

SOLICITATION

FINAL

1. SOLICITATION NO. N00024-10-R-3093	2. AMENDMENT NO.	3. EFFECTIVE DATE 01/26/2010	4. PURCHASE REQUEST NO. 1300132063
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5. ISSUED BY Deborah J Karstens NAVAIR Aircraft Division Pax River 21983 BUNDY ROAD, Bldg 441 Patuxent River MD 20670 Deborah.Karstens@navy.mil 301-757-2091	CODE	6. ADMINISTERED BY	CODE
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7. CONTRACTOR	CODE	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME 02/26/2010 1400 <small>(hours local time – Block 5 issuing office)</small>
			SET ASIDE TYPE SB Set-Aside
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY	CODE
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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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
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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
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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

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SECTION B SUPPLIES OR SERVICES AND PRICES

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price

5001	Base Period - Metrics Analysis Services Transition Plan: 4/12/10-4/19/10 Performance: 4/19/10-11/21/10 (WCF)	7.0	LM	
5002	Base Period - Technical Data (not separately priced) Transition Plan: 4/12/10-4/19/10 Performance: 4/19/10-11/21/10 (OTHER)	1.0	Lot	
5101	Option 1 - Metrics Analysis Services (WCF) Option	12.0	LM	
5102	Option 1 - Technical Data (not separately priced) (OTHER) Option	1.0	Lot	
5201	Option 2 - Metrics Analysis Services (WCF) Option	12.0	LM	
5202	Option 2 - Technical Data (not separately priced) (OTHER) Option	1.0	Lot	
5301	Option 3 - Metrics Analysis Services (WCF) Option	12.0	LM	
5302	Option 3 - Technical Data (not separately priced) (OTHER) Option	1.0	Lot	
5401	Option 4 -	12.0	LM	

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Metrics Analysis
Services (WCF)
Option

5402 Option 4 - 1.0 Lot
Technical Data
(not separately
priced) (OTHER)
Option

Block 5:

Contract Specialist: Deborah Karstens

Code: NAVAIR 2.5.1.5.1.2

Phone: 301-757-2091

Email: deborah.karstens@navy.mil

(1) This acquisition is a Firm-Fixed Price, small-business set aside, applicable to Zone 2, National Capital.

(2) This task order is issued in accordance with the terms and conditions of contract *TBD*. Only clauses and provisions requiring fill-ins, or unique to the task order have been included in full text in the task order.

(3) The task order is for a total performance period of four years and seven months, inclusive of all options.

(4) Funding for each CLIN will be added at the SubCLIN (SLIN) level.

(5) The Contract Line Item Number (CLIN) structure and Ceiling Values associated with this Task are as follows:

CLIN	Year	Period of Performance	Total Maximum Value
5001	Base	Transition Plan: 12 April 2010 – 19 April 2010 Performance: 19 April 2010 - 21 November 2010	TBD
5101	Option 1	22 November 2010 – 21 November 2011	TBD
5201	Option 2	22 November 2011 – 21 November 2012	TBD
5301	Option 3	22 November 2012 – 21 November 2013	TBD
5401	Option 4	22 November 2013 – 21 November 2014	TBD

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Notes:

1. All the provisions and clauses of Section C of the basic contract apply to this task order, unless otherwise specified in the task order.
2. Labor qualifications proposed by the awardee under Solicitation N00024-10-R-3093 are hereby incorporated by reference and shall be utilized as the standards throughout the contract term.

PERFORMANCE WORK STATEMENT SPECIALIZED ANALYTICAL SUPPORT SERVICES IN SUPPORT OF THE NAVAIR POLICY AND PROCESS DIVISION, AIR 2.1

1.0 BACKGROUND

The Naval Air Systems Command (NAVAIR) serves the Navy by providing acquisition expertise to the Naval Aviation Enterprise (NAE) and the broader Navy Echelon (NE). In support thereof, the NAVAIR Policy and Process Management Division (AIR-2.1) requires specialized and recurring analytical support services for program and business analysis related to the development and deployment of policies, processes and tools related to contracts management and administration. These services are required in order for NAVAIR to be responsive to internal and external initiatives of the Commanding Officers, Site Managers, Enterprise Teams, Command Staff Office, NAE, NE and Department of Defense.

2.0 SCOPE

This Performance Work Statement (PWS) describes recurring and specialized analytical support services, including the Standard Operating Procedures (SOPs) associated with these services. The analytical support services are necessary for the planning, management and execution of contract policies and processes in support of NAVAIR and the NAE. In this capacity, data analysis, reporting and metric development must be performed for entities both internal and external to the Command from multiple local and DoD-wide databases. This PWS is to be performed by the contractor in support of this data analysis using such tools as Microsoft products, DOD databases, and NAVAIR databases.

3.0 APPLICABLE DOCUMENTS

- FAR, Part 3.104 – Procurement Integrity
- Office of Federal Procurement Policy Act (41 U.S.C. 423) - Section 27
- NAVAIR 2.0 Contracts (Secure) Website - <https://contracts.navair.navy.mil>
- System Authorization Access Request (SAAR-N) form, DD Form 2875, APR 2005
- Application for Department of Defense Common Access Card DEERS Enrollment, DD Form 1172-2, Dec 2007
- NASPAXRIV Instruction 5510.15N series, Regulations Governing Admission to the Naval Air Station Patuxent River, Navy Recreation Center Solomons and Webster Field
- Federal Procurement Data System – Next Generation (FPDS-NG) Documentation and User’s Manual
- Standard Procurement System (SPS) documentation and Standard Operating Procedures (SOPs)
- NAVAIR Obligations Database (NOD) user’s guide

4.0 REQUIREMENTS:

In accordance with this PWS, the contractor shall perform the following analytical support services related to contracts management and administration:

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4.1 Provide recurring analytical support services:

- 4.1.1 Develop metrics for the refinement and execution of tasks such as:
 - 4.1.1.1 Data collection/reporting of Contractor Support Services (CSS) data;
 - 4.1.1.2 Reporting, tracking and reconciliation of obligation reporting (such as contract actions, various data elements, categories and databases);
 - 4.1.1.3 Reporting, tracking and reconciliation of contract action cycle time;
 - 4.1.1.4 Formatting the department's Work In Process (WIP) report;
 - 4.1.1.5 Time and motion standards (Touch Time Next Generation);
 - 4.1.1.6 Reconciliation of data between various databases (such as FPDS-NG, NOD, WIP and SPS);
 - 4.1.1.7 Survey response indices;
 - 4.1.1.8 Data excursions in support of future planning efforts;
- 4.1.2 Perform data collection activities and analysis required for the preparation of recurring and ad hoc data calls, briefings, and Command initiatives.
- 4.1.3 Complete monthly contracts metrics data and briefing materials using FDPS-NG, SPS, and NOD
- 4.1.4 Perform data analysis of metrics collected from existing tools (such as FDPS-NG, SPS, and NOD) to measure effectiveness of implemented contracts process improvement efforts.
- 4.1.5 Develop tools using software such as Microsoft Office products to (1) enhance productivity of data call responses and metrics tracking; and (2) improve current reporting methodologies.
- 4.1.6 Collect data call inputs from all departments of the Contracts Competency (AIR-2.0) and disseminate to the Task Order Manager (TOM)
- 4.1.7 Analyze abstract data or taskings and develop clear and concise recommendations and/or reports
- 4.1.8 Provide recommendations related to standardizing data collection, storage and retrieval procedures and practices currently being utilized within AIR-2.1.
- 4.1.9 Support internal and external reviews of data call requests by analyzing and verifying the data retrieved from such systems as FPDS-NG, SPS and NOD.
- 4.1.10 Project future trends on historical data, such as annual competition goals, using advanced statistical methods (e.g. trend analysis).
- 4.1.11 Create and maintain data archives of monthly reports, from databases such as SPS, FPDS-NG, and NOD, on the AIR-2.1 share drives.
- 4.1.12 Utilize existing data archives maintained on the AIR-2.1 share drives to support contracts competency data calls.
- 4.1.13 Typical monthly reports required by the tasking above include the following:
 - 4.1.13.1 CAR (FPDS-NG) Monthly Report (run, compile, and format)

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- 4.1.13.2 NOD Monthly Report (run, compile, and format)
- 4.1.13.3 SPS Monthly Report (compile and format)
- 4.1.13.4 CSS Slides (request, compile, and format reports; analyze data; update presentation)
- 4.1.13.5 NOD/SPS/FPDS-NG/EDA Reconciliation (request, compile, and format reports; data analysis; prepare final product to be disseminated)
- 4.1.13.6 eSRS Data Call (run, compile, and format reports; prepare final product to be disseminated)

4.2 Provide specialized analytical services:

- 4.2.1 Enter, extract, and/or analyze data from a wide range of databases such as the NOD, Individual Work Plan (IWP), FPDS-NG Contract Action Reports (CARs), SPS Reports, MS Access; MS Excel; and other Department of Defense (DoD), Department of Navy (DoN) and NAVAIR sanctioned databases.
- 4.2.2 Identify process improvement opportunities to include: support in the development of benchmarking partners, reviewing business strategy and vision, developing performance measures, recommending process changes, creating and delivering transition plans, and supporting ongoing acquisition workforce initiatives.
- 4.2.3 Provide business management recommendations, including research, white papers, special reports, and/or related documentation and technical briefing materials concerning a multitude of evolving projects.
- 4.2.4 Provide support in the development of plans of action and milestones (POA&M), business process development, and technical briefings and related materials regarding emerging business areas and technologies within the functional areas of NAVAIR, Business Operations Group, and subordinate departments.
- 4.2.5 Maintain all data files on the AIR-2.1.1 share drive.
- 4.2.6 Respond to unplanned Command and/or Competency data calls and inquiries with short turn around times.

4.3 Provide Standard Operating Procedures (SOPs), tracking and status of actions:

- 4.3.1 Maintain an action tracking system to track status of assigned actions. Contractor format is acceptable with government approval.
- 4.3.2 Maintain continuous communication with the technical point of contact to support these efforts (4.3 Provide Standard Operating Procedures, tracking and status of actions).
- 4.3.3 Develop and maintain SOPs to document AIR 2.1 processes.
- 4.3.4 Maintain an excel based action tracking system to track assignments and status of AIR 2.1 department actions. Follow-up with AIR 2.1 procurement analysts' to update status as required.
- 4.3.5 All data files are to be maintained on the AIR-2.1.1 share drive.

5.0 DELIVERABLES

- 5.1 Progress Reports (CDRL A001). The contractor shall deliver a monthly Progress/Status Report of all work accomplished under this contract per the requirements of CDRL Item A001. The Progress/Status Report shall address each 4.0 sub-paragraph requirement.

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5.2 Non-Disclosure Agreement (NDA) (CDRL A002). The contractor shall complete an NDA for each employee tasked under this order. A copy of the NDA shall be submitted to the Contracting Officer within 14 days after award or personnel addition.

5.3 System Authorization Access Request Navy (SAAR-N) (CDRL A003). The contractor shall submit a SAAR-N Form in accordance with OPNAV 5239/14 JUL 2008 (or current version) for each employee tasked under this contract that requires access to Government IT systems within 14 days after contract award or personnel addition.

6.0 PLACE OF PERFORMANCE

6.1 The primary place of performance shall be at NAVAIR Policy and Process Management Division, 47123 Buse Road, Building 2272, Room 353, Patuxent River, MD 20670.

6.2 Contractor personnel shall comply with NASPAXRIVINST 5510.15N to gain admission to the Naval Air Station, Patuxent River, Maryland. Applicable local check-in and check-out procedures will be provided by NAVAIR-2.1.

6.3 The Government will provide office space, supplies, and access to required Government-owned equipment (to include a desktop computer).

7.0 WORK SCHEDULE

7.1 At a minimum, the contractor shall perform the requirements during NAVAIR CORE hours of 0830 to 1500 (Monday –Friday) as set forth in NAVAIRINST 12620.1. Deviations from this schedule shall be approved in advance by the TOM.

8.0 NAVY MARINE CORPS INTRANET (NMCI)

8.1 A NMCI seat will be provided. A Common Access Card (CAC) is required to gain access to NMCI computers by completing form DD1172-2.

9.0 SECURITY

9.1 All work to be performed under this PWS is UNCLASSIFIED.

9.2 Site Data Security Requirements: The contractor shall comply with the site requirements for transfer and storage of data files.

10.0 PERFORMANCE REQUIREMENT SUMMARY (PRS)

10.1 See attachment (1) Quality Assurance Surveillance Plan (QASP) for performance requirements and metrics.

11.0 PERSONNEL QUALIFICATIONS

11.1 Provide a Management Analyst to perform tasking outlined in this performance work statement. Qualifications for the position are as follows:

11.1.1 A Bachelor's degree (from an accredited college or university) in business or management related field and 2 years work experience performing data analysis and utilizing statistical methods; or 4 years of work experience performing data analysis and utilizing statistical methods.

11.1.2 A working knowledge of DOD/NAVAIR databases, such as those identified in Performance Work Statement, Paragraph 4.0 Requirements, is preferred.

11.1.3 Proficient in use of Microsoft Excel, Word, Power Point, and Access software.

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SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with section D of the Basic Seaport-e Multiple Award Contract.

Mark deliverables in accordance with clause 5252.247-9505 paragraph (g).

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SECTION E INSPECTION AND ACCEPTANCE

Note: All the provisions and clauses of Section E of the basic contract apply to this task order, unless otherwise specified in the task order, in addition to the following:

Inspection and Acceptance shall be in accordance with Section E of the Basic SeaPort-e task order.

Supplies/Services will be inspected/accepted at:

CLINs	INSPECTION AT	INSPECTION BY	ACCEPTANCE AT	ACCEPTANCE BY
5001	Destination	Government	Destination	Government
5002	Destination	Government	Destination	Government
5101	Destination	Government	Destination	Government
5102	Destination	Government	Destination	Government
5201	Destination	Government	Destination	Government
5202	Destination	Government	Destination	Government
5301	Destination	Government	Destination	Government
5302	Destination	Government	Destination	Government
5401	Destination	Government	Destination	Government
5402	Destination	Government	Destination	Government

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

5001	4/12/2010 - 11/21/2010
5002	4/12/2010 - 11/21/2010

The periods of performance for the following Option Items are as follows:

5101	11/22/2010 - 11/21/2011
5102	11/22/2010 - 11/21/2011
5201	11/22/2011 - 11/21/2012
5202	11/22/2011 - 11/21/2012
5301	11/22/2012 - 11/21/2013
5302	11/22/2012 - 11/21/2013
5401	11/22/2013 - 11/21/2014
5402	11/22/2013 - 11/21/2014

Services to be performed hereunder will be provided at NAVAIR, Building 2272, Patuxent River, MD 20670.

5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

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(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses: To Be Completed at the Time of Award

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SECTION G CONTRACT ADMINISTRATION DATA

Note: All the provisions and clauses of Section G of the Basic Seaport-E Multiple Award Contract apply to this task order, unless otherwise specified in the task order, in addition to the following:

TASK ORDER MANAGER (TOM) APPOINTMENT (JUL 2005)

(a) The Task Order Contracting Officer hereby appoints the following individual as the Task Order Manger (TOM) for this task order: TBD

(b) The TOM is responsible for those specific functions assigned in the Task Order Manager appointment letter.

(c) Only the Task Order Contracting Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Order Contracting Officer in writing. No action shall be taken by the contractor unless the Task Order Contracting Officer, PCO or ACO has issued a formal modification.

Note: For purposes of this task order, the term "Task Order Manager" is considered synonymous with the term "Contracting Officer's Representative".

HQ G-2-0007 INVOICE INSTRUCTIONS (NAVSEA)(JAN 2008)

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS" (DFAR 252.232-7003), the Naval Sea Systems Command (NAVSEA) 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. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. 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 also are 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 contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

Type of Document (contracting officer check all that apply)

Invoice (FFP Supply & Service)

Invoice and Receiving Report Combo (FFP Supply)

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- Invoice as 2-in-1 (FFP Service Only)
- Cost Voucher (Cost Reimbursable, T&M, LH, or FPI)
- Receiving Report (FFP, DD 250 Only)

DODAAC Codes and Inspection and Acceptance Locations (contracting officer complete appropriate information as applicable)

Issue DODAAC	<u>N00421</u>
Admin DODAAC	<u>*Block 6 of TO cover</u>
Pay Office DODAAC	<u>*Block 12 of TO cover</u>
Inspector DODAAC	<u>N00019</u>
Service Acceptor DODAAC	<u>N00019</u>
Service Approver DODAAC	<u>N00019</u>
Ship To DODAAC	<u>See Section F</u>
DCAA Auditor DODAAC	<u>TBD at time of award</u>
LPO DODAAC	<u>n/a</u>
Inspection Location	<u>See Section E</u>
Acceptance Location	<u>See Section E</u>

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.

(e) Before closing out of an invoice session in WAWF, but after submitting the comment(s), you will be prompted to send additional email notifications. Click on “Send More Email Notification” and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To: [TBD](#)

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractor approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) The WAWF system has not yet been implemented on some Navy programs; therefore, upon written concurrence from the cognizant Procuring Contracting Officer, the Contractor is authorized to use DFAS’s WInS for electronic end to end invoicing until the functionality of WInS has been incorporated into WAWF.

(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the WAWF point of contact n/a.

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Note: All the provisions and clauses of Section H of the Basic SeaPort-E Multiple Award Contract apply to this task order, unless otherwise specified in the task order, in addition to the following:

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.

5252.210-9501 AVAILABILITY OF UNIQUE DATA ITEM DESCRIPTIONS (UDIDs) AND DATA ITEM DESCRIPTIONS (DIDs) (NAVAIR) (OCT 2005)

Access Procedures for Acquisition Management System and Data Requirements Control List (AMSDL), DoD 5010.12-L, and DIDs listed therein. The AMSDL and all DIDs and UDIDs listed therein are available online via the Acquisition Streamlining and Standardization Information System located at <http://assist.daps.dla.mil>. To access these documents, select the Quick Search link on the site home page.

5252.211-9502 GOVERNMENT INSTALLATION WORK SCHEDULE (NAVAIR) (OCT 2005)

- (a) The Holidays applicable to this contract are: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
- (b) In the event that the contractor is prevented from performance as the result of an Executive Order or an administrative leave determination that applies to the using activity, such time may be charged to the contract as a direct cost provided such charges are consistent with the contractor's accounting practices. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the assigned Government employees at the using activity.

5252.243-9504 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (NAVAIR) (JAN 1992)

- (a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the contractor's facilities or in any other manner communicates with contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.
- (b) The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.
- (c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone

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number of the Contracting Officer is:
Melinda Stann
21983 Bundy Road
Building 441 Room 117
Patuxent River, MD 20670
Phone: (301) 757-6526
Melinda.Stann@navy.mil

5252.209-9510 ORGANIZATIONAL CONFLICTS OF INTEREST (NAVAIR) (SERVICES)(MAR 2007)

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment listed in Attachment [to be determined during Task Order performance]. The Task Order will specify to which suppliers and/or equipment subparagraph (f) restrictions apply.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

(1) "System" includes system, major component, subassembly or subsystem, project, or item.

(2) "Nondevelopmental items" as defined in FAR 2.101.

(3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).

(4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).

(5) "Advisory and Assistance Services" (AAS) as defined in FAR 2.101.

(6) "Consultant services" as defined in FAR 31.205-33(a).

(7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.

(8) "Affiliates," means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.

(9) "Interest" means organizational or financial interest.

(10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a

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known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

(1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of insert the period of prohibition after the date of completion of the contract. (FAR 9.505-1(a))

(2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of insert the period of prohibition after the terms of this contract. (FAR 9.505-2(a)(1))

(3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or more than one contractor has been involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of 3 years after the terms of this contract. (FAR 9.505-2(b)(1))

(4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

(5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505)

(6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or

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specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with 3 years after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

[x] (7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, or the products or services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

(1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;

(2) a description of the work to be performed;

(3) the dollar amount;

(4) the period of performance; and

(5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

H-355 CONTRACTOR IDENTIFICATION (DEC 1999)

(a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

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SECTION I CONTRACT CLAUSES

Note: All the provisions and clauses of Section I of the basic contract apply to this task order, unless otherwise specified in the task order.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days of the end of the contract performance.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 7 months from Task Order award; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed four years and seven months.

5252.204-9504 DISCLOSURE OF CONTRACT INFORMATION (NAVAIR) (JAN 2007)

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information (e.g., announcement of contract award), regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless the Contracting Officer has given prior written approval.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least ten (10) days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

5252.204-9502 REQUIREMENTS FOR LOCAL SECURITY SYSTEM (NAVAIR) (OCT 2005)

The contractor agrees to provide locator information regarding all employees requiring a permanent badge for authorized entrance to the Patuxent River Naval Air Station, Building 2272. Entrance is authorized by this contract as a result of tasks associated with performance of the Section C - Statement of Work only. Initial information shall be provided as each individual is assigned to this contract by using the Locator Form provided as an attachment to this contract. Thereafter, quarterly reports (due at the beginning of each quarter by the fifth day of the month) will be provided with gains/losses (identification of new and replaced or added individuals) and any changes to current personnel (such as telephone number, building number and room number). A point of contact is to be named on each quarterly report for any questions/additional information needed by the Government recipient. The quarterly reports are to be addressed to the TOM. All losses are to have the permanent badges returned to Patuxent River Naval Air Station Pass Office on the last day of the individual's task requirement.

252.227-7013 Rights in Technical Data--Noncommercial Items.

252.227-7016 Rights in Bid or Proposal Information.

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252.227-7017 Identification and Assertion of Use, Release, or Disclosure Restrictions.

252.227-7025 Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends.

252.227-7028 Technical Data or Computer Software Previously Delivered to the Government. (Provision)

252.227-7030 Technical Data--Withholding of Payment.

252.227-7037 Validation of Restrictive Markings on Technical Data.

252.246-7001 Warranty of Data.

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SECTION J LIST OF ATTACHMENTS

Exhibit A	CDRLs A001 – A003
Attachment (1)	Quality Assurance Surveillance Plan (QASP)
Attachment (2)	TOM Appointment Letter (To be included at time of award)
Attachment P1	Workforce Qualifications Spreadsheet
Attachment P2	Workforce Hour Matrix
Attachment P3	Reserved
Attachment P4	Past Performance Matrix
Attachment P5	Past Performance Questionnaire
Attachment P6	CLIN Breakout Spreadsheet

Note: Attachments labeled “P” are for solicitation purposes only and will be removed at time of award.

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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>

5252.209-9511 ORGANIZATIONAL CONFLICT OF INTEREST REPRESENTATION (NAVAIR)(SERVICES) (JUL 1989)

This solicitation contains an organizational conflicts of interest clause in Section H, which is to appear in the awarded contract. Along with their proposals, offerors must check the appropriate box below:

Information concerning a conflict of interest, as identified in NAVAIR 5252.209-9510, is provided.

No conflict of interest exists.

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SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price (FFP) Task Order resulting from this solicitation.

NOTICE: This Task order will be competed among small businesses, Zone 2.

Task Order award shall be made in accordance with the SeaPort-e basic contract clause H-5 TASK ORDER PROCESS and the following information contained in Section L and M.

L-1A Reserved

L-1B Reserved

L-2 Reserved

L3 Proposal Instructions

1.0 GENERAL

1.1 This task order is reserved for only those contractors, which have National Capital, Zone #2 identified in section B of their SeaPort-e contract. Proposals from other contractors will not be considered. The North American Industry Classification Code System (NAICS) code for this requirement is 541330 which have a small business size standard of \$27M.

1.2 This task order is a 100% small business set-aside and only Small Businesses will be considered for award of this requirement. Proposals from other contractors will not be considered. If this is a Small Business, 8(a) or Small Disadvantaged Business set-aside the successful prime offeror must perform at least 50% of the cost of contract performance incurred for personnel as defined in 4.3.3. If this is a Service Disabled Veteran-Owned Small Business set-aside the successful offeror and all other SDVOSB team members must perform at least 50% of the cost of contract performance incurred for personnel. If this is a Historically Underutilized Business Zone (HUBZone) set-aside the successful prime offeror and all other HUBZone team members must perform at least 50% of the cost of contract performance incurred for personnel.

1.3 The Government intends to award a single firm fixed price type task order as a result of this solicitation. Each offeror shall submit a proposal that clearly and concisely describes and defines the offeror's response to the requirements of this solicitation. Use of general or vague statements such as "standard procedures will be used" will not satisfy this requirement. Unnecessary elaboration or presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of understanding. Elaborate artwork and expensive visual or other presentation aids are neither necessary nor desired.

1.4 Each offeror must submit an offer/proposal and other information in strict accordance with these instructions. Each offeror's submission shall be screened by the Contracting Officer (KO) or a designee upon receipt to ensure compliance with the instructions contained in the Request for Proposal (RFP).

1.5 The Task Order award shall be made in accordance with contract clause H-5 TASK ORDER PROCESS and the following information contained in Sections L and M. Each offeror must submit a proposal including information pertaining to technical capability and supporting cost or price data.

1.6 **QUESTIONS:** Offerors may submit questions requesting clarification of solicitation requirements on the Proposal Event Site. It is requested that all questions be received within ten (10) calendar days of the date this solicitation was posted.

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1.7 The Government may consider any proposal that takes exception to any term or condition of the RFP, proposes additional terms or conditions, or otherwise fails to manifest an offeror's unconditional assent to a term or condition of the RFP, to be unacceptable, unless the solicitation expressly permits the submission of an alternate proposal with regard to a specific term or condition. Any failure to manifest unconditional assent to the terms and conditions of this RFP may constitute a deficiency and render an offeror ineligible for award (see FAR 15.001). The only way to correct a deficiency would be through discussions (see FAR 15.306(d)).

1.8 DISCUSSIONS: Discussions may or may not be held for this solicitation. Discussions are not contemplated at this time but the Government reserves the right to hold discussions with offerors should the need arise. Therefore, do not submit an offer that takes exception to any term or condition of this RFP, propose any additional term or condition, or omit any required information. The Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. However, in accordance with clause H-5 Task Order Process, of the contract, the Government may contact any or all or a limited number of awardees with questions concerning their responses as permitted under FAR Part 16.

1.9 ESTIMATED DATE OF AWARD: For proposal purposes the estimated date of Task Order award is anticipated to be **12 April 2010**. The transition period is from **12 April 2010 to 19 April 2010**. The estimated period of performance commences on **19 April 2010**.

1.10 INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

1.10.1 Proposals must be submitted electronically no later than **2:00 pm Eastern Time (ET) 26 February 2010 via the SeaPort-e Site**. In order to maximize efficiency and minimize the effort involved in the proposal evaluation process, all Offerors must comply with the following instructions for proposal format and content. Proposals that do not comply with these instructions may be considered deficient and may render the offeror ineligible for award.

1.11 PROPOSAL FORMAT

1.11.1 In order to maximize efficiency and minimize the time for proposal evaluation, all Offerors shall submit their proposals in accordance with the format and content specified. The electronic proposal shall be prepared so that if an evaluator prints the proposal it meets the following format requirements:

- 8.5 x 11 inch paper
- Single-spaced typed lines
- Newspaper column formatting is not permitted
- 1 inch margins on all sides
- Not smaller than a 10 point font without condensing
- Photographs, pictures or hyperlinks are not permitted
- Files shall be Microsoft Office 2003 compatible
- Tables are permitted
- No ZIP files
- No fold-out pages
- PDF files are permitted
- Cost format spreadsheet shall be in Microsoft Excel format with a file name extension of .xls
- All file names shall include title of the evaluation factor or subfactor

1.12 PROPOSAL CONTENT

1.12.1 Each proposal shall contain the following volumes/sections:

- Volume 1 Officer Letter/Section K
- Volume 2 Technical Proposal
- Volume 3 Past Performance
- Volume 4 Cost/Price Proposal

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1.12.2 COST OR PRICING INFORMATION MAY NOT APPEAR ANYWHERE IN THE PROPOSAL OTHER THAN VOLUME 4.

1.12.3 It is anticipated that adequate price competition exists for this solicitation. Therefore, in accordance with the Federal Acquisition Regulation, certified cost or pricing data is not required to be submitted with this proposal.

L4 Proposal Content

Proposal Organization and Page Limits:

Volume	Section	Title	Page Count Limit
(1)	1.0	Offer Letter/Section K	
	1.1	Offer Letter	2 pages
	1.2	Section K – Representations and Certifications (if applicable)	No page limit
(2)	2.0	Technical Proposal	
	2.1	Workforce	6 pages (not inclusive of spreadsheets)
		2.1.1 Workforce Qualifications Spreadsheet	
		2.1.2 Labor category information	
		2.1.3 Key Personnel Resumes	
		2.1.4 Workforce Hour Matrix	
	2.2	Understanding of the Work	
		2.2.1 Statement of Work Approach	15 pages
		2.2.2 Reserved	
		2.2.3 Reserved	
		2.2.4 Reserved	
	2.3	Management Plan	5 pages
	2.4	Reserved	
	2.5	Reserved	
	2.6	Reserved	
	2.7	Reserved	
(3)	3.0	Past Performance	
	3.1	Past Performance Matrix	5 pages
(4)	4.0	Price/Cost	No page limit
	4.2	Cost Summary/CLIN Breakout Spreadsheet	
	4.3	Other Cost Information	

1.0 Volume 1-Offer Letter/Section K

1.1 Offer Letter: Identify at a minimum the Task Order (TO) solicitation number, enclosures being transmitted, contractor's SeaPort-e basic contract number, proposed subcontractors and team members to be utilized under the task order, the cage code, DCMA, DCAA, and DFAS for the prime contractor and all proposed subcontractors and team members, a statement regarding Representations and Certifications being incorporated or attached to offer, acknowledgement of solicitation amendments, and state the length of proposal validity (at least 120 days after proposal submission).

1.2 Completed Section K: Complete and submit Section K of the solicitation.

1.3 Single or Split Award Information: The Government requires that Offerors' proposals include all items listed in the Section B Schedule. The Government does not intend to make a split award under this solicitation.

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1.4 Teaming Arrangement documentation, if applicable: Provide a copy of any applicable teaming arrangement documentation.

2.0 TECHNICAL PROPOSAL

* **Note: No cost/pricing information shall be contained in the technical proposal.**

2.1 Workforce

The offeror shall provide the following information:

2.1.1 Workforce Qualifications Spreadsheet. The offeror shall complete the attached Workforce Qualifications spreadsheet (Attachment P1) for each current, contingent, and prospective hire employee proposed under this effort. All contingent hires (key and non-key) shall have a letter of intent submitted under Volume 4. The letter of intent is a separate written agreement signed by the potential employee(s) to work for the offeror effective at task order award. Subcontractors and team members' shall provide this information either separately or included in the prime contractor's submission of this document.

The following definitions apply to section 2.1.1: A "contingent hire" is an individual who has committed, under a signed letter of intent, to being employed by the offeror if the offeror is awarded the task order. A "prospective hire" is an individual that the offeror has committed to hiring if the offeror is awarded the task order whose identity may not be known until after task order award.

2.1.2 Labor category information. The offeror shall submit labor category titles, functional responsibilities and labor qualifications for all key and non-key labor categories proposed under the proposed task order. The labor category title shall be consistent throughout the proposal. Functional responsibilities shall include the principal duties to be performed under that labor category on the proposed task order. Labor qualifications shall include experience and/or education requirements for all labor categories proposed. The labor qualification information proposed will be incorporated by reference into the resulting task order, thereby becoming the standards for use during performance of the effort.

2.1.2.1 Key Labor Categories. The offeror shall submit a list of the proposed key labor categories and applicable personnel.

2.1.3 Key Personnel Resumes.

2.1.3.1 For any proposed Key Personnel provide a resume of the work assignments, training, etc., that demonstrates the experience and specialized qualifications of each key person proposed. Resumes shall contain, at a minimum, the following information:

- Employee name
- Years of employment experience in chronological order including narrative description of duties and responsibilities
- Current position, title and employer
- Educational history
- Institution name, degree or certification earned, and year for all degrees or certifications earned
- Current level of security clearance and status (final, interim, or pending)

2.1.3.2 The Government may check educational background to verify degrees or certifications received.

2.1.4 Workforce Hour Matrix.

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2.1.4.1 The offeror shall provide a breakdown of hours for each individual labor category proposed for the base and each option period of performance. The offeror must submit a labor category breakdown that covers the completion of the tasks in the PWS or the outcomes in the SOO in Section C of the solicitation in accordance with the format in the Workforce Hour Matrix (Attachment P2). Subcontractors' and team members' information shall be included under the prime contractor's submission. Rationale for the proposed labor categories and hours, and mix of personnel shall be provided in a narrative.

2.2 Understanding of the Work

2.2.1 Statement of Work Approach:

2.2.1.1 Provide a written narrative of the offeror's proposed understanding and capability to perform the requirements of the Performance Based Statement of Work (PWS). The narrative shall include, but is not limited to, the elements set forth below:

2.2.1.1.1 Provide a detailed description of the approach including a detailed step-by-step procedure and methodology which would be used in accomplishing each task

2.2.1.1.2 Identify reference documents that would be utilized to perform the PWS tasking

2.2.1.1.3 Provide a product outline describing what would be the expected deliverable (s) as a result of the tasking

2.2.1.1.4 Identify any areas that may impact successful performance

2.2.1.1.5 Provide a description of possible areas to be investigated in researching each task

2.2.1.1.6 Implementation plan that includes:

2.2.1.1.6.1 Manpower utilization to maintain an optimum level of support

2.2.1.1.6.2 Warranty of work

2.2.1.1.6.3 Quality control of work product

2.2.1.1.6.4 Quality assurance plan to monitor performance based metrics

2.2.2 Reserved

2.2.3 Reserved

2.2.4 Reserved

2.3 Management Plan

The offeror's management plan shall address the following:

2.3.1 Overall Management Approach: Offerors shall address in sufficient detail the following:

2.3.1.1 Adequacy of corporate management and resources to support the technical requirements of the solicitation and ability to function as a viable and productive partner with the Government

2.3.1.2 Proposed management roles of the offeror's proposed workforce for this task order

2.3.1.3 Proposed lines of responsibility, authority, and communication through which the

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tasks will be managed

2.3.1.4 Procedures to be taken to ensure quality

2.3.1.5 Processes for managing the task order from start to finish, including the role of the offeror's task order manager in product/process quality and how these functions are accommodated in the acquisition and overhead structures; and

2.3.1.6 Plan for early identification and resolution of problems.

2.3.1.7 Identification of potential performance risks and risk proposed risk mitigation strategies

2.3.2 Reserved

2.3.3 Qualification/Recruitment/Retention: Offerors shall present in sufficient detail the following:

2.3.3.1 qualification/recruitment/retention procedures that would provide workforce improvements and upgrade the skills of highly trained and motivated personnel;

2.3.3.2 description of its process for qualifying personnel to perform PWS tasks;

2.3.3.3 explanation of approaches for maintaining technical competence to perform the tasks in the PWS; and

2.3.3.4 employee retention plan.

2.3.4 Transition Plan: The services under this solicitation are vital to the Government and must be continued without interruption. The offeror is required to submit a written narrative delineating a transition plan that ensures a smooth workplace changeover from an incumbent with no loss of service and minimal loss of corporate knowledge. The plan should take into consideration the following elements as well as any additional elements deemed necessary by the offeror:

2.3.4.1 Work Turnover. The offeror shall provide a plan of action to effectively transfer tasked work that is in process at the expiration of the current contract from the incumbent to the successful offeror.

2.3.4.2 Reserved

2.3.4.3 Quality Assurance. The offeror shall provide a plan of action to ensure continuation of quality review processes during the transition period from the incumbent to the successful offeror.

2.3.4.4 Training. The offeror shall provide a plan of action to implement personnel training needed during the transition period to ensure continuity between the services provided by the incumbent and the successful offeror.

2.3.4.5 Risk Mitigation Strategies. The offeror shall provide a plan of action to mitigate contract performance risks encountered during the transition period.

2.3.4.6 Security Requirement to include OPSEC, facility clearances and base access. The offeror shall provide a plan to implement the required security clearances and physical access requirements of the contract during the transition period so that service is not interrupted.

2.3.4.7 Data Transfer. The offeror shall provide a plan of action for the efficient inventory and transfer of program data from the incumbent to the successful offeror.

2.4 Reserved

2.5 Reserved

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2.6 Reserved

3.0 PAST PERFORMANCE

3.1 The offeror shall identify on the Past Performance Matrix (Attachment P4) contracts whose performance is within five years of this proposal submission and contains efforts similar to those efforts, e.g., tasks, contract type, location, contract dollar value, etc., required by this solicitation for itself, primary subcontractors, and critical team members. A primary subcontractor is defined as any subcontractor who is providing at least 20% of the total labor cost proposed. Commercial contracts may be included. List the contracts from the most relevant to the least relevant. In general, recent performance will be considered more relevant than older performance. These contracts should be the same contracts identified in the Corporate Experience Section, if this Technical subfactor is applicable to this procurement, but only those that are within five years of this proposal submission. When possible, these contracts should include at least five of the most relevant contracts for the prime contractor, and two of the most relevant contracts for each primary subcontractor.

3.2 If a past performance problem has been identified, describe the status of the improvement efforts and, where applicable, demonstrate the impact that the improvement effort had on resolving the problem such that it would not reoccur for each contract identified on the Past Performance Matrix (Attachment P4).

3.3 FOR CONTRACTS THAT ARE CURRENTLY IN THE CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS), AND FOR WHICH ANNUAL REPORTING HAS BEEN PERFORMED, DO NOT SEND THE PAST PERFORMANCE QUESTIONNAIRE FOR SERVICES TO THE CUSTOMER.

3.4 For contracts that have Contractor Performance Assessment Reports (CPARs) that are more than 12 months old the offeror will complete items numbered 1 through 8 on page 1 of the Past Performance Questionnaire Package for Services (Attachment P5) and forward it to the contract customer's Program Manager to address only the items numbered 9 to 15 on page 1. For all contracts identified which do not have CPARs, the offeror will complete items numbered 1 through 8 page 1 of the Past Performance Questionnaire Package for Services (Attachment P5) and forward the 2 pages to that contract customer's Technical Point of Contact or Task Order Manager (TOM). All questionnaires shall be forwarded within two weeks from the RFP release date with enough lead-time so that responses can be received by the Government concurrent with the Government's receipt of the offeror's past performance information submitted as per paragraph 3.1 and 3.2. The offeror shall include past performance package instructions to the customers. This submittal information is provided at the top of the questionnaires to facilitate the offeror's effort in meeting these instructions. The offeror shall not conduct follow-up actions with regard to this questionnaire. The Government will ensure that the customers have received and will respond to the questionnaires. The Government may send any other questionnaires as necessary.

3.5 Reserved

3.6 Offerors are reminded that the Government may use information other than that provided by the Offerors in their proposals to evaluate past performance. The Government may use past performance information obtained from sources other than those identified by the offeror. The Past Performance Information Reporting system (PPIRs) will be the primary method used to evaluate past performance. It is incumbent upon the offeror to explain the relevance of the data provided. The Government does not assume the duty to search for data to cure the problems it finds in the information provided by the offeror. The burden of providing thorough and complete past performance information remains with the offeror.

3.7 If the Offeror does not have any past performance, it shall provide an affirmative statement stating it has no past performance. This statement shall be provided in the submittal under Volume 3 Past Performance.

4.0 COST/PRICE PROPOSAL

4.1 Complete and submit Section B through the SeaPort-e portal.

4.2 The cost/price proposal shall be submitted as a separate file through the SeaPort-e portal. All cost and/or pricing information shall be contained in Volume 4 only. Offerors shall submit their cost/price proposal utilizing the CLIN Breakout Spreadsheet (Attachment P6). The offeror shall submit a fully

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completed Attachment P6.

4.3 In preparing the cost/price proposal, the offeror shall ensure the submittal is easy to understand and includes the following:

4.3.1 Reserved

4.3.2 Reserved

4.3.3 Reserved

4.3.4 Provide a narrative that addresses any assumptions made during the preparation of the cost/price proposal:

4.3.4.1 Labor hours per labor category

4.3.4.2 The offeror is required to submit fully burdened labor rates by category for proposed individuals.

4.3.4.3 Reserved

4.3.4.4 Reserved

4.3.4.5 Reserved

4.3.4.6 Reserved

4.3.4.7 Reserved

4.3.4.8 Reserved

4.3.4.9 Reserved

4.3.5 Reserved

4.3.6 The offeror shall prepare and submit the cost/price proposal in, or compatible to, Microsoft Office Excel. Portable Document Format (PDF) is not acceptable. The spreadsheet shall be formatted on letter size (8.5 X 11) paper. The proposal shall be unprotected and unlocked, with formulae intact to show mathematical operations. (Attachment P6: CLIN Breakout Spreadsheet)

4.3.7 Reserved

4.3.8 Reserved

4.3.9 This set-aside competition is subject to FAR Clause 52.219-14 Limitation on Subcontracting. Prime Contractors utilizing subcontractor labor shall **self-certify** that the Prime Contractor is performing at least 50 percent of the contract performance. This certification shall be provided as part of the cost/price volume.

L5 Government Furnished Information

1.0 ODCs – Not applicable to this requirement.

1.1 Reserved

1.1.1 Reserved

1.1.2. Reserved

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2.0 Labor Hours

2.1 For informational purposes only, the Government's estimate is 8,856 hours for the entire work effort. This estimate does not include increased capacity hours. A work-year is defined as 1920 hours exclusive of holidays and leave.

CLINS	5001	5101	5201	5301	5401	
SERVICE	Govt Site	Govt Site	Govt Site	Govt Site	Govt Site	Total
Management Analyst	1,176 Hours	1,920 Hours	1,920 Hours	1,920 Hours	1,920 Hours	8,856 Hours

3.0 Incumbent Information

3.1 The incumbent contractor is:

Deloitte Consulting, LLP
4301 N Fairfax Drive, Suite 210
Arlington, VA 22203-1633
Contract Number: N00421-09-F-0128

3.2 Reserved

4.0 Place of Performance

4.1 See Section C, paragraph 6.0.

4.2 Reserved.

5.0 Government Spaces

5.1 The Government has the ability to provide 1 space at its facility for this effort. Government spaces will include access to a desk, phone, fax machine, copier, scanner, computer, and printer.

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SECTION M EVALUATION FACTORS FOR AWARD

This Task Order is reserved for only those contractors, which have {National Capital Zone} identified in section B of the MAC contract. Proposals from other contractors will not be considered.

1.0 GENERAL

Award of the Task order (TO) resulting from this solicitation will be made to the offeror whose proposal, conforming to the solicitation, offers the best value to the Government in terms of technical, past performance and price rather than to the proposal offering the lowest price.

Evaluation of an offeror's proposal will be based on the information presented in the written proposal along with any input obtained from outside sources relevant to past performance. Proposals that are unrealistic in terms of technical or schedule commitments, or unrealistically high or low in terms of cost, may be deemed to be reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity and risks of the proposed work. Significant deficiencies or lack of responses to factors and/or sub factors may be used as a basis for eliminating a proposal from further consideration.

1.1 EVALUATION FACTORS

Each offeror will be evaluated based on the following factors:

- (1) Technical
 - (a) Understanding of the Work
 - (b) Workforce
 - (c) Management Plan
- (2) Past Performance
- (3) Cost/Price

Technical, and past performance when combined are more important than cost/price. Technical is more important than past performance. Technical sub factors are in descending order of importance.

Cost/Price is not the most important evaluation factor, but its degree of importance will increase commensurably with the degree of equality among different Offerors' Technical and Past Performance proposals.

2.0 TECHNICAL PROPOSAL

2.1 Workforce:

The Government will evaluate personnel, the labor mix proposed, and the supporting information to determine how well the team is suited to perform the tasks under the PWS. In addition, personnel will be evaluated on labor qualifications, including education, experience, and security clearance levels, that the offeror proposes to utilize in the performance of this effort.

2.2 Understanding of the Work:

The Government will evaluate the offeror's understanding of the work based on the responses or presentations required by Section L of this solicitation. The Government will evaluate the clarity, completeness, and realism of the responses.

2.3 Management Plan:

The Government will evaluate the offeror's proposed management plan based on the responses required by

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Section L of this solicitation. The Government will evaluate for clarity, completeness, and realism of the responses and the extent to which the proposed processes and procedures ensure successful accomplishment of the tasks described in the PWS.

2.4 Reserved

2.5 Reserved

2.6 Reserved

3.0 Past Performance

Each offeror will be evaluated on its team's past performance based on contracts or subcontracts currently ongoing or completed within the last five (5) years for similar efforts. The Government will focus on information that demonstrates quality of performance relative to size and complexity of the procurement under consideration and relevance of the performance to the requirements of the PWS in Section C of the solicitation. Sources other than those identified by the offeror may be contacted by the Government.

In the case of an offeror that does not have past performance information or for which information on past contract performance is not available, the offeror will not be evaluated favorably or unfavorably on the factor of past performance and a neutral rating will apply.

4.0 Cost/Price

4.1 The price reasonableness evaluation will result in a determination of a fair and reasonable price to the Government. In order to determine the price reasonableness of the proposal, the Government will evaluate the offeror's proposed total estimated price for all periods of performance.

4.2 Reserved

4.3 Each offeror's price proposal shall be evaluated to determine if it is complete, consistent and reasonable with the offeror's technical approach, reflects a clear understanding of the solicitation requirements and contains any material imbalances. Unreasonably low prices or inconsistencies between the Technical and Price proposals may be assessed as proposal risk under the Technical factor. In its evaluation, the Government may use commercial published data, same or similar DoD contracts, Government estimates, industry standards, DCAA audit information, or other information as deemed appropriate by the Government. In addition, adjustments to the total evaluated price will be made to include Government costs required to accomplish the offeror's proposed approach with the exception of those costs to the Government that are equal to all offerors (e.g. additional Government-Furnished Equipment/Government-Furnished Information required by the offeror to implement its approach.) The Government will evaluate offers for award purposes by adding the total evaluated price for the base period to the total evaluated prices for all option periods. Evaluation of the options will not obligate the Government to exercise the options.

4.4 Prospective Offerors are forewarned that a proposal meeting solicitation requirements with the lowest evaluated price may not be selected if award to a higher evaluated, and higher priced offeror is determined to be most advantageous to the Government.

4.5 Prospective Offerors are forewarned that if there are discrepancies between Section B, Attachment P6 and Volume 4 Narrative, Section B prevails. The discrepancies may be identified as weaknesses, significant weaknesses or deficiencies.

4.6 If this a set-aside competition, the contractor's compliance to FAR Clauses 52.219-14 Limitation on Subcontracting, 52.219-27 Notice of Total Service-Disabled Veteran-Owned Business Set Aside, or 52.219-3 Notice of Total HUBZone Set Aside, as applicable, will be evaluated. Contractors' proposals which fail to meet the limitation on subcontracting during each period of performance may not be considered for award.

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4.7 Reserved

4.8 Reserved

5.0 Ratings

5.1 Evaluations in support of Seaport-e source selections shall employ a letter grade method for rating contractor proposals against evaluation factors and significant subfactors identified within Section M of the Seaport-e solicitation. The appropriate letter grade rating shall be assigned to each factor and significant subfactors, as required, subsequent to and consistent with the narrative evaluation, which shall indicate a proposal's strengths, weaknesses and risks. A proposal need not have all of the characteristics of a grade category in order to receive that grade rating; evaluators should use judgment to rate the proposal using these characteristics.

5.2 Technical Factor Ratings. The narrative description of each grade follows, as appropriate for the technical evaluation factor:

5.2.1: An "A" proposal is characterized as follows:

- The proposed approach indicates an exceptionally thorough and comprehensive understanding of the program goals, resources, schedules, and other aspects essential to performance of the program.
- In terms of the specific factor (or significant subfactor), the proposal contains major strengths, exceptional features, or innovations that should substantially benefit the program.
- There are no weaknesses or deficiencies.
- The risk of unsuccessful contract performance is extremely low.

5.2.2: A "B" proposal is characterized as follows:

- The proposed approach indicates a thorough understanding of the program goals and the methods, resources, schedules, and other aspects essential to the performance of the program
- The proposal has major strengths and/or minor strengths, which indicate the proposed approach will benefit the program.
- Weaknesses, if any, are minor and are more than offset by strengths.
- Risk of unsuccessful performance is very low.

5.2.3: A "C" proposal is characterized as follows:

- The proposed approach indicates an adequate understanding of the program goals and the methods, resources, schedules, and other aspects essential to the performance of the program.
- There are few, if any, exceptional features to benefit the program.
- The risk of unsuccessful performance is low.
- Weaknesses are generally offset by strengths.

5.2.4: A "D" proposal is characterized as follows:

- The proposed approach indicates a superficial or vague understanding of the program goals and the methods, resources, schedules, and other aspects essential to the performance of the program.
- The proposal has weaknesses that are not offset by strengths.
- The risk of unsuccessful contract performance is moderate.

5.2.5: An "F" proposal is characterized as follows:

- The proposed approach indicates a lack of understanding of the program goals and the methods, resources, schedules, and other aspects essential to the performance of the program.
- Numerous weaknesses or a deficiency exists.
- The risk of unsuccessful performance is high.

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5.3 Past Performance Ratings. The narrative description of each grade for evaluation of the past performance factor follows:

Neutral - The offeror lacks a record of relevant or available past performance history. There is no expectation of either successful or unsuccessful performance based on the offeror's past performance record.

A - The offeror's performance of previously awarded relevant contract(s) met contractual requirements and exceeded many to the Government's benefit. The assessed prior performance was accomplished with very few or very minor problems for which corrective actions taken by, or proposed to be taken by, the offeror were, or are expected to be, highly effective. Performance of completed contracts either was consistently of the highest quality or exhibited a trend of becoming so. The offeror's past performance record leads to an extremely strong expectation of successful performance.

B - The offeror's performance of previously awarded relevant contract(s) met contractual requirements and exceeded some to the Government's benefit. The assessed prior performance was accomplished with some minor problems for which corrective actions taken by, or proposed to be taken by, the offeror were, or are expected to be, effective. Performance over completed contracts either was consistently of high quality or exhibited a trend of becoming so. The offeror's past performance record leads to a strong expectation of successful performance.

C - The offeror's performance of previously awarded relevant contract(s) met contractual requirements. The assessed prior performance was accomplished with some problems for which corrective actions taken by, or proposed to be taken by, the contractor were, or are expected to be, for the most part effective. Performance over completed contracts was consistently of adequate or better quality or exhibited a trend of becoming so. The offeror's past performance record leads to an expectation of successful performance.

D - The offeror's performance of previously awarded relevant contracts did not meet some contractual requirements. The assessed prior performance reflected some serious problems, for which the contractor either failed to, identify or implement corrective actions in a timely manner, or for which the corrective actions implemented or proposed to be implemented were, or are expected to be, only partially effective. Performance over completed contracts was consistently of mediocre quality or exhibited a trend of becoming so. The offeror's past performance record leads to an expectation that successful performance might be difficult to achieve or that it can occur only with increased levels of Government management and oversight.

F - The offeror's performance of previously awarded relevant contract(s) did not meet most contractual requirements and recovery did not occur with the period of performance. The assessed prior performance reflected serious problem(s) for which the offeror either failed to identify or implement corrective actions or for which corrective actions, implemented, or proposed to be implemented, were, or are expected to be, mostly ineffective. Performance over completed contracts was consistently of poor quality or exhibited a trend of becoming so. The offeror's past performance record leads to a strong expectation that successful performance will not be achieved or that it can occur only with greatly increased levels of Government management and oversight.

5.4 Other Evaluation Definitions:

Strength	Characteristic of a proposal that would enhance the probability of successful performance for the resulting contract or approach, which exceeds the minimum RFP requirements and which benefit the Government.
Significant Strength	Characteristic of a proposal that would <u>appreciably enhance</u> the probability of successful performance for the resulting contract or approach, which exceeds the minimum RFP requirements with <u>appreciable benefit</u> to the Government.
Weakness	A flaw in the proposal that increases the risk of unsuccessful contract performance (FAR 15.001)
Significant Weakness	A flaw in the proposal that <u>appreciably increases the risk of</u>

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	unsuccessful contract performance (FAR 15.001)
Deficiency	Material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increase the risk of unsuccessful contract performance to an unacceptable level (FAR 15.001)

6.0 BASIS FOR AWARD

6.1 Award of the Task Order resulting from this solicitation will be made to the offeror whose proposal, conforming to the solicitation, offers the best value to the Government in terms of Technical, Past Performance, Cost/Price and other factors considered, rather than to the proposal offering the lowest price. The Government reserves the right to select which proposal offers the best value to the Government.

6.2 The Government intends to award the resultant Task order on the basis of initial offers received. Therefore, each initial offer should contain the offeror's best terms from a cost/price and technical standpoint. However, if considered necessary by the Contracting Officer, during the evaluation of proposals the Government may contact any or all or a limited number of awardees with questions concerning their responses as permitted under FAR Part 16 as specified in H.5 Task order Process.