

**SOLICITATION**

**FINAL**

1. SOLICITATION NO. N00024-10-R-3037		2. AMENDMENT NO.		3. EFFECTIVE DATE 01/22/2010		4. PURCHASE REQUEST NO. TBD	
5. ISSUED BY Michael L Burch NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 michael.burch@navy.mil 301-744-6662				6. ADMINISTERED BY			
7. CONTRACTOR				8. DELIVERY DATE See Section F		9. CLOSING DATE/TIME 02/23/2010 1500 <small>(hours local time – Block 5 issuing office)</small>	
				10. MAIL INVOICES TO See Section G			
11. SHIP TO See Section D				12. PAYMENT WILL BE MADE BY			
13. TYPE OF ORDER		D <input type="checkbox"/> X <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.			
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.		16. SCHEDULE OF SUPPLIES/SERVICES		17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages							
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				21. UNITED STATES OF AMERICA  By: _____ CONTRACTING/ORDERING OFFICER			22. TOTAL
SECTION DESCRIPTION				SECTION DESCRIPTION			
B SUPPLIES OR SERVICES AND PRICES/COSTS				H SPECIAL CONTRACT REQUIREMENTS			
C DESCRIPTION/SPECS/WORK STATEMENT				I CONTRACT CLAUSES			
D PACKAGING AND MARKING				J LIST OF ATTACHMENTS			
E INSPECTION AND ACCEPTANCE				K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS			
F DELIVERIES OR PERFORMANCE				L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS			
G CONTRACT ADMINISTRATION DATA				M EVALUATION FACTORS FOR AWARD			

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 2 of 2	FINAL
--------------------------------------	---------------	----------------	-------

**GENERAL INFORMATION**

**THIS PROCUREMENT IS 100% SMALL BUSINESS SET-ASIDE.**

**This is a new requirement. No previous history available.**

**THERE IS NO INCUMBENT.**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 1 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

**SECTION B SUPPLIES OR SERVICES AND PRICES**

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	NOSSA Program Management Support (O&MN,N)	1.0 Lot			
4001	NOSSA Program Management Support (O&MN,N) Option	1.0 Lot			
4002	NOSSA Program Management Support (O&MN,N) Option	1.0 Lot			
4003	NOSSA Program Management Support (O&MN,N) Option	1.0 Lot			
4004	NOSSA Program Management Support (O&MN,N) Option	1.0 Lot			

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6000	TOTAL ODCS NOT TO EXCEED \$121,459.00 (O&MN,N)	1.0 Lot	
6001	TOTAL ODCS NOT TO EXCEED \$126,959.00 (O&MN,N) Option	1.0 Lot	
6002	TOTAL ODCS NOT TO EXCEED \$132,459.00 (O&MN,N) Option	1.0 Lot	
6003	TOTAL ODCS NOT TO EXCEED \$137,959.00 (O&MN,N) Option	1.0 Lot	

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 2 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

6004 TOTAL ODCS NOT TO 1.0 Lot  
EXCEED  
\$143,459.00  
(O&MN,N)  
Option

**TASK ORDER MANAGER (TOM)**

(a) The Task Order Manager for this task order is:

Name: Mr. Harry Dugan  
Mailing Address: Naval Ordnance Safety and Security Activity Ordnance Environmental Support Office,  
4234 Steves Way, Suite 121  
Indian Head, MD 20640-5058

Code: N531 Telephone No.: (301) 744-5631

Harry.Dugan@navy.mil

(b) The Alternate TOM for this contract is:

Name: Same  
Mailing address:

Code: Telephone No.:

(c) The TOM will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion, as necessary, with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the TOM named above is absent due to leave, illness or official business, all responsibility and functions assigned to the TOM will be the responsibility of the alternate TOM.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 3 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **PERFORMANCE BASED**

### **STATEMENT OF WORK**

### **FOR**

### **NAVAL ORDNANCE SAFETY AND ENVIRONMENTAL READINESS PROGRAM MANAGEMENT SUPPORT**

#### **1.0 BACKGROUND**

The Naval Ordnance Safety and Security Activity (NOSSA) serves as Program Manager of the DoN Explosives Safety Program, as directed by CNO N411 and the Naval Sea Systems Command (NAVSEASYS COM). The NOSSA publishes technical standards and criteria, provides technical guidance and assistance to all components of the DoN, and furnishes technical advice and evaluation to the CNO, NAVSEASYS COM, and the Marine Corps Systems Command (MARCORSYS COM) in all aspects of Explosives Safety, Arms, Ammunition and Explosives (AA&E) Physical Security, Ordnance Environmental, Ordnance Quality Evaluation/Engineering, Insensitive Munitions, Hazards of Electronic Radiation to Ordnance, weapons systems safety, waivers and exemptions to explosives safety criteria, lightening and ground protection, hazard classification and explosives safety training. To facilitate effective management of these programs, NOSSA requires support in strategic and corporate planning processes, as well as in performance measurement tool development and associated data management.

#### **2.0 SCOPE**

The NOSSA, Indian Head, MD, requires contractor support for program management relating to NOSSA Corporate, Department of Navy (DoN) Explosives Safety, and Navy Environmental Readiness Programs. Under this contract, technical and administrative support is required to support the following areas: strategic and business management, performance metrics-related information system development, program management, corporate operations, explosives safety, and conference/meeting logistics and facilitation.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 4 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

### **3.0 APPLICABLE DOCUMENTS**

- . Federal, DoD, DoN, and other associated Explosives Safety and Environmental Policy/Criteria documents
- . DoD/DoN/NAVSEASYS COM Strategic Planning and Corporate Operations documents
- . DoN Correspondence Manual
- . Command policy and process documentation

### **4.0 REQUIREMENTS**

Technical and administrative support is required for resource management, training oversight, performance metrics information and database management, strategic and business management, and conference and meeting logistics and facilitation. This support requires subject matter expertise in naval strategic planning, business, project and engineering management, performance measurement and associated tool and database development and management.

#### **4.1 Strategic Planning and Program Management Support**

The contractor shall apply comprehensive knowledge of methodologies, metrics, principles and practices related to strategic and business planning to perform analyses, conduct evaluations, assist in strategic plan and business plan development, and provide facilitation support at the command, directorate, and branch levels. The contractor shall provide knowledge and change management, organizational development, benchmarking, metric measurements and support as needed. The contractor shall provide program and project management, planning, and tracking technical support to the command as needed. (Deliverable Item # DI001)

#### **4.2 Explosives Safety Performance Metric Tool and Related Database Development and Management Support.**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 5 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

The contractor shall provide information systems development support to NOSSA as required, as it pertains to Naval explosives safety and ordnance environmental performance metrics and associated databases. The contractor shall develop and populate the performance tools based on input provided by the Government and using NMCI- and Government-approved software. The contractor shall provide assistance in creating and populating command performance measurement databases and interactive online processes. The contractor shall design databases, including the conversion and importing of data from various formats. The contractor shall design and develop user-friendly and NMCI-compliant menus and web pages. The contractor shall perform testing, debugging, and installation of web pages and databases developed to Navy-owned servers. The contractor shall provide documentation of quality assurance and source code and data dictionary in a turn-key format. (Deliverable Item # DI002)

### **4.3 Explosives Safety Newsletter and Graphics Support.**

The contractor shall provide technical writing and editing, graphics, and registration support in development and distribution of the command's quarterly newsletter and other command graphics requirements. The contractor shall support the command's newsletter manager and directorates in developing themes, screening and editing technical articles, layout design, coordinating with Government printers, participating in proof reviews, managing subscription database and distribution of the newsletter and other command materials. (Deliverable Item # DI003)

### **4.4 Ammunition and Explosives (A&E) Training Program Management Support.**

#### **4.4.1 Training Program**

The contractor shall provide support to the Navy Explosives Safety "Schoolhouse", including program management services, and support in oversight and coordination of course curriculum development and updates, instruction, and scheduling, logistics, and joint service initiatives.

### **4.5 Project Management and Monthly Reporting**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 6 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

#### **4.5.1 Progress Reviews**

The contractor shall coordinate and participate in a contract kick-off meeting within 15 days of contract award, as well as periodic progress reviews with the Government TPOC as needed to discuss overall task status and review key project deliverables. (Deliverable Item # DI004)

#### **4.5.2 Monthly Reporting**

The contractor shall submit monthly management status reports, in a format approved by the Government, which detail accomplishments, progress and status for all tasks, problems encountered, projected support for the next reporting period, and funding status. Reports shall include a detailed breakout by task and specific project of the work performed and funding and labor hours obligated and expended, funding and labor hours balance for each task and project, anticipated 100% funding liquidation date and anticipated task/project completion date and previous six (6) month average expenditure rate. Funding status shall include charting of task and project funded versus actual and projected expenditures. Reports will be distributed via e-mail to all applicable technical representatives and to the Contracting Officer's Representative by the 15<sup>th</sup> of each month for reporting on the previous month. (Deliverable Item # DI005)

### **5.0 SECURITY CLEARANCE REQUIREMENTS**

Contractor personnel providing on-site support to CNO N45 must have and maintain a SECRET clearance for access to the building and classified documents/containers. Contractor personnel providing on- and off-site support to NOSSA may be required to have and maintain a SECRET clearance, depending on access to classified documents or technical support involving classified document reviews. The contractor will be notified by Government personnel of security clearance requirements for other tasks/support as needed. The contractor shall submit security clearance documentation for these personnel to the appropriate Government office as required.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 7 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

## 6.0 DELIVERABLES

<b>Deliverable Item No. (DI #)</b>	<b>Description</b>	<b>Deadline</b>
DI 001	Strategic & Business Plan, Corporate Documentation (Task 4.1).	As Required
DI 002	Source Code/Data Dictionary & Meeting Minutes (Task 4.2).	As Required
DI 003	Command Newsletter and other graphics products (Task 4.3)	Quarterly; as required
DI 004	Progress Review Documentation (Task 4.5.1).	As Required
DI 005	Monthly Progress/Financial Reports (Task 4.5.2).	15 <sup>th</sup> of the Month

## 7.0 GOVERNMENT FURNISHED MATERIALS, ACCESS TO GOVERNMENT FACILITIES, AND ON-SITE WORKING HOURS

### 7.1 Government Furnished Materials

The Government will furnish limited office supplies, computer equipment, and workspaces for on-site contractor personnel who provide full-time/part-time support.

### 7.2 Government Facilities Access

Access to Government facilities (primarily NOSSA buildings) by on-site contractor personnel will be prohibited on federal holidays, weekends, and other days/times when no government personnel are available on-site to oversee contractor support (e.g. Martin Luther King's Birthday, President's Day, Columbus Day, and Veteran's Day). There are no exceptions.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 8 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

### **7.3. On-Site Work Hours**

Normal working hours at CNO N45 and NOSSA range from 0630 to 1730, Monday to Friday, consisting of eight (8) hours of work time which does not include a minimum half-hour (30 minutes) for lunch. Full-time, on-site contractor support are expected to provide support during the core hours of 0830 to 1500, (the latest starting time is 0830 for on-site full-time contractors) (examples: if you start at 0830 quitting time would be 1700, 8 ½ hour day including ½ hour for lunch or if you started at 0630 quitting time would be 1500, 8 ½ hour day including ½ hour for lunch) providing 8 hours of support per work day, plus unpaid half hour for lunch. Part-time contractor support, if necessary, shall be provided during normal NOSSA working hours. Specific workday timeframe requirements will be provided to the contractor project manager.

### **8.0 TRAINING**

All contractors issued a CAC card On-Site or Off-Site will be required to take all Government-required training (usually via a web site/address). Upon successful completion of training, they shall provide the training certificate to Contracting Officer's Representative (COR).

### **9.0 CONFERENCE INSTRUCTIONS**

NAVSEA sponsored conferences must be in accordance with NAVSEA instruction 5050.9, which establishes the NAVSEA policy and approval procedures for all NAVSEA sponsored conferences. The instruction defines a conference as "a meeting, retreat, seminar, symposium or event that involves attendee travel."

There is not overseas travel (OCONUS) associated with this conference.

### **10.0 GOVERNMENT REPRESENTATIVES**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 9 of 47	FINAL
--------------------------------------	---------------	-----------------	-------

## **10.1 Technical Point of Contact**

Ms. Margaret Hayes, Code N522

Naval Ordnance Safety and Security Activity

3817 Strauss Avenue, Ste. 108

Indian Head, MD 20640-5151

[Margaret.claggett@navy.mil](mailto:Margaret.claggett@navy.mil)

## **10.2 Task Order Manager (TOM)**

Mr. Harry Dugan, Code N531

Naval Ordnance Safety and Security Activity

Ordnance Environmental Support Office

4234 Steves Way, Ste. 121

Indian Head, MD 20640-5058

[Harry.Dugan@navy.mil](mailto:Harry.Dugan@navy.mil)

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 10 of 47	FINAL
--------------------------------------	---------------	------------------	-------

**SECTION D PACKAGING AND MARKING**

**SEE BASIC CONTRACT**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 11 of 47	FINAL
--------------------------------------	---------------	------------------	-------

**SECTION E INSPECTION AND ACCEPTANCE**

**SEE BASIC CONTRACT**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 12 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## **SECTION F DELIVERABLES OR PERFORMANCE**

### CLIN - DELIVERIES OR PERFORMANCE

The Basic effort to be performed under this contract, shall be completed within a period of (12) months from the base year, with Four (4) one year options to be exercised if deemed in the best interest of the government.

**THE TASK ORDER PERIOD OF PERFORMANCE SHALL NOT EXCEED THE PERIOD OF PERFORMANCE OF THE SEAPORT CONTRACT.**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 13 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager  
Harry F Dugan, N531  
NOSSA, OESO, 4234 Steves Way  
Indian Head, MD 20640-5058  
harry.dugan@navy.mil  
301-744-5631

### 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

<u>ITEM(S)</u>	<u>ALLOTTED TO COST</u>	<u>ALLOTTED TO FEE</u>	<u>ESTIMATED</u>
	\$	\$	<u>PERIOD OF PERFORMANCE</u>

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs \_\_\_\_\_ are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

### TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 14 of 47	FINAL
--------------------------------------	---------------	------------------	-------

Contract Administrator:

Phone Number: (301)744-

Email:

Payments/Invoicing:

Phone Number: (301)744-

Task Order Manager: Harry Dugan - [Harry.dugan@navy.mil](mailto:Harry.dugan@navy.mil)

Phone Number: (301)744-5631

#### **IHD 77 ALT I – CPFF WAWF INVOICE INSTRUCTIONS (NSWCIHD) (DEC 2008)**

(a) In accordance with the clause of this contract entitled “Electronic Submission of Payments Requests and Receiving Reports” (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides are also available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are “Getting Started for Vendors” and “WAWF Vendor Guide”.

(c) The designated CCR EB point of contact is responsible for activating the company’s CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company’s CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company’s CAGE code at <https://wawf.eb.mil>.

(d) The following information regarding payment request routing is provided for completion of the document in WAWF:

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 15 of 47	FINAL
--------------------------------------	---------------	------------------	-------

Look at the bottom of the first page of your contract or order (basic, not modification) to find the form number, and then use the chart below that corresponds to your contract type (i.e., firm fixed price or cost plus fixed fee). This chart is a guide to finding information necessary for creating a payment request. In most cases, the chart points to a block number on a contract form or a particular section within the contract. In the WAWF system only use the DoDAAC ext. field if specifically directed, otherwise leave blank.

<b>Use Cost Vouchers for Cost Plus Fixed Fee Contracts/Orders</b>	
	<b>Below Fields Are To Be Completed By The Buyer</b>
<b>Contract Number</b>	
<b>Delivery Order</b>	
<b>CAGE Code/Ext.</b>	
<b>Pay DoDAAC</b>	
<b>Issue date</b>	ENTER BLOCK WHERE THIS DATE IS LOCATED
<b>IssueBy DoDAAC</b>	
<b>Admin DoDAAC</b>	
<b>DCAA Auditor DoDAAC/Ext.</b>	
<b>Service Approver/Ext.</b>	ADMIN DoDAAC

(e) Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(f) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on "Send More Email Notifications" and add the following email address (es):

Technical Representative: BUYER FILL IN \_

-

This additional notification to the government is necessary to make the acceptor aware that the invoice has been submitted in WAWF. Without this notification, the government may be unable to process your submission in a timely manner, which will delay payment.

(g) When shipping material, it is strongly recommended the contractor print a completed copy of the receiving report from WAWF and include this with the shipping paperwork. This assists receiving personnel with matching received material to your payment request, which can speed your payment.

(h) The contractor shall submit invoices for payment per contract terms and the government shall process invoices for payment per contract terms.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 16 of 47	FINAL
--------------------------------------	---------------	------------------	-------

(i) If you have any questions regarding WAWF, please contact Dan Twombly at 301-744-6613 or [daniel.twombly@navy.mil](mailto:daniel.twombly@navy.mil) or Chris Ireson at 301-744-6550 or [chris.ireson@navy.mil](mailto:chris.ireson@navy.mil).

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 17 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

#### 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)

(a) Definition. "Small business concern" as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected. (2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

### IHD 76 - INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) FEB 2000

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. Scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>
New Year's Day	01 January
Martin Luther King's Birthday	19 January
President's Day	16 February
Memorial Day	31 May
Independence Day	5 July

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 18 of 47	FINAL
--------------------------------------	---------------	------------------	-------

Labor Day	6 September
Columbus Day	11 October
Veteran's Day	11 November
Thanksgiving Day	25 November
Christmas Day	24 December

\* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

<u>AREA</u>	<u>FROM</u>	<u>TO</u>
Contracts Division (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M.	11:00 A.M.
	12:30 P.M.	2:00 P.M.

If you intend to visit the Contracts Division, it is advised that you call for an appointment at least 24 hours in advance.

## **H. Quality Assurance Surveillance Plan (QASP)**

### **PURPOSE**

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to assure systematic quality assurance methods are used in this performance based service order. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the order. A properly executed QASP will assist the Government in achieving the objectives of this acquisition.

This contract provides program management support relating to NOSSA Corporate, Department of Navy (DoN) Explosives Safety, and Navy Environmental Readiness Programs. The resulting performance based order will have cost plus fixed fee Labor CLINs, and cost only Other Direct Cost (ODC) CLINs. The period of performance for this order will cover one base year and four (4) option years for a total of five (5) years. A properly executed QASP will assist the Government in achieving the overall objectives of this procurement.

### **AUTHORITY**

Authority for issuance of this QASP is provided under Contract Section E – Inspection and Acceptance, which provides for inspection and acceptance of the services and documentation called for in service contracts, to be executed by the Contracting Officer or a duly authorized representative.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 19 of 47	FINAL
--------------------------------------	---------------	------------------	-------

### 3. SCOPE

The QASP is put in place to provide Government surveillance and oversight of the contractor's efforts to assure that they are timely, effective and are delivering the results specified in the order.

The contractor's performance on this contract will be evaluated by the Government as described below. The first evaluation will cover the period ending nine (9) months after date of contract award with successive evaluations being performed for each twelve (12) month period thereafter until the contractor completes performance under this task order. For the first period and each subsequent twelve (12) month period, the government will evaluate the contractor's performance. The evaluation will encompass all work performed by the contractor at any time during the twelve (12) month period but will not include cumulative information from prior reports. For each period, the Contractor will complete a self-assessment of the performance provided, to be delivered to the TOM and Contract Specialist NLT 60 days prior to the end of the period of performance. The self-assessment shall cover all areas of the Government QASP. Based on the evaluation results, the Contracting Officer will assign an overall performance rating. If the Contracting Officer assigns an "Unsatisfactory" performance rating for the period evaluated, the next option period will not be exercised.

### 4. GOVERNMENT RESOURCES AND RESPONSIBILITIES

The following Government resources shall have responsibility for the implementation of this QASP:

**Procurement Contracting Officer** – The Procurement Contracting Officer (PCO) ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interest of the United States in the contractual relationship. It is the PCO that assures the Contractor receives impartial, fair and equitable treatment under the contract. The PCO is ultimately responsible for the final determination of the adequacy of the Contractor's performance. The PCO for this contract is identified in Section G.

**Contract Specialist** – An individual assigned by the PCO to assist in the daily administration of the contract. The Contract Specialist also provides input to the PCO and the TOM as to the quality of performance for areas addressed in this QASP. The Contract Specialist for this contract is identified in Section G.

**Task Order Manager** – The Task Order Manager (TOM) is responsible for technical administration of the contract and assures proper Government surveillance of the contractor's performance. The TOM is not empowered to make any contractual commitments or to authorize any changes on the Government's behalf. Any changes that the contractor deems may affect contract price, terms or conditions shall be referred to the PCO for action.

**Government Technical Point of Contact** – The TOM designates an individual Government Technical Point of Contact (TPOC) to assist in administering specific projects under the contract. The Government TPOC is responsible for assisting in administering a specific project under the contract. A Government TPOC cannot, in any manner, alter the scope of the contract, make commitments or authorize any changes on the Government's behalf.

### 5. METHODS OF QA SURVEILLANCE

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 20 of 47	FINAL
--------------------------------------	---------------	------------------	-------

- a. **QASP** – The below listed methods of surveillance shall be used by the TOM in the technical administration and the PCO/Contract Specialist in non-technical administration of this QASP. The QASP will be the prime determinant in exercising the option.
  
- b. **Contractor Performance Assessment Report System (CPARS)** – The market place for information technology, engineering, and management support services is very competitive. As such, the successful offeror has a vested interest in the Government generated CPARS under this contract. Additionally, an evaluation using the CPARS format will be performed at the end of each year of performance. This evaluation will be one determinant in exercising an option. The Government for this procurement will address the quality of product or service, schedule, cost control, business relations, management, and other important areas. As this information may affect future source selections throughout DoD, and the continuation of the order, the annual Government assessment will be used appropriately as an additional performance oversight and communication tool with the QASP.

6. **DOCUMENTATION**

In addition to providing annual reports to the Contracting Officer, the TOM will maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government’s performance of the quality assurance function. The TOM shall forward these records to the Contracting Officer at termination or completion of the Order.

FOR OFFICIAL USE ONLY

7. **SURVEILLANCE**

The tables below set forth the performance ratings, standards, outcome and surveillance methods to document the results of the surveillance on an annual basis as well as interim and informal reviews (i.e., IPRs) on a more frequent basis.

(a) **Performance Ratings:** The Government will evaluate the contractor’s performance of the Statement of Work (SOW) and the Contracting Officer will assign one of the following ratings:

- (1) Excellent

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 21 of 47	FINAL
--------------------------------------	---------------	------------------	-------

- (2) Satisfactory
- (3) Unsatisfactory

The standards associated with these ratings are given in the following Table 1:

**Table 1: Overall Performance Ratings**

<b>Overall Performance Rating</b>	<b>Standard</b>
Excellent	“Excellent” ratings for all performance evaluation criteria.
Satisfactory	A minimum of “Satisfactory” ratings for all performance evaluation criteria.
Unsatisfactory	A rating of “Unsatisfactory” for one or more performance evaluation criteria.

**(b) Objectives/Determination**

- 1. Interim/Informal

Interim/Informal performance evaluations will be provided to assess performance at each In-Process Review.

- 2. Annual

The PCO will make a performance determination at the end of each evaluation period. The determination will be based upon the TOM’s recommendations, the contractor’s comments, including any Self-Evaluation Report, and any other information deemed relevant by the PCO. The PCO shall resolve disagreements between the TOM’s recommendations and the contractor’s comments/report regarding the evaluation. The PCO’s performance determination is unilateral and final. The PCO will document the determination and provide a copy to the contractor within 30 days of receipt of the contractor’s self-assessment.

**Table 2: Objectives**

<b>Assessment Period</b>	<b>Acceptable Performance Definition</b>	<b>How Measured</b>	<b>Outcome</b>
--------------------------	--	---------------------	----------------

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 22 of 47	FINAL
--------------------------------------	---------------	------------------	-------

Base	All measurement areas rated at least "Satisfactory"	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous 12 months	(+) Meet the acceptable performance definition as condition for exercise of Option 1.*  (-) Does not meet the acceptable performance definition as a condition for exercise of Option 1.*
Option I	All measurement areas rated at least "Satisfactory"	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous 12 months	(+) Meet the acceptable performance definition as condition for exercise of Option 2.*  (-) Does not meet the acceptable performance definition as a condition for exercise of Option 2.*
Option II	All measurement areas rated at least "Satisfactory"  Two or more measurements rated as "Excellent".	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous 12 months	(+) Meet the acceptable performance definition as condition for exercise of Option 3.*  (-) Does not meet the acceptable performance definition as a condition for exercise of Option 3.*
Option III	All measurement areas rated at least "Satisfactory"  Two or more measurements rated as "Excellent".	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous 12 months	(+) Meet the acceptable performance definition as condition for exercise of Option 4.*  (-) Does not meet the acceptable performance definition as a condition for exercise of Option 4.
Option IV.	All measurement areas rated at least "Satisfactory"  Two or more measurements rated as "Excellent".	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous 12 months	Final CPARS Rating

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 23 of 47	FINAL
--------------------------------------	---------------	------------------	-------

\*The Government will not exercise the next option year term unless the contractor meetings the acceptable performance definition.

(c) Performance Evaluation Criteria. The contractor’s performance will be evaluated using the criteria and standards provided for each objective and identified in Tables 3 through 5 of this contract clause.

(d) Organization. The performance evaluation organization consists of the PCO, who will serve as the

Determining Official, and the TOM. In some instances, a TPOC will be assigned to the task order

in addition to the TOM.

(e) This performance evaluation does not replace any other requirement for evaluating contractor performance that may be required by this contract such as a Contractor Performance Assessment Reporting System (CPARS) report, or a Task Order Performance Evaluation (TOPE) Report.

**Table 3: Task Performance Evaluation Criteria and Standards**

<b>Criterion</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Excellent</b>
Task Performance	Work product fails to meet Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table (4).	Work product routinely meets Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table 4.	Work product frequently exceeds Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table 4.
Staffing	Contractor provides marginally qualified or unqualified personnel. Lapses in coverage occur regularly.	Contractor provides qualified personnel. Lapses in coverage may occasionally occur and are managed per individual task order policy.	Contractor provides highly qualified personnel. Contractor reassigns personnel to ensure proper coverage. Actual lapses in coverage occur very rarely, if ever, and are managed per task order policy. Contractor ensures staff training remains current.
Timeliness	Contractor frequently misses deadlines, schedules, or is slow to respond to government requests or is non-responsive to government requests.	Contractor routinely meets deadlines, schedules, and responds quickly to government requests.	Contractor always meets deadlines, schedules, and responds immediately to government requests.
Customer Satisfaction	Fails to meet customer expectations.	Meets customer expectations.	Exceeds customer expectations to the benefit of the overall tasking.

**Table 4: Performance Requirements Summary Table**

<b>SOW Task Area</b>	<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Quality Surveillance Plan Typical Monitoring Methods</b>
4.1 Strategic Planning and Program Management Support	Apply comprehensive knowledge of methodologies, metrics, principles and practices related to strategic and business planning to perform analyses, conduct evaluations, assist in strategic plan and business plan development, and provide facilitation support at the command, directorate, and branch levels. Provide knowledge and change management, organizational development, benchmarking, metric measurements, training and support as needed. Provide program and project management, planning, and tracking technical support to the command as needed.	Document the Strategic Business Plan and metrics on the branch, directorate, and command level. Documents are technically accurate, grammatically correct, and revisions are delivered IAW with agreed upon schedules. Provide training and support as required.	All measurement areas rated at least "Satisfactory"	Monitoring will be achieved through status reports, meetings with the contractor and clients, and quality reviews of the products produced. Evaluations of contractor recommendations/ initiative quality and quantity will also be performed.
4.2 Explosives Safety Performance	Provide systems development support to NOSSA as	Submit approved developed databases in compliance with Naval Explosives	All measurement areas rated at least "Satisfactory"	Periodic meetings, review of status reports, checkpoints to

<p>Metric Tool and Related Database Development and Management Support</p>	<p>required, to Naval Explosives Safety and Ordnance Environmental performance metrics and associated databases. Develop and populate performance tools based on input provided by client using NMCI-and client-approved software. Assist in creating and populating command performance measurement databases and interactive online processes. Design databases, conversion and importing data from various formats. Design and develop user-friendly and NMCI-compliant menus and web pages. Perform testing, debugging, and installation of web pages and databases developed to Navy-owned servers. Provide documentation of quality assurance, source code and data dictionary in a turn-key format.</p>	<p>Safety and Ordnance Environmental performance metrics. Update and populate client software approved for NMCI . Populated performance measurement and interactive online processes/databases.</p> <p>Designed and developed menus and web pages NMCI compliant. Provide in a timely matter all testing debugging, installation of web pages and databases. Submitted quality assurance, source code and data dictionary in appropriate and reproducible format.</p>		<p>verify that requirements are achieved, NMCI compliance validation, criteria for database structure will be verified, ability of users to easily navigate the databases.</p>
<p>4.3 Explosives Safety Newsletter and Graphics Support</p>	<p>Provide technical writing, editing, graphics, and registration support for command's</p>	<p>Provide technical writing and editing, graphics, registration support in development and distribution of</p>	<p>All measurement areas rated at least "Satisfactory"</p>	<p>Verification every quarter of article technical editing, layout quality, number of times drafts are returned</p>

	<p>quarterly newsletter and other command requirements. Support command newsletter manager and directorates in developing themes, screening, editing technical articles, layout design, coordinating with Government printers, proof reviews, managing subscription database and distribution of newsletter and other command materials.</p>	<p>command's quarterly newsletter and other command graphics requirements. Support command's newsletter manager and directorates in developing themes, screening, editing technical articles, layout design, coordinating with Government printers, proof reviews, manage subscription database and distribution of newsletter and other command materials.</p>		<p>for correction, quality of final products, satisfaction of readers in quality of format and timely distribution. Review of status reports.</p>
4.4.1 Training Program	<p>Support Navy Explosives Safety "Schoolhouse", program management services, oversight, coordination of course curriculum development, updates, instruction, scheduling, logistics, and joint service initiatives.</p>	<p>Support Navy Explosives Safety "Schoolhouse", to include program management services, oversight, coordination of course curriculum development, updates, instruction, scheduling, logistics, and joint service initiatives.</p>	<p>All measurement areas rated at least "Satisfactory"</p>	<p>Timeliness and quality of course registrant screening and processing, quality of oversight by meeting requirements and effective management, effectiveness of course scheduling and oversight.</p>
4.5.1 Progress Reviews	<p>Participate in Contract kick-off meeting within 15 days of award, periodic progress reviews with clients, overall task status, review key project deliverables.</p>	<p>Coordinate contract kick-off meeting within 15 days after award plus periodic progress reviews, overall task status, and review deliverables with client.</p>	<p>All measurement areas rated at least "Satisfactory"</p>	<p>Validation as to whether contractor is prepared in knowledge and resources to begin work and meet requirements, preparedness at kick-off with a plan of action .</p>
4.5.2 Monthly Reporting	<p>Submit monthly management status reports, in format</p>	<p>Provide monthly status report with approved format by</p>	<p>Concise and complete Monthly Status Report</p>	<p>Review of status report accuracy and timeliness.</p>

	<p>approved by client, detail accomplishments, progress and status for all tasks, problems encountered, projected support for next reporting period, and funding status. Reports will have detailed breakout by task and specific project of work performed, funding, and labor hours obligated/expended, funding and labor hours balance, an additional report to show billable hours for the reporting period, contractor personnel worked task/project and labor categories, 100% funding liquidation date anticipated by task/project completion date. Funding status shall include charting of task/project funded versus actual/projected expenditures. Distributed via e-mail to applicable technical representatives or TOM by 15<sup>th</sup> of each month on the previous month.</p>	<p>clients/TOM, with detail accomplishments, progress and status for all tasks, to include problems, projected support for next reporting period, and detailed funding status. Funding will be by task, amount funded, amount expended, remaining, previous six (6) month average, expected total liquidation date. Distributed via email to technical representatives and TOM.</p>	<p>with detailed and accurate financial data delivered by 15<sup>th</sup> of the month.</p>	
--	---	---	---	--

Table 5 entitled: “**COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS**”, shall be included when the task order will be cost-reimbursable.

**TABLE 5: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS**

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Cost Management	Contractor routinely fails to complete the effort within the originally agreed to estimated cost, i.e. cost overruns frequently occur.	Contractor routinely completes the effort within the originally agreed to estimated cost. Contractor provides measures for controlling all costs at estimated costs. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.	Reductions in direct costs to the Government below contract estimated costs are noteworthy. Contractor provides detailed cost analysis and recommendations to Government for resolution of problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.
Cost Reporting	Reports are generally late, inaccurate incomplete or unclear.	Reports are timely, accurate, complete and clearly written. Problems and/or trends are addressed, and an analysis is also submitted.	Reports are clear, accurate, and proactive. Problems and/or trends are addressed thoroughly, and the contractor's recommendations and/or corrective plans are implemented and effective.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 29 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## **SECTION I CONTRACT CLAUSES**

### **SECTION I CONTRACT CLAUSES**

#### **OPTION TO EXTEND THE TERM OF THE TASK ORDER**

(a) The Government may extend the term of this contract by written notice to the Contractor within 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 5 years.

#### **DFARS 252.215-7003 EXCESSIVE PASS-THROUGH CHARGES-IDENTIFICATION OF SUBCONTRACT EFFORT (APR 2007)**

#### **DFARS 252.215-7004 EXCESSIVE PASS-THROUGH CHARGES (APR 2007)**

#### **DFARS 252.225-7040 CONTRACTOR PERSONNEL AUTHORIZED ACCOMPANY U.S. ARMED FORCES DEPLOYED OUTSIDE THE U.S. (JUN 2006)**

#### **DFARS 252.211-7003 ITEM UNIQUE IDENTIFICATION (JUN 2005)**

#### **52.222-41 Service Contract Act (1965)**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 30 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## **SECTION J LIST OF ATTACHMENTS**

1. Past Performance Matrix
2. Past Performance Questionnaire
3. Cost Summary Format
4. DD254 (will be incorporated at time of award)
5. Contract Administration Plan
6. Privacy Act Certification
7. Wage Determination 05-2103 Rev. 8

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 31 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## **SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

The requirement for Annual Representation and Certifications at 52.204-8 applies at the basic multiple award contract (MAC) level for each Offeror. Offerors are not required to submit representation or certifications in response to this solicitation or its subsequent Task Order award, if any. All requests for representation or rerepresentation shall come from the MAC Contracting Officer in accordance with the terms of the basic contract.

The Ordering Officer will consider quoter's size/socioeconomic status as defined within the SeaPort-e portal at the following web address:

<https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 32 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

#### 52.215-1 INSTRUCTIONS TO OFFERORS - - COMPETITIVE ACQUISITION (JAN 2004)

##### Overview

This Task Order is reserved for contractors, which are listed under Zone 2 – National Capital Zone, identified in Section B of the MAC contract. Proposals from other contractors will not be considered.

Each Offeror must submit a proposal in strict accordance with these instructions. The Government reserves the right to exclude nonconforming proposals from further evaluation and award. Therefore, the Government encourages Offerors to submit all questions via the SeaPort portal to request an explanation of any aspect of these instructions deemed necessary. Questions should be submitted no later than 15 calendar days after the release date of the solicitation to allow sufficient time for the Government to research and provide answers to the questions. The procurement is being conducted on a best value basis utilizing a trade-off process. Factors are presented in descending order of importance. As a result of this solicitation, the Government intends to award a single task order based on initial offers and without holding discussions, but reserves the right to hold discussions at the Government's discretion.

Proposals must take the following form.

##### Cover Letter:

The Offeror shall submit a cover letter which should be a separate file from the volume submissions. The cover letter shall include consent and agreement to the Statement of Work and all applicable clauses. If applicable, the Offeror shall address any assumptions or exceptions taken. In accordance with HQ L-2-0005 – Notification Of Potential Organizational Conflict(s) of Interest (NAVSEA) (JUN 1994) if the Offeror determines that a potential organizational conflict of interest does not exist at any tier, the Offeror shall include a statement to that effect in the cover letter. Failure to include the statement will result in the removal of the Offeror from consideration for award.

Each volume must contain sufficient detail to enable evaluation based on the “Best Value Evaluation and Basis for Award” detailed in Section M of this solicitation, and as detailed below.

Offerors are instructed to clearly label all electronic files with Volume number, CLIN number, company name and a unique identifying name which is reflective of the contents of the file (i.e., VOL. III, CLIN XXXX, ABC COMPANY, PRIME COST PROPOSAL). Please keep the file names consistent for all volumes. Proposals shall be letter sized; single-spaced; not less than 10 pitch (Times New Roman or similar).

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 33 of 47	FINAL
--------------------------------------	---------------	------------------	-------

Factors are listed in descending order of importance.

#### Volume I – Technical (Factor 1)

The Offeror shall address technical subfactors as detailed below. Technical subfactors are listed in descending order of importance. Technical proposal shall be single-spaced; not less than 10 point font (Times New Roman or similar). Tables and graphics are acceptable, but may not be less than 10 point font and are counted towards the page limitation. The Government has established the page limit for each technical subfactor as detailed below. Offerors are advised that excess pages will not be evaluated.

#### Subfactor 1: Technical Knowledge and Capability (Not To Exceed 20 pages)

The Offeror shall demonstrate an understanding of the requirements contained in the Statement of Work (SOW) and demonstrate knowledge and capability to perform the requirements. The Offeror must address their technical approach to perform the requirements of the SOW. The Offeror's technical approach and the proposed personnel must demonstrate the necessary skills, knowledge, and capabilities to successfully perform the tasks in the SOW and as listed below. Tasks listed below are of equal importance.

- Strategic Planning and Program Management Support
- Explosives Safety Performance Metric Tool and Related Database Development and Management Support
- Explosives Safety Newsletter and Graphics Support
- Ammunition and Explosives (A&E) Training Program Management Support
- Training Program
- Project Management and Monthly Reporting
- Progress Reviews
- Monthly Reporting

The summary shall also include the Offeror's knowledge and capabilities in the areas listed below, which the Government finds necessary in supporting the requirements of the SOW, and which are of equal importance:

- Demonstrated experience in NOSSA strategic planning and program management support, knowledge of

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 34 of 47	FINAL
--------------------------------------	---------------	------------------	-------

methodologies, metrics, principles and practices related to NOSSA strategic and business planning to perform analyses, conduct evaluations, assist in strategic plan and NOSSA directorate business plan development, and provide facilitation support at the command and directorate levels.

- Demonstrated experience in information systems development support to NOSSA as required to support Naval explosives safety and ordnance environmental metrics and associated databases. Experience in developing and populating performance tools provided by the Government using NMCI and government approved software. Experience in providing NOSSA assistance in creating and populating command performance measurement databases and interactive online processes. Experience in designing databases to include conversion and importing data from various formats. Experience in designing and developing user-friendly and NMCI compliant menus and web pages. The offeror shall discuss its ability to perform testing, debugging, installation of web pages and databases developed to Navy owned servers. The offeror shall discuss its ability to provide documentation of quality assurance, source code, and data-dictionary in a turn-key format.

- The offeror must demonstrate experience in explosive safety newsletter and graphics support. The offeror must address its ability to provide technical writing, editing, graphics, and registration support in development and distribution of the command's quarterly newsletter and other command graphics requirements. The offeror must address how it will support the newsletter manager and directorates in developing themes, screening, editing technical articles, layout design, coordinating with Government printers, proof reviews, managing subscription database and distribution of newsletter and other command materials.

- The offeror should demonstrate its experience in Navy Explosives Safety "Schoolhouse", program management services, oversight, coordination of course curriculum development, updates, instruction, scheduling, logistics, joint service initiatives.

The Offeror shall identify all of the proposed key personnel by name for this task order and describe their technical knowledge and capability to meet the requirements of the SOW. The Offeror shall demonstrate an ability to provide qualified personnel in a timely manner.

The Offeror shall provide a staffing plan that graphically depicts the Offeror's organization and reporting relationships and details the number of personnel that will be provided to accomplish the tasks in the SOW. The Offeror shall describe how they plan to incorporate flexibility in their staffing plan to accommodate new staffing requirements or to remove staff if required during the period of performance of this task order. The Offeror shall address the recruiting methods they will utilize to achieve timely staffing requirements. The Offeror shall certify that key personnel must be available at the time of task order award, and non-key personnel and contingent hires within 30 days of task order award.

Offerors that propose a significant number of contingent hires will be evaluated as a higher risk and therefore a weakness in the Offeror's proposal.

Contractor personnel providing on-site support to CNO N45 must have and maintain a SECRET clearance for access

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 35 of 47	FINAL
--------------------------------------	---------------	------------------	-------

to the building and classified documents/containers. Contractor personnel providing on- and off-site support to NOSSA may be required to have and maintain a SECRET clearance, depending on access to classified documents or technical support involving classified document reviews.

**Subfactor 2: Relevant Experience (Not To Exceed 20 pages)**

The Offeror shall submit a summary of the Offeror's corporate relevant experience; do not include the experience of the Offeror's personnel. The summary should contain a description of the Offeror's relevant experience, within the past five (5) years, performing efforts similar to those required under the Statement of Work. The summary shall not parrot the SOW task descriptions, as that is ineffective in supporting the Offeror's claim of having gained relevant experience in the SOW task areas. The Offeror shall discuss relevant work processes and procedures associated with performing the work and about the nature, difficulties, uncertainties and risks associated with performing the kind of work that will be required under the prospective task order. The narrative should also contain the benefits gained from contracts or subcontracts that the Offeror has performed.

**Subfactor 3 – Personnel Resources (Not to exceed 10 pages)**

The Offeror shall submit a summary of the proposed personnel showing how their technical knowledge and capability will contribute to the Offeror's ability to meet the requirements of the SOW. The summary shall show to what extent the proposed personnel meet the qualifications of their respective labor category referenced in the RFP. For each proposed person, the Offeror shall submit information regarding the experience, education, level of and eligibility for security clearance and whether the person is presently employed with the Offeror, or whether they are proposed under a letter of intent.

The Offeror's proposed personnel shall also comply with the details listed below, which are of equal importance:

- At least one program manager must have a minimum of 15 years program management experience with at least 10 years providing support to the U.S. Navy; they must have some direct experience in NOSSA business planning, performance metrics, and the Navy's Planning, Programming, Budgeting, and Execution (PPBE) process.
- One or more key personnel must have at least 10 years of experience with at least five years providing support to the U.S. Navy; 5+ years direct experience in NOSSA strategic and business planning.
- At least one key person must have a minimum of 10 years of experience providing technical support to energetics/explosives or weapons systems programs, and 5+ years experience providing program/project management oversight for environmental and explosives safety programs and the development of IT programs. The candidate must have experience providing financial management support include analysis of program planning, budget submissions, execution and obligation plans, development and execution of project plans, providing direction to staff for cost, schedule, and quality for all assigned programs, preparing technical documentation and

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 36 of 47	FINAL
--------------------------------------	---------------	------------------	-------

presentations and conducting formal program /progress reviews. Master's degree and 10+ years directly related work experience, or 15+ years of directly related work experience may be substituted for degree.

## Volume II – Past Performance (Factor 2) (Prime Only)

Past performance information should only be provided for the Prime; do not submit past performance information for teaming subcontractors and subcontractors.

Past performance is a measure of the degree to which a Prime Offeror, as an organization, has during the past five years, satisfied its customers and complied with federal, state, and local laws and regulations. The Offeror shall provide a list of three references using the *Past Performance Matrix*, (as listed in Section J), who will be able to provide information regarding the Offeror's relevant past performance during the last five years in regard to the following areas: (1) customer satisfaction, (2) timeliness, (3) technical success, (4) program management, and (5) quality. *The reference information must be current to facilitate the evaluation process. If the Prime Offeror has no relevant past performance within the last five years or cannot provide a list of three references, then the Offeror must provide an explanation. Failure to provide the required information or to provide an explanation will result in the removal of the Offeror from consideration for award.*

The Offeror may submit the Past Performance Questionnaire attached in Section J to any of the references listed on the Past Performance Matrix, and should request that the references complete the Past Performance Questionnaire and return it directly to:

Procurement Department

4072 North Jackson Road

Suite 132, Code C11B

Indian Head, MD 20640-5115

Surveys may also be emailed or faxed to Michael Burch at michael.burch@navy.mil or 301-744-6567.

Past performance questionnaires provide Offerors an opportunity to supplement information available in the Contractor Performance Assessment Reporting System (CPARS) and the SeaPort-e Task Order Performance Evaluation (TOPE) system, as well as other information already available to the Government.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 37 of 47	FINAL
--------------------------------------	---------------	------------------	-------

**In the evaluation of an Offeror's past performance, the Government reserves the right to use any information concerning relevant performance within the past five years.**

**Volume III – Cost (Factor 3)**

**REMINDER: It is imperative that Offerors label all cost or price files with Volume III, company name and a unique identifying name which is reflective of the contents of the file.**

**This volume is the only volume that should contain cost or price information. There is no limitation on the number of pages or print size for the cost proposal. All Attachments submitted under Volume III shall be clearly identified. Only Microsoft Excel is acceptable (Office 03 preferably-any later version of Microsoft Excel is NOT ACCEPTABLE). All Offerors are to submit their cost proposal in accordance with the format entitled "Cost Summary Format" contained in Section J of the solicitation. Prime contractors and all teaming subcontractors MUST provide their company name; complete address; point of contact with phone number; and solicitation number at the top right of the "Cost Summary Format" template. Offerors shall only provide information for the columns entitled "Element/Category" and "Proposed". The Government will complete the columns entitled "DCAA" and "Government Position" to determine the Offeror's realized cost in conjunction with information received through DCAA. Service Contract Act labor categories shall be identified. Do not lock any cells. Locked cells will make it difficult for the Government to evaluate the cost proposal. A narrative shall be provided to explain any assumptions and the application of all burdens. This narrative shall be included as an attachment and cross referenced to the specific section of the cost proposal.**

**ONE COPY OF YOUR COST PROPOSAL SHALL BE SENT TO YOUR COGNIZANT DCAA CONCURRENT WITH YOUR PROPOSAL SUBMISSION TO THE REQUIRING ACTIVITY. YOUR PROPOSED SUBCONTRACTORS AND CONSULTANTS, IF ANY, SHALL BE INSTRUCTED TO DO THE SAME. Provide confirmation and date that copies of this cost proposal were submitted to DCAA, along with a telephone number and point of contact at DCAA.**

**If subcontractors and/or consultants are proposed, the Prime shall clearly identify their cost information (i.e., name of subcontractor/consultant, labor category, employee name, hours, and actual rates) in the format prescribed in the Cost Summary Format. The prime shall instruct subcontractors and/or consultants to submit supporting cost proposals in the same format as required for the prime. Subcontractor and/or consultant proposals should only reflect their proposed hours and costs. If a proposed subcontractor and/or consultant does not want to disclose detailed pricing information to its prime contractor, then the subcontractor and/or consultant shall submit complete cost proposal spreadsheets in accordance with the following instructions:**

**The submission must include the solicitation number and the name of the prime contractor that the proposal corresponds to. Cost data provided separately by a subcontractor and/or consultant must be received by the time and date specified for receipt of proposals. Failure to submit within the allotted timeframe will deem the prime Offeror's proposal as late and incomplete resulting in the removal of the prime Offeror from consideration for award. The prime contractor shall be responsible for justifying the reasonableness of each subcontractor's and/or consultant's cost.**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 38 of 47	FINAL
--------------------------------------	---------------	------------------	-------

The SeaPort Bid Event Site contains functionality that allows SeaPort-e subcontractors and consultants to submit their cost proposals under their respective prime contractor without the prime contractor being able to view or access this business sensitive information. However, only subcontractor or consultant team members of a prime contractor that have both a DUNS number and CAGE Code are provided the requisite SeaPort-e Vendor Portal privileges to submit their cost proposals in this manner.

In the event that a subcontractor or consultant included within a prime contractor cost proposal does not have a DUNS number and CAGE Code, these firms would be required to transmit their cost proposal in an appropriately password protected manner to their respective prime contractor, for inclusion within the prime contractor's proposal submission package within the SeaPort-e Vendor site. Subcontractor or consultant submitting their password protected cost proposals through their prime contractor in this manner must ensure that the applicable passwords are appropriately communicated to the Contracting Officer or Contract Specialist responsible for the procurement.

#### **FOR PROPOSAL PREPARATION PURPOSES ONLY:**

The Government has identified certain labor and Other Direct Costs (ODCs) amounts to be used by all Offerors in preparing their cost proposals as set forth herein.

#### **Estimated Labor Hours**

A man-year is based on 1920 hours. All Offerors are to use the assignment and level of effort shown below for computing all labor costs (prime, subcontractors, and consultants) to ensure that all Offerors propose the same level of effort in their proposal submission. This is the Government's best estimate and is used to establish the ceiling of the task order. The Government cannot guarantee the estimated quantities of labor hours shown here or the total estimated labor hours for any period of the task order performance. The Offeror will not be bound to these hours during performance of the task order. The Government advises that this is the anticipated level of effort at time of award and for the life of the task order. However, changes in program requirements may predicate changes in the level of effort.

All Offerors (prime, subcontractors and consultants) shall provide the employee name, number of hours, and the hourly rate for each labor category listed below in their cost proposal (i.e., the Offeror shall provide a name for each man-year). The same information is required for all personnel who are proposed under letters of intent. The Offerors are instructed not to use composite rates for the labor categories; the cost proposal should reflect actual rates.

Consultants are defined as an expert/specialist person/persons whose expertise is required to assist/support the contractor's own team in the performance of a task order. A consultant is not an employee of either the prime or any of the subcontractors.

Labor Category	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Level of Security
	12 months	12 Months	12 Months	12 Months	12 Months	
Program Manager *	7680	7680	7680	7680	7680	On site-Secret
Sr. Functional Specialist *	1920	1920	1920	1920	1920	
Functional Specialist	5760	5760	5760	5760	5760	On site-Secret
Sr. Engineer *	1920	1920	1920	1920	1920	
Engineer	2880	2880	2880	2880	2880	On site-Secret
Sr. Analyst *	4800	4800	4800	4800	4800	
Lead Analyst	5760	5760	5760	5760	5760	On site-Secret
Analyst	12480	12480	12480	12480	12480	On site-Secret
Project Administrator	4800	4800	4800	4800	4800	On site-Secret
<b>Totals</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>	

\* (K) Key Personnel Labor Category

Man-year is based upon 1920 hours

**Other Direct Costs (ODC's)**

Offerors are instructed to use travel and material/supplies as specified below, to generate their cost proposals.

Other Direct Costs (ODC's)	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Material/Supplies (Not-to-exceed)*	\$11,264.22	\$57,944.54	\$60,694.54	\$63,444.54	\$66,194.54
Travel (Not-to-exceed)*	\$55,194.54	\$11,264.22	\$11,264.22	\$11,264.22	\$11,264.22
Conference	\$55,000.00	\$57,750.00	\$60,500.00	\$63,250.00	\$66,000.00

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 40 of 47	FINAL
--------------------------------------	---------------	------------------	-------

<b>Totals*</b>	<b>\$121,458.76</b>	<b>\$126,958.76</b>	<b>\$132,458.76</b>	<b>\$137,958.76</b>	<b>\$143,458.76</b>
----------------	---------------------	---------------------	---------------------	---------------------	---------------------

**\*Inclusive of G&A, non-fee bearing**

**REALISM OF COST PROPOSALS**

An Offeror's proposal is assumed to represent the Offeror's best efforts to respond to the solicitation. Any inconsistency whether real or apparent, between promised performance and cost should be explained in the proposal. For example, if the intended use of new and innovative techniques is the basis for an abnormally low estimate, the nature of these techniques and their impact on cost should be explained. Additionally, if a corporate policy has been made to absorb a portion of the estimated cost, that should be stated in the proposal and the task order will include a clause, which requires the Offeror to absorb that portion of costs, reflected in its cost proposal. Any required explanation shall be included as an attachment to the cost proposal, and cross referenced to the specific section of the cost proposal that it refers to.

Any significant inconsistency if unexplained, raises a fundamental issue of the Offeror's understanding of the nature and scope of the work required and of his financial ability to perform the task order, and may be grounds for rejection of the proposal. The burden of proof as to cost credibility rests with the Offeror.

**HQ L-2-0005 - NOTIFICATION OF POTENTIAL ORGANIZATIONAL CONFLICT(S) OF INTEREST (NAVSEA) (JUN 1994)**

(a) Offerors are reminded that certain existing contractual arrangements may preclude, restrict or limit participation, in whole or in part, as either a subcontractor or as a prime contractor under this competitive procurement. Of primary concern are those contractual arrangements in which the Offeror provides support to provides technical guidance and assistance to all components of the DoN, and furnishes technical advice and evaluation to the CNO, NAVSEASYSKOM, and the Marine Corps Systems Command (MARCORSYSKOM) in all aspects of Explosives Safety, Arms, Ammunition and Explosives (AA&E) Physical Security, Ordnance Environmental, Ordnance Quality Evaluation/Engineering, Insensitive Munitions, Hazards of Electronic Radiation to Ordnance, weapons systems safety, waivers and exemptions to explosives safety criteria, lightening and ground protection, hazard classification and explosives safety training. To facilitate effective management of these programs, NOSSA requires support in strategic and corporate planning processes, as well as in performance measurement tool development and associated data management.

The NOSSA, Indian Head, MD, requires contractor support for program management relating to NOSSA Corporate, Department of Navy (DoN) Explosives Safety, and Navy Environmental Readiness Programs. Under this contract, technical and administrative support is required to support the following areas: strategic and business management, performance metrics-related information system development, program management, corporate operations,

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 41 of 47	FINAL
--------------------------------------	---------------	------------------	-------

explosives safety, and conference/meeting logistics and facilitation, or related laboratories (if applicable), in support of operation of the office or any of its programs. General guidance may be found in FAR 9.505; however, this guidance is not all inclusive. The Offeror's attention is directed to the "Organizational Conflict of Interest" (or similar) requirement which may be contained in current or completed contract(s) which prohibits the prime or subcontractor from providing certain supplies or services to the Government as described above during the period of the current "support" contract(s) or for a period after completion of the "support" contract(s). Notwithstanding the existence or non-existence of an Organizational Conflict of Interest (OCI) clause or similar requirement in current or completed contract(s), the Offeror shall comply with FAR 9.5 and identify whether an OCI exists and not rely solely on the presence of an OCI requirement.

(b) If a potential conflict of interest exists at any tier, each potential prime Offeror is requested to notify the Contracting Officer within 14 days of the date of this solicitation. The Offeror shall provide: (1) the contract number and name and phone number of the Contracting Officer for the contract which gives rise to a potential organizational conflict of interest; (2) a copy of the requirement; (3) the statement of work (or technical instruction) from the existing contract; (4) a brief description of the type of work to be performed by each subcontractor under the competitive procurement; and (5) any additional information the Contracting Officer should consider in making a determination of whether a conflict of interest exists. The Government may independently verify the information received from the Offeror. Notwithstanding the above, the Government reserves the right to determine whether a conflict of interest exists based on any information received from any source.

(c) The Government will notify an Offeror of any conflict of interest within 14 days of receipt of all required information. Those Offerors deemed to have a conflict of interest may be ineligible for award. Failure to provide the information in a timely manner does not waive the Government's rights to make a conflict of interest determination. The Offeror is notified that if it expends time and money on proposal preparation, such expenditure is at its own risk that the Government will not determine that an organizational conflict of interest exists.

(d) Any potential prime contractor which proposes a subcontractor later determined to have a conflict of interest and deemed ineligible to participate in the current competition, may not be granted the opportunity to revise its proposal to remove the ineligible subcontractor. The Government reserves the right to determine which Offerors remain in the competitive range through the normal source selection process.

(e) If the Offeror determines that a potential organizational conflict of interest does not exist at any tier, the Offeror shall include a statement to that effect in its response to this solicitation.

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 42 of 47	FINAL
--------------------------------------	---------------	------------------	-------

## SECTION M EVALUATION FACTORS FOR AWARD

Best Value  
Technical: First  
Past Performance: Second  
Price: Third

This Task Order is reserved for contractors, who are listed under Zone 2 – National Capital Zone, identified in Section B of the multiple award contract. Proposals from other contractors will not be considered.

As a result of this solicitation, the Government intends to award a single task order based on initial offers and without holding discussions, but reserves the right to hold discussions at the Government's discretion.

Offerors are required to follow specific instructions in submitting their proposal. Each Offeror's submission will be screened upon receipt by the Contracting Officer or a designee of the Contracting Officer to ensure compliance with the RFP instructions and requirements. Elimination of an Offeror due to failure to comply with the submission requirements of the RFP is at the sole discretion of the Contracting Officer.

Attention is directed to contract clause H-5 TASK ORDER PROCESS, Section C, Competitive Ordering Process, which provides that the award will be made to that Offeror whose proposal is most advantageous to the Government, following the selection criteria set forth in this Section M.

The following factors will be used to evaluate offers. The factors are listed in descending order of importance.

Factor 1: Technical: Subfactors are listed in descending order of importance.

Subfactor 1 – Technical Knowledge and Capability

Subfactor 2 - Relevant Experience

Subfactor 3 – Personnel Resources

Factor 2: Past Performance

Factor 3: Cost

**Factor 1 – Technical**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 43 of 47	FINAL
--------------------------------------	---------------	------------------	-------

**Subfactor 1- Technical Knowledge and Capability (Not to Exceed 20 pages)**

The Offeror shall demonstrate an understanding of the requirements contained in the Statement of Work (SOW) and demonstrate knowledge and capability to perform the requirements. The Offeror must address their technical approach to perform the requirements of the SOW. The Offeror's technical approach and the proposed personnel must demonstrate the necessary skills, knowledge, and capabilities to successfully perform the tasks in the SOW and as listed below. Tasks listed below are of equal importance.

- Strategic Planning and Program Management Support
- Explosives Safety Performance Metric Tool and Related Database Development and Management Support
- Explosives Safety Newsletter and Graphics Support
- Ammunition and Explosives (A&E) Training Program Management Support
- Training Program
- Project Management and Monthly Reporting
- Progress Reviews
- Monthly Reporting

The summary shall also include the Offeror's knowledge and capabilities in the areas listed below which the Government finds necessary in supporting the requirements of the SOW, and which are of equal importance:

- Demonstrated experience in NOSSA strategic planning and program management support, knowledge of methodologies, metrics, principles and practices related to NOSSA strategic and business planning to perform analyses, conduct evaluations, assist in strategic plan and NOSSA directorate business plan development, and provide facilitation support at the command and directorate levels.
- Demonstrated experience in information systems development support to NOSSA as required

to support Naval explosives safety and ordnance environmental metrics and associated

databases. Experience in developing and populating performance tools provided by the Government using NMCI and government approved software. Experience in providing NOSSA assistance in creating and populating command performance measurement databases and interactive online processes. Experience in designing databases to include conversion and importing data from various formats. Experience in designing and developing user-friendly and NMCI compliant menus and web pages. The offeror shall discuss its ability to perform testing, debugging, installation of web pages and databases developed to Navy owned servers. The offeror shall discuss its ability to provide documentation of quality assurance, source code, and data-dictionary in a turn-key format.

- The offeror must demonstrate experience in explosive safety newsletter and graphics support. The offeror must address its ability to provide technical writing, editing, graphics, and registration support in development and distribution of the command's quarterly newsletter and other command graphics requirements. The offeror must address how it will support the newsletter manager and directorates in developing themes, screening, editing technical

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 44 of 47	FINAL
--------------------------------------	---------------	------------------	-------

articles, layout design, coordinating with Government printers, proof reviews, managing subscription database and distribution of newsletter and other command materials.

. The offeror should demonstrate its experience in Navy Explosives Safety “Schoolhouse”, program management services, oversight, coordination of course curriculum development, updates, instruction, scheduling, logistics, joint service initiatives.

The Offeror shall identify all of the proposed key personnel by name for this task order and describe their technical knowledge and capability to meet the requirements of the SOW. The Offeror shall demonstrate an ability to provide qualified personnel in a timely manner.

The Offeror shall provide a staffing plan that graphically depicts the Offeror’s organization and reporting relationships and details the number of personnel that will be provided to accomplish the tasks in the SOW. The Offeror shall describe how they plan to incorporate flexibility in their staffing plan to accommodate new staffing requirements or to remove staff if required during the period of performance of this task order. The Offeror shall address the recruiting methods they will utilize to achieve timely staffing requirements. The Offeror shall certify that **key** personnel must be available at the time of task order award, and non-key personnel and contingent hires within 30 days of task order award.

Offerors that propose a significant number of contingent hires will be evaluated as a higher risk and therefore a weakness in the Offeror’s proposal.

Contractor personnel providing on-site support to CNO N45 must have and maintain a SECRET clearance for access to the building and classified documents/containers. Contractor personnel providing on- and off-site support to NOSSA may be required to have and maintain a SECRET clearance, depending on access to classified documents or technical support involving classified document reviews.

**Subfactor 2 – Relevant Experience (Not to Exceed 20 pages)**

The Offeror shall submit a summary of the **Offeror’s corporate relevant experience**; do not include the experience of the Offeror’s personnel. The summary should contain a description of the Offeror’s relevant experience, within the past five (5) years, performing efforts similar to those required under the Statement of Work. The summary shall not parrot the SOW task descriptions, as that is ineffective in supporting the Offeror's claim of having gained relevant experience in the SOW task areas. The Offeror shall discuss relevant work processes and procedures associated with performing the work and about the nature, difficulties, uncertainties and risks associated with performing the kind of work that will be required under the prospective task order. The narrative should also contain the benefits gained from contracts or subcontracts that the Offeror has performed.

**Subfactor 3 – Personnel Resources (Not to exceed 10 pages)**

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 45 of 47	FINAL
--------------------------------------	---------------	------------------	-------

The Government will evaluate the proposed personnel for purposes of determining how the technical knowledge and capability of proposed key personnel will contribute to the Offeror's ability to meet the requirements of the SOW. The Government will evaluate the personnel to assess to what extent the proposed personnel meet the qualifications of their respective labor category referenced in the RFP. In doing so, the Government will review their work experience, education, level of and eligibility for security clearance, whether the person is presently employed with the Offeror, or whether they are proposed under a letter of intent.

At least one program manager must have a minimum of 15 years program management experience with at least 10 years providing support to the U.S. Navy; they must have some direct experience in NOSSA business planning, performance metrics, and the Navy's Planning, Programming, Budgeting, and Execution (PPBE) process.

One or more key personnel must have at least 10 years of experience with at least five years providing support to the U.S. Navy; 5+ years direct experience in NOSSA strategic and business planning.

At least one key person must have a minimum of 10 years of experience providing technical support to energetics/explosives or weapons systems programs, and 5+ years experience providing program/project management oversight for environmental and explosives safety programs and the development of IT programs. The candidate must have experience providing financial management support include analysis of program planning, budget submissions, execution and obligation plans, development and execution of project plans, providing direction to staff for cost, schedule, and quality for all assigned programs, preparing technical documentation and presentations and conducting formal program /progress reviews. Master's degree and 10+ years directly related work experience, or 15+ years of directly related work experience may be substituted for degree.

#### **Factor 2 – Past Performance (Prime Only)**

**The Government will only evaluate the Prime Offeror's past performance and will not evaluate past performance information for teaming subcontractors and subcontractors.**

Past performance is a measure of the degree to which a Prime Offeror, as an organization, has during the past five years, satisfied its customers and complied with federal, state, and local laws and regulations. The Offeror shall provide three references using the *Past Performance Matrix*, (as listed in Section J of the solicitation), who will be able to provide information regarding the Offeror's relevant past performance during the last five years in regard to the following areas: (1) customer satisfaction, (2) timeliness, (3) technical success, (4) program management, and (5) quality. ***The reference information must be current to facilitate the evaluation process. If the Offeror has no relevant past performance within the last five years or cannot provide a list of three references, then the Offeror must provide an explanation. Failure to provide the required information or to provide an explanation will result in the removal of the Offeror from consideration for award.***

The Offeror may submit the Past Performance Questionnaire attached in Section J to any of the references listed on the Past Performance Matrix, and should request that the references complete the Past Performance Questionnaire and return it directly to:

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 46 of 47	FINAL
--------------------------------------	---------------	------------------	-------

Procurement Department

4072 North Jackson Road

Suite 132, Code C11B

Indian Head, MD 20640-5115

Surveys may also be emailed or faxed to Michael Burch Michael.burch@navy.mil or 301-744-6567.

Past performance questionnaires provide Offeror's an opportunity to supplement information available in the Contractor Performance Assessment Reporting System (CPARS) and the SeaPort-e Task Order Performance Evaluation (TOPE) system, as well as other information already available to the Government.

In the evaluation of an Offeror's past performance, the Government reserves the right to use any information provided by the Offeror or obtained independently by the Government concerning relevant performance within the past five years. All available, relevant, and timely past performance information will be considered during the evaluation of an Offeror's past performance.

### **Factor 3 – Cost**

Although cost is the least important factor, it becomes increasingly important when Offerors receive similar ratings for the other factors.

Price will be evaluated for the base year and all option years. The evaluation will be based on an analysis of the realism and completeness of the cost data, the traceability of the cost to the Offeror's capability data and the proposed allocation of man hours and labor mix. The Government will evaluate the Offeror's cost proposal as it compares to the level of technical capability depicted in the Offeror's technical proposal to determine cost realism. Pertinent cost information, including but not limited to DCAA recommended rates for such costs as direct labor, overhead, G&A, as necessary and appropriate, will be used to arrive at the Government determination of most probable cost to be incurred for the performance of this task order. If proposed costs are considered to be unrealistically low, including unrealistic labor and indirect rates, the Offeror's proposed cost will be adjusted upward to reflect more realistic costs. Based on such analysis, an evaluated cost (including proposed fee) for the base year and evaluated cost (including proposed fee) for all options years will be calculated. This evaluated cost will be used in making an award recommendation. Therefore, any inconsistency, whether real or apparent, between promised performance and cost should be explained. The burden of proof for cost credibility rests with the Offeror. Offerors are cautioned that to the extent proposed costs appear unrealistically low, the Government may infer a lack of understanding of the requirements, increased risk of performance, or lack of **credibility** on the part of the Offeror.

In accordance with SeaPort CONOPS Section 7.3, "The Contracting Officer may opt to defer performing an in-depth cost realism analysis on proposals that represent "borderline" candidates for award until further technical analysis results in a firm depiction of the set of proposals clearly within the competitive range."

The Government will evaluate offers for award purposes by adding the total evaluated costs for the base period to the

SOLICITATION NO. N00024-10-R-3037	AMENDMENT NO.	PAGE 47 of 47	FINAL
--------------------------------------	---------------	------------------	-------

total evaluated costs for the option periods. Evaluation of the option periods will not obligate the Government to exercise the option periods.

## **METHODOLOGY**

Proposals will be evaluated for the degree of understanding demonstrated, the technical excellence or lack thereof within the factors, and the level of competence proposed within each factor, as appropriate. Risk assessments will be performed as to the risk of unsuccessful performance within each factor. Each factor will be reviewed based on the merits of the information contained in the Offeror's submission. Evaluators will not allow any prior knowledge of the Offeror to affect the evaluation of Factor 1 but all available, relevant, and timely past performance information will be considered during the evaluation of Factor 2.

-

At the conclusion of the technical and past performance evaluations, the Government will reach a consensus grade for the technical factor and for the past performance factor for each Offeror. The Government will not assign a grade to the cost factor, but will determine the most probable cost for each Offeror based on information provided. Offerors will then be compared using tradeoffs between the technical factor, past performance, and cost. Offerors are advised that the Government seeks proposals that demonstrate the greatest technical ability at a reasonable and realistic cost. The Government may pay a premium in total estimated cost for a proposal which scores higher technically. Award will be made to the Offeror whose proposal represents the greatest value to the Government.