in resolving issues.  
29
- 30 (f) A sound decision-making processes, and provisions to resolve conflicts at the various  
31 levels within the organization.  
32
- 33 (g) Effective continuous improvement and process control.  
34
- 35 (h) Effective management of configuration control, assessment of cost, and schedule  
36 impacts of new requirements.  
37
- 38 (i) A sound, comprehensive management approach for developing Task Order proposals.  
39
- 40 (j) Provisions to ensure an effective working relationship with the Government and other  
41 contractors in meeting the technical interface requirements, including processes and  
42 approaches to establish Associate Contractor Agreements (ACAs).  
43
- 44 (k) Effective management of Work for Others while ensuring Government requirements  
45 are fully met.  
46

- 1 (l) Rationale that describes how the missions and goals of multiple programs and  
2 projects will be met while successfully meeting operational requirements and day-to-  
3 day changes.  
4
- 5 (m) Accommodations for key Government personnel to have on-line access to systems  
6 and data generated in the course of the contract.  
7
- 8 (n) Robust capabilities for ad-hoc queries and report generation.  
9

### 10 **Staffing and Total Compensation**

11  
12 The proposal will be evaluated to determine the quality of the offeror's approach to hiring,  
13 compensating, and motivating qualified personnel, in accordance with applicable labor  
14 laws and collective bargaining agreements, FAR 52.222-46 and NFS 1852.231-71. The  
15 evaluation will consider how well the offeror demonstrated an ability to provide an  
16 efficient mix of personnel and skills that can effectively fulfill contract requirements and  
17 adapt to adapt to changing requirements, while effectively communicating within and  
18 outside of the organization.  
19

20 The evaluation will include an assessment of the offeror's plans to:

- 21
- 22 (1) Recruit, staff, and retain qualified personnel; including incumbent personnel, internal  
23 corporate personnel, and external recruitment. The Government will assess the  
24 degree to which the Offeror: (1) exhibits a clear understanding of the work to be  
25 performed as evidenced by the proposed compensation structure, (2) includes sound  
26 rationale for its approach to hiring and retaining incumbent personnel; (3) includes  
27 effective incentives to motivate and reward performance and to encourage the  
28 retention of personnel, and (4) provides for properly managing the transfer of  
29 corporate knowledge and critical skills throughout the life of the contract.  
30
- 31 (2) Provide compensation packages that facilitate the above, including wages, salaries,  
32 fringe benefits (such as health care, retirement/savings plans including portability  
33 provisions, and paid time-off provisions), and payment for overtime, holidays, and  
34 severance. The evaluation will assess the offeror's application of the Service  
35 Contract Act, negotiated union agreements, and any other wage determinations that  
36 affect the offeror's job classifications and compensation structure.  
37
- 38 (3) Address wage/salary escalations
- 39
- 40 (4) Recognize and provide for differences in skills and complexities of the varied  
41 disciplines, as well as job difficulty.  
42
- 43 (5) Establish personnel policies, performance incentives, promotions, awards, training,  
44 seniority, and professional development.  
45

- 1           (6) Establish labor relations policies and procedures that (1) address the use of existing  
2           and new Collective Bargaining Agreements to provide reasonable terms and  
3           conditions for the workforce while minimizing cost; (2) facilitate productive  
4           interfaces with union and non-union employees on a day-to-day basis, consistent with  
5           prudent business practices, during the transition phase and contract performance; (3)  
6           address how the offeror will continue operations in the event of a strike; and (4)  
7           effectively cross utilize personnel between functional areas.  
8
- 9           (7) Establish an Organizational Structure that (1) shows clear lines of authority,  
10           responsibilities, and communication across all PWS elements; (2) provides a suitable  
11           level of autonomy for the IMCS Program Manager and level of recurring  
12           reporting/accountability to Corporate; (3) facilitates teamwork, flexibility, effective  
13           communications, and efficient performance, including team members and  
14           subcontractors.  
15
- 16           (8) Use qualified key personnel who are committed to the project, for positions that are  
17           critical to the success of the contract.  
18

### 19           **IMCS Contract Phase-In Plan**

20  
21           The offeror's phase-in plan will be evaluated to determine how well it conveys a clear  
22           understanding of the issues associated with transitioning between contracts of this size and  
23           complexity, and ensures a smooth and seamless transition of personnel and all non-  
24           personnel resources without compromising effective and efficient operations and without  
25           any disruption in services. The assessment of the phase-in plan will include an evaluation  
26           of the offeror's:  
27

- 28           (a) Overall strategy and comprehensive approach for transitioning all critical contract  
29           activities  
30           (b) Proposed phase-in period duration  
31           (c) Implementing proposed processes and strategies  
32           (d) Continuation of work in progress  
33           (e) Method for obtaining maintenance agreements, licenses, and operational leases on  
34           required equipment  
35           (f) Work control system migration, data and record conversion  
36           (g) Timecard and financial systems  
37           (h) Property issues  
38           (i) Personnel access and badging  
39           (j) Facility space  
40           (k) Transition meetings and tracking of key milestones with associated schedules  
41           (l) Transition staffing and management team  
42           (m) Method for identifying, addressing, and dispositioning problems and issues  
43           (n) Phase-in risk mitigation strategy  
44

**Varying Demands and Workload Fluctuations**

The Government will evaluate how well the offeror's proposed approach will accommodate changes in the types and amounts of services required, including longer-term changes that result from the transition of NASA programs. The evaluation will include an assessment of how effectively the proposal addresses:

- (a) Filling new and/or vacated positions;
- (b) Accommodating workload adjustments through the cross-utilization of personnel;
- (c) Obtaining personnel with specialized knowledge and skills; and
- (d) Initiating other plans which demonstrate flexibility to respond to fluctuating requirements which might arise due to unusual or emergency situations.

**Risk Management**

The Government will evaluate the offeror's plan to establish and maintain an effective, systematic process for managing risks that is integrated into the overall performance of contract requirements on an ongoing basis, and use that process to identify, mitigate, and manage relevant management risks associated with the offeror's approach.

**Financial Management**

The offeror's proposed financial management approach will be evaluated for its ability to provide effective and complete financial planning, tracking, and reporting. The evaluation will assess the system structure and capabilities, and how well they are able provide accurate, timely, and complete information. Included in the evaluation will be an assessment of the offeror's ability to:

- (d) Use its financial management system to effectively support the development of the Five-Year Technical and Cost Plan (DRD-MS-02).
- (e) Meet NF 533 Financial Report (DRD-MS-03) requirements
- (f) Comply with all the financial management reporting requirements stated in PWS 1.2.

**Contract Award Fee**

The evaluation will assess whether proposed award fee dollars are appropriate and meaningful to incentivize excellent performance (including performance of other team members and subcontractors where applicable), including assessment of approaches to incentivize personnel through distribution of earned award fee.

**Technical Management**

The Government will evaluate how well the proposed approach to technical management is matched to PWS requirements. The evaluation will include an assessment of the offeror's demonstrated ability to:

- (a) accurately compile performance metric data, effectively use the data to improve services, and identify new measures to better quantify performance;
- (b) capture customer feedback and effectively use the feedback to improve subsequent performance;
- (c) Appropriately use workload indicators in its plans for accommodating varying requirements during the period of performance;
- (d) Make sound decisions, consistent with effective and efficient performance, on the need for and use of software licenses, equipment leases, and maintenance agreements; and
- (e) Efficiently plan for and use Government-Furnished computing systems
- (f) Use the Government-furnished work control system to collect, assess, integrate, resource load, coordinate, disseminate, track progress, report status, collect/report actual costs, and retain historical data with effective query capabilities. The following will be included in the assessment:
  - (1) Interrelationships between the work control, procurement, time card and financial management systems, and how these relate to the offeror's business management processes.
  - (2) The interface(s) of the offeror's other internal systems with Maximo.
  - (3) The offeror's management approach to minimizing down-time and maximizing effectiveness of the overall Maximo system.
  - (4) The offeror's rationale for any limitations on access to Maximo data.
  - (5) The offeror's utilization of the Maximo system to alleviate or minimize DRD preparation effort, gain efficiencies, and reduce work back logs.
  - (6) The offeror's plan to enhance Maximo functionality through the use of additional licenses or modules.

**IT Security Compliance/Security Management**

Proposals will be evaluated to determine the expected effectiveness of the offeror's IT security compliance and security management plans in providing a secure environment that is compliant with all applicable policies and regulations.

**Mission Assurance**

The evaluation will assess the ability of the proposed mission assurance approach to ensure consistent, timely delivery of quality products and services.

**Training**

The evaluation will determine the extent to which the offer's approach to providing training and certification ensures qualified personnel are available and ready to perform contract requirements, and is cost effective.

**Logistics**

The Government will evaluate how well the proposed logistics management approach facilitates performance of PWS elements, and how efficiently those logistics functions would be performed.

**TECHNICAL SUB-FACTOR**

The offeror's proposed response to the Technical sub-factor will be evaluated to determine the extent to which the offeror has demonstrated a thorough and comprehensive understanding of all technical requirements stated in the PWS, and has proposed a detailed and substantiated technical approach that, if employed, would meet and exceed those requirements. Each of the following elements of the Technical sub-factor will be evaluated in accordance with the described criteria.

**Technical Approach**

The evaluation will determine the extent to which the offeror's technical approach is likely to result in the timely delivery of products and services, at reasonable cost, that meet or exceed PWS requirements, even though those deliveries occur in an environment that requires executing simultaneous operations; managing diverse, dynamic, and late changing requirements and priorities; and managing the complexity of interfaces to multiple customers and associate contractors. The evaluation will also include an assessment of:

- (a) Proposed innovative approaches or enhancements to improve productivity and efficiency, and/or reduce cost.
- (b) Proposed approach to the identification, tracking, and resolution of customer problems and concerns in a customer friendly manner.

- 1  
2 (c) Offer's ability to anticipate, respond to, and accommodate fluctuations in workload  
3 and manage priorities of multiple customers.  
4  
5 (d) Proposed approach to maintenance of existing system documentation and  
6 development of new documentation as a result of service requests and system  
7 modifications.  
8

### 9 **Technical Risk Management**

10  
11 The Government will evaluate the offeror's ability to use its risk management system to  
12 identify, mitigate, and manage relevant technical risks associated with the offeror's  
13 proposal.  
14

### 15 **Operation of Current Systems and Services**

16  
17 The Government will evaluate how well the offeror has demonstrated an understanding of  
18 how to successfully operate existing systems described in Appendix 8, and how efficiently  
19 and effectively the offeror has proposed to use these systems to deliver the Information  
20 Management products and services required in the PWS. The evaluation will assess the  
21 extent to which the offeror demonstrates:  
22

- 23 (a) An understanding of the issues and challenges in providing information technology  
24 support and services to approximately 15,000 users and customers in the large and  
25 extended campus-like environment at KSC and CCAFS.  
26  
27 (b) Ability to provide integrated visibility and technical status for all systems.  
28  
29 (c) Proposed processes to ensure technical trends and issues are detected and addressed  
30 in a timely fashion. This includes closed loop processes ensuring decisions and  
31 efforts that resolve the problems and bring closure to issues.  
32  
33 (d) Ability to meet critical communication requirements for processing, launch and  
34 landing/recovery operations and other day-to-day activities.  
35  
36 (e) Readiness to support launch and mission requirements  
37  
38 (f) Ability to meet operational requirements while concurrently upgrading systems and  
39 increasing system support and availability levels.  
40  
41 (g) Effective life cycle management for the assets used in performance of this contract.  
42  
43 (h) Approaches that effectively implement cross utilization and synergies between the  
44 different functional areas of the PWS.  
45

**Improving Service Levels and Efficiencies**

The evaluation will assess how well the offeror has demonstrated an understanding of the importance of improving service levels, providing customer insight, and providing efficient service delivery in a cost effective manner, and how effectively the proposed approaches provide these benefits. Included in the evaluation will be an assessment of:

- (a) Quality of proposed approaches for measuring, analyzing, and improving existing service levels.
- (b) Proposed technical alternatives to current services and the methods by which these alternatives will be developed, analyzed and selected for implementation.
- (c) Ability of the offeror to measure and improve customer satisfaction, including methods to effectively gather, organize, track and assess customer expectations and experiences.
- (d) Proposed processes and procedures for keeping customers informed of the progress towards meeting their requirements.

**Maintenance**

The evaluation will examine the effectiveness of the offeror's proposed approach to accomplishing system maintenance in a cost effective manner. The evaluation will include assessment of:

- (a) The overall proposed approach to maintenance and rationale for each methodology chosen.
- (b) Proposed methods of documenting maintenance activities and evaluating them for cost effectiveness.
- (c) How the offeror proposes to use trend data to modify maintenance activity.
- (d) How maintenance data will be used to support the development and modification of the Five-Year Technical and Cost Plan (DRD-MS-02).

**Sustaining Engineering**

The Government will evaluate the offeror's approach to sustaining engineering that allows for the expansion and re-configuration of systems. The evaluation will assess the following:

- (a) How aging and less than optimal systems and technologies will be routinely updated to ensure continuous support and services without impacting customers.

- 1 (b) How changes to systems and software will be identified to increase efficiency, lower  
2 costs, and decrease operational risk.  
3
- 4 (c) How sustaining engineering data will be used to support the development and  
5 modification of the Five-Year Technical and Cost Plan (DRD-MS-02).  
6

### 7 **Systems Engineering**

8

9 The Government will evaluate how well the offeror's approach to project management and  
10 systems engineering and integration provides for the development and end-to-end service  
11 integration of current and future IMCS systems hardware and software.  
12

### 13 **Integration of Maximo into Work Processes**

14

15 The Government will evaluate the offeror's approach to using Maximo 6.2 to meet day to  
16 day technical requirements. As part of this evaluation, the Government will consider how  
17 the offeror will use Maximo to improve processes, increase communications and  
18 efficiencies, and reduce risk while meeting day-to-day technical requirements. The  
19 Government will also consider the effectiveness of interfaces between Maximo and any  
20 other offeror systems, the status of those interfaces, and provision of customer insight into  
21 work requests.  
22

### 23 **Mission Suitability Scenarios**

24

25 The evaluation will assess the offeror's ability to apply the RFP & PWS requirements to  
26 example work scenarios. For each scenario response, the evaluation will determine the  
27 extent to which the offeror demonstrated an ability to:  
28

- 29 (a) Provide specific, detailed, and complete responses to Task Order RFP's and baseline  
30 work scenarios that demonstrate understanding of the technical objectives and  
31 applicable RFP & PWS requirements (while avoiding inapplicable sections);  
32
- 33 (b) Submit responses that present complete, thorough, effective, and efficient approaches  
34 to each scenario, in accordance with all RFP and PWS requirements, and consistent  
35 with all other aspects of the offeror's proposal.  
36

### 37 **SAFETY AND HEALTH SUB-FACTOR**

38

39 The offeror's proposed Safety and Health Plan will be evaluated for compliance with  
40 requirements set forth in NFS 1852.223-73 and the Safety and Health Plan DRD-SH-01.  
41 The Plan will also be evaluated for its ability to efficiently provide for a safe and healthy  
42 working environment.  
43

### 44 **MISSION SUITABILITY SUB-FACTOR WEIGHTS AND SCORING**

45

46 The Mission Suitability factor will be weighted and scored on a 1000 point scale.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33

The weights (points) associated with each Mission Suitability sub-factor are as follows:

Mission Suitability Sub-factor	Points
Management	500
Technical	400
Safety and Health	100
Total	1000

The maximum points available for each sub-factor will be multiplied by the assessed percent for each sub-factor to derive the score for the particular sub-factor. For example, if a sub-factor has possible 200 points and receives a percent rating 80, then the score for that sub-factor would be 160 points.

**MISSION SUITABILITY ADJUSTMENT FOR COST REALISM**

The Government will evaluate the proposed estimated cost to perform the effort described in the Mission Suitability section of the proposal. The Government may adjust the proposed costs as a result of the cost realism analysis performed in accordance with NFS 1815.305 and Provision M-5 of this Section M. In addition to the application of probable cost adjustments described in M-5, the Government may adjust Mission Suitability evaluation points based on differences between the proposed and probable costs of proposals in the competitive range. This adjustment will be accomplished on a structured basis as follows:

Proposed and Probable Cost Difference - Services	Point Adjustment
+/-0 to 5 percent	0
+/-6 to 10 percent	-50
+/-11 to 15 percent	-100
+/-16 to 20 percent	-150
+/-21 to 30 percent	-200
+/-more than 30 percent	-300

This Mission Suitability point adjustment will be based on cost only (not including fee) and will not include the impact of proposed indirect rate ceilings on adjustments made to reflect probable cost. This point adjustment will also not reflect probable cost adjustments made to reflect assumption of current incumbent labor rates. This exclusion applies when an offeror proposes to hire some or all of the incumbent workforce, and states on the cost templates their intent to maintain current incumbent direct labor rates. The probable cost adjustment for the difference between the proposed and current incumbent labor rates is not included in the calculation of probable cost used for establishing a point adjustment.

This point adjustment is in addition to any impact of Mission Suitability finding(s) concerning the inadequacy of resources, cost or otherwise, established prior to the cost realism adjustment.

1  
2 **M.5 COST/PRICE FACTOR**  
3

4 The Government will not utilize weighting and scoring in the cost area. The Government will  
5 evaluate the offeror's proposal to determine the cost to the Government that is most likely to  
6 result from the offeror's proposal. The evaluation, including a cost realism analysis of the  
7 offeror's proposal, will be conducted in accordance with FAR 15.305(a)(1) and NFS  
8 1815.305(a)(1)(B) and (C). Offerors should refer to FAR 2.101(b) for a definition of "cost  
9 realism" and to FAR 15.404-1(d) for a discussion of "cost realism analysis" and "most probable  
10 cost."

11  
12 All proposal cost elements are to be examined during the cost realism analysis, which will  
13 include an assessment of realism, reasonableness, and completeness as described below:  
14

15 Realism: The Government will evaluate the cost proposal to determine the overall realism of the  
16 cost of the proposed technical and management approaches. A cost realism analysis will be  
17 conducted to determine if the costs in an offeror's proposal are realistic for the work to be  
18 performed, reflect a clear understanding of the requirements, and are consistent with the various  
19 elements of the offeror's technical proposal. The cost realism analysis will include analysis of  
20 the differences in business methods, operating procedures, and practices as they affect cost.  
21

22 For the costs to be realistic, they must reflect the best estimate of the cost of any contract which  
23 might result from that offeror's proposal. The cost realism analysis will include any  
24 recommended additions or reductions in material, equipment, labor hours, direct rates, and  
25 indirect rates that are necessary to reflect the most probable cost to the Government. The cost  
26 realism analysis will also include a summary level of confidence (high, medium, or low  
27 confidence) in the assessed probable cost.  
28

29 Reasonableness: The Government will evaluate the cost proposal for reasonable cost elements.  
30 Proposed rates and factors will be verified. The Government evaluation will assess how well the  
31 proposal supports elements of cost, work hours, loading factors, and rates over the contract life.  
32 Reasonableness is evaluated by assessing the acceptability of the offeror's methodology used in  
33 developing the cost estimates.  
34

35 Completeness: The Government will evaluate the cost proposal for completeness by assessing  
36 the responsiveness of the offeror in providing cost data for all RFP requirements and items in the  
37 PWS, and assessing their traceability. The overall objective of this cost evaluation is to provide  
38 the SSA with the information needed to select a contractor who is determined to have the  
39 capability of successfully performing the contract tasks for a cost that is both reasonable and  
40 complete.  
41

42 The Government will develop a Most Probable Cost (MPC) taking into account the above  
43 considerations, proposal risk assessments, and other associated costs serving as a basis for  
44 assessing the realism of proposed cost and price. The MPC includes adjustments to the proposed  
45 cost necessary to reflect realistic, reasonable, and complete costs of performance. Adjustments  
46 are also made for any additional costs the Government would incur for the offeror's unique

1 proposed use of Government resources and facilities. The Government will use proposed  
2 indirect rate ceilings in clause H. 18, *Special Cost Provisions*, in determining probable cost. The  
3 terms "proposed" and "probable" cost are inclusive of fee; however, any proposed fee is not  
4 subject to adjustment.

5  
6 Additionally, the NFS requires the Government to apply a Mission Suitability point adjustment,  
7 described in Provision M.4 of this Section, as part of the proposal cost realism analysis.

## 8 9 **M.6 PAST PERFORMANCE FACTOR**

10  
11 The evaluation of Past Performance will be conducted in accordance with the FAR 15.305(a)(2)  
12 and NFS 1815.305(a)(2). The offeror's overall corporate past performance will be evaluated, to  
13 include the corporate past performance of any proposed subcontractors (as opposed to that of  
14 proposed key personnel), on comparable or related procurement/project efforts. The evaluation  
15 will consider the offeror's inputs and responses from references. The Government may  
16 supplement the information contained in the proposal with information obtained from other  
17 Government organizations and personnel, commercial sources, public information sources, and,  
18 if applicable, data gathered during the discussion phase of the evaluation. Emphasis will be  
19 given to the extent of direct experience and quality of past performance on previous contracts  
20 that are highly relevant to the effort defined in this RFP (such as performance of planned and  
21 reactive maintenance, operations, services, cost control, schedule performance, and  
22 management). The offeror's safety and health past performance will be evaluated, along with  
23 OSHA Form 300 for comparable contracts, including data on Days Away Case Rate, Total  
24 Recordable Incident Rate, Days Away plus Restricted Duty plus Job Transfer Rate reports, and  
25 records of OSHA and EPA citations for the last five years of performance.

26  
27 This factor is not numerically weighted or scored. The Government will evaluate proposals and  
28 assign one of the following adjectival ratings: Excellent, Very Good, Good, Fair, Poor, or  
29 Neutral.

30  
31 The adjectival ratings are defined as follows:

### 32 33 Excellent (E)

34 Of exceptional merit; exemplary performance in a timely, efficient, and economical manner;  
35 very minor (if any) problems with no adverse effect on overall performance; and experience that  
36 is highly relevant to this procurement. Based on the offeror's performance record, there is a very  
37 high level of confidence that the offeror will successfully perform the required effort.

### 38 39 Very Good (V)

40 Very effective performance; fully responsive to contract requirements; contract requirements  
41 accomplished in a timely, efficient, and economical manner for the most part; only minor  
42 problems with little identifiable effect on overall performance; and experience is very relevant to  
43 this procurement. Based on the offeror's performance record, there is a high level of confidence  
44 that the offeror will successfully perform the required effort.

1 Good (G)

2 Effective performance; fully responsive to contract requirements; reportable problems, but with  
3 little identifiable effect on overall performance; and experience is relevant to this procurement.  
4 Based on the offeror's performance record, there is confidence that the offeror will successfully  
5 perform the required effort.

6  
7 Fair/Satisfactory (F)

8 Meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems  
9 with identifiable, but not substantial, effects on overall performance; and experience is at least  
10 somewhat relevant to this procurement. Based on the offeror's performance record, there is low  
11 confidence that the offeror will successfully perform the required effort. Changes to the  
12 offeror's existing processes may be necessary in order to achieve contract requirements.

13  
14 Poor/Unsatisfactory (P)

15 Does not meet minimum acceptable standards in one or more areas; remedial action required in  
16 one or more areas; problems in one or more areas which adversely affect overall performance.  
17 Based on the offeror's performance record, there is very low confidence that the offeror will  
18 successfully perform the required effort

19  
20 Neutral (N)

21 In the case of an offeror without a record of relevant past performance or for whom information  
22 on past performance is not available, the offeror may not be evaluated favorably or unfavorably  
23 on past performance and will be assigned a Neutral rating.  
24