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## **GENERAL INFORMATION**

The incumbent for this requirement is CACI, Inc. Federal 14151 Park Meadow Drive, Chantilly, VA

Note:

This requirement will be awarded on a Firm Fixed Price basis. See Section L for a suggested level of effort and other direct costs.

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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
5000	Technical and Program Management Support for SEA04XI One Shipyard Program In accordance with Statement of Work. (TBD)	1.0 Lot		
5001	Technical and Program Management Support for SEA04XI One Shipyard Program In accordance with Statement of Work. (TBD) Option	1.0 Lot		

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6000	Travel, Material and Supplies in accordance with Statement of Work. (TBD)	1.0 Lot	
6001	Travel, Material and Supplies in accordance with Statement of Work. (TBD)	1.0 Lot	

**TASK ORDER MANAGER (TOM)**

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

NAME: Scott McKee, E322  
 Address: 4072 N. Jackson Road, Ste. 132  
 Bldg. 300  
 Indian Head, MD 20640-5035  
 Phone: 301-744-4651  
 Email: [scott.e.mckee@navy.mil](mailto:scott.e.mckee@navy.mil)

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(b) 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.

(c) 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.

(d) 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.

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **Statement of Work**

#### **Technical and Program Management Support**

#### **For**

#### **SEA04XI One Shipyard Program**

### **1.0 Background**

The Naval Sea Systems Command's (NAVSEA) Installation and Equipment Office (SEA 04XI) is responsible for providing program management for the Navy Industrial base under NAVSEA's cognizance. The activities falling under that responsibility include Naval Shipyards and Government Owned Contractor Operated (GOCO) plants. This effort will assist SEA 04XI by providing technical and program management services for NAVSEA Government-Owned/Contractor-Operated (GOCO) Facilities support Capital Investment Program (CIP) initiatives at the Naval Shipyards.

### **2.0 Purpose**

The purpose of this effort is to obtain technical and program management support services for the Naval Sea Systems Command (NAVSEA) Installations and Equipment Office (SEA 04XI). This effort is aligned with the SEA04XI mission of infrastructure management of the ashore industrial base under NAVSEA cognizance. In support of this role, SEA 04XI provides services to Naval Shipyards and Government-Owned/Contractor-Operated (GOCO) installations. Support services under this effort include business management, program oversight, engineering, and support. These services will assist SEA 04XI in the management and technical support of industrial operations by providing program and technical expertise. This effort will not require the contractor to perform any inherently government functions including, but not limited to: developing policy, administering programs, making decisions that are the prerogatives of Government or conducting Research and Development.

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### **3.0 Requirements**

This effort requires the contractor to provide qualified personnel to provide technical and program management support as shown below. These tasks are directly related to NAVSEA cost containment and process improvement goals and objectives and are in support of the NAVSEA "One Shipyard" effort.

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### 3.1 Program Support for Government Owned Contractor Operated (GOCO) Plants

The contractor will assist the NAVSEA GOCO Program office by providing business management, financial management, and technical support for the long term planning, budgeting, and financial execution of ongoing projects and initiatives. The contractor will participate in planning and other activities related to the phase-out and closure of the GOCO facilities and oversight or disposition of Government property located at these facilities. The contractor will provide assistance in monitoring, assessing, and reporting on plant installation, arrangement, rearrangement and operation of property. Additionally, the contractor will provide engineering management support in the areas of manufacturing operations, facility utilization, plant operation, security accreditation and building/equipment maintenance for the NAVSEA GOCO facilities. The contractor will also provide assistance in the management of acquisition, expansion, modernization, information assurance compliance, conversion, transfer and disposition of industrial GOCO facilities. In providing this support, the contractor will participate in the annual NAVSEA 04XI inspection of GOCO facilities.

### 3.2 Project Management Support and Oversight

The contractor will provide technical support to SEA04XI by assisting with the development of correspondence, guidance, and direction to the Naval Shipyards, GOCOs and associated activities. This support includes assisting SEA 04XI in project meetings with Government officials regarding the completion, coordination, and configuration of Capital Investment Projects.

### 3.3 Business/Process Improvement

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The contractor will apply engineering and analytical disciplines required to implement process improvement and business optimization for NAVSEA business processes and systems. The contractor will assist the NAVSEA program manager with design, development, test, production, fielding, sustainment, and improvement modifications of cost effective business processes. The contractor will assess and evaluate activity efforts to achieve productivity improvement goals. When requested, the contractor will perform engineering feasibility studies and analyses including; statistical research, reliability and maintainability analysis, cost benefit analysis, data collection and reduction, and field investigations; in order to assess system, equipment, and organizational performance factors. Typical conceptual tasks that the contractor will perform will consist of, but not be limited to:

- Annual compliance reviews

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- . Infrastructure use analysis
- . Building layout and outfitting review
- . Facility Information Assurance Security Review and Assessment.
- . Participation in and support of program reviews, as required

### 3.4 Assist NAVSEA with Requirements Development

The contractor will assist in project management teams for business systems to ensure SEA 04XI program requirements are met. Business systems include the electronic Facility and Equipment Maintenance (eFEM) application and the Capital Asset Tracking System (CATS). The contractor will assist SEA04XI in defining requirements for their business initiatives, supporting Information Assurance initiatives, and supporting IT system certification and accreditation compliance. The contractor will assist SEA 04XI by gathering requirements from the user community and supporting the communication of business requirements to the program development team.

### 3.5 DoD and DON CIO Compliance

Provide SEA04XI information management and project management support for implementing and maintaining compliance with the Department of Defense (DoD) and Department of the Navy (DON) information management / information technology (IM/IT) guidance. The contractor will assist with information assurance, security compliance, detection, response, and recovery. The contractor will also provide assistance for Certification and Accreditation (C&A) according to the NAVNETWARCOM requirements, support Business Transformation Agency (BTA) directives and guidance, and provide support for Servers and Application Hosting Registration and Approval Process (SAHRAP). These activities include but are not limited to the following tasks:

- . Recommend, implement, and manage Information Assurance (IA) protection capabilities.
- . Develop and oversee IA detection, response and recovery capabilities.
- . Conduct Certification and Accreditation activities.
- . Ensure applications under NAVSEA 04XI cognizance (CATS and eFEM) are compliant with annual DON CIO IA guidance.
- . Facilitate the certification of applications, networks and defense business systems hosted at the GOCO site or requiring NAVSEA 04XI oversight and guidance as directed.
- . Review systems and applications at the GOCO site for BTA applicability and compliance.

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- Develop and monitor BTA POA&Ms for non-compliant systems and applications.
- Conduct BTA related awareness and training as required.
- Streamline organizational BTA related processes.
- Preparation and submittal of SAHRAP forms in accordance with NAVSEA guidance.

#### **4.0 Travel**

The contractor may be required to travel in support of their responsibilities under this effort. This travel will be to Naval Shipyards, Warfare Centers, GOCO Facilities or other sites of interest to NAVSEA 04XI as directed. The contractor may also be required to attend workshops or conferences in support information technology initiatives. All travel must be approved in writing by NAVSEA 04XI prior to the commencement of travel.

#### **5.0 Deliverables**

All deliverables will ultimately be submitted to the Contracting Officer's Responsibility (COR) or designee (hereafter COR) for inspection, review and acceptance according to Section 6.0 (Schedule). Formal acceptance of the deliverable occurs when the COR signs the DD250 in Wide Area Work Flow (WAWF).

##### **5.1 Monthly Status Report**

This is the primary deliverable for the Contractor to report activities under this task. Monthly reports will specifically cover progress in one of the areas described under Requirements, paragraph 3.0. This report must at a minimum identify planned activities, current funding status, work accomplished, problems encountered, and deliverables provided.

##### **5.2 Final Report**

The contractor will prepare a final report summarizing briefings, assessment, monthly reports, analyses and accomplishments completed during the period of performance. The Contractor will prepare and submit a CD-ROM containing file copies of all deliverables generated in the course of this contract.

##### **5.3 Individual Task Order Subcontracting Performance Report**

**A subcontracting report reflecting task order goals and actual achievements is to be submitted semi-annually during the task order performance for the periods ending March 31 and**

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**September 30. A report is also required for the task order within 30 days of task completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the task order or the previous reporting period.**

## 6.0 Schedule

Deliverables identified in section 5.0, will be completed in accordance with the following delivery schedule.

Deliverable Paragraph No.	Due Date
5.1	Monthly upon contract award
5.2	Contract Completion

5.3 See paragraph above

## 7.0 Points of Contact

SEA 04XI Technical Manager:

Stephen G. Hoffman, [Stephen.g.hoffman@navy.mil](mailto:Stephen.g.hoffman@navy.mil), (202) 781-3377

COR:

Scott McKee, [scott.e.mckee@navy.mil](mailto:scott.e.mckee@navy.mil), (301) 744-4651

## 8.0 Quality Assurance

It is the COR's responsibility to ensure the requisite quality of effort is maintained. It is the NAVSEA Technical Manager's responsibility to review and advise the COR on all quality issues. The Technical Manager is also expected to make recommendations to both the COR and the Contractor concerning resources. Generally, the following criteria will be applied by the COR to determine the quality of deliverables.

- Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.

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- Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
  
- . Consistency to Requirements - All work products must satisfy the requirements of this statement of work.
  
- . File Editing - All text and diagrammatic files shall be editable by the Government.
  
- . Format - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
  
- . Timeliness - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

## **9.0 Interface**

The Technical Manager is responsible for coordinating all headquarters level interfaces. Any briefings, meetings, reports, etc. above the activity level are considered to be headquarters level.

## **10.0 Change/Specification Deviation**

This task sets forth the work specification to be performed. The Contractor must submit proposed changes/deviations to these specifications to the COR/ Contracting Officer in writing. The Contracting Officer must approve in writing prior to initiating any deviation.

## **11.0 Security Clearance**

All personnel proposed for these services must be US Citizens with the ability to obtain a DoD issued security clearance. Contractor personnel are required to receive security investigations in accordance with Department of Defense Instruction 8500.2.

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All contractor personnel requiring unescorted access to the SEA04XI office in the Washington Navy Yard must have a Secret clearance. Pending the implementation of the VEMPR, the contractor will be required to provide personnel with a “Top Secret” clearance.

## **12.0 Invoices**

Invoices will be provided to NAVSEA by the 5<sup>th</sup> of each month. The invoice will include the description, quantity of hours/dollars, unit of measure and extended price of supplies delivered or services performed. The contractor will submit a monthly progress report detailing completed and planned tasking and financial expenditures. A DD250 must also be included with the same detailed information. NAVSEA will electronically sign the DD250 as acceptance of expenditures. A Project Status Report will accompany the monthly invoice.

## **13.0 Contractor Personnel**

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the statement of work. Resumes submitted for employees assigned to perform under this statement of work shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned. The contractor shall identify personnel they consider key to performing the work along with resumes.

## **14.0 Orientation Briefing**

Within two weeks of award, the Contractor shall conduct an orientation briefing for the COR at the Washington Navy Yard. The intent of the briefing is to initiate the communication process between the NAVSEA and Contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of task requirements and objectives. A project management plan outlining the Project Management Structure and Work Breakdown Structure should be delivered 24 hours prior to the orientation briefing.

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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

MARK FOR:

DODAAC--N00174

Task Order Manager: Scott McKee

Name: Scott McKee, Code E322

Address: 4072 N Jackson Road, Bldg 300, Indian Head, MD 20640-5035

Phone: 301-744-4651

Email: scott.e.mckee@navy.mil

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## **SECTION E INSPECTION AND ACCEPTANCE**

INSPECTION AND ACCEPTANCE IS AT DESTINATION BY THE GOVERNMENT.

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## **SECTION F DELIVERABLES OR PERFORMANCE**

DELIVERIES OR PERFORMANCE

PERIOD OF PERFORMANCE INFORMATION

CLIN 5000--FROM THE AWARD DATE OF THE TASK ORDER TO 12 MONTHS THEREAFTER.

CLIN 5001 --OPTION SHALL BE EXERCISED IF DEEMED IN THE BEST INTEREST OF THE GOVERNMENT WITHIN 365 DAYS AFTER AWARD OF THE TASK ORDER. THE PERIOD OF PERFORMANCE FOR THE OPTION PERIOD IS 12 MONTHS.

Services to be performed hereunder will be provided in accordance with the Statement of Work in Section C of this document.

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## SECTION G CONTRACT ADMINISTRATION DATA

(a) **Task Order Manager for this task is:**

**Scott E McKee, E322**  
**Building 300, 4072 N. Jackson Rd, Suite 132**  
**Indian Head, MD 20640**  
**scott.e.mckee@navy.mil**  
**301-744-4651**

### IHD 77 – FFP 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:

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<b>Use Invoice and Receiving Report (Combo) for Firm Fixed Price Contracts/Orders</b>	
<b>Below Fields Are To Be Completed By The Buyer</b>	
<b>Contract Number</b>	TBD at the time of award
<b>Delivery Order</b>	N/A
<b>CAGE Code/Ext.</b>	TBD
<b>Pay DoDAAC</b>	TBD
<b>Inspection</b>	Should be Source, Destination, or Other. If Other Specify the Applicable DoDAAC
<b>Acceptance</b>	Should be Source, Destination, or Other. If Other Specify the Applicable DoDAAC
<b>Fast Pay</b>	<b>DO NOT CHECK</b>
<b>Issue date</b>	ENTER BLOCK WHERE THIS DATE IS LOCATED
<b>Issue By DoDAAC</b>	N00174
<b>Admin DoDAAC</b>	TBD
<b>Inspect By DoDAAC</b>	TBD
<b>Ship To Code/Ext.</b>	TBD
<b>LPO DoDAAC/Ext.</b>	If Admin DoDAAC is N00174, then LPO DoDAAC is N00174, if not it is Not Applicable

(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: [scott.e.mckee@navy.mil](mailto:scott.e.mckee@navy.mil)

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.

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(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).

**IHD 86 - SECURITY BADGES AND ON-SITE CONTRACTOR PERSONNEL (NAVSEA/IHD) FEB 2000**

Security badges will be issued by the Government only to those contractor personnel who require access to the Indian Head Division, Naval Sea Systems Command in connection with work to be performed under this contract. Approval for such issuance may only be granted by the COTR, Ordering or Contracting Officer. The Contractor shall maintain a register of employees currently authorized access to the Indian Head Division, Naval Sea Systems Command. This does not include badges temporarily authorized for contractor visitors to Indian Head Division, Naval Sea Systems Command. Furthermore, the contractor shall maintain a current register of contractor personnel with full or part-time work or office space located on board the Naval Sea Systems Command. This register will be made available upon request of the Contracting Officer. The contractor shall follow station security procedures in this regard.

**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. The scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

<b><u>HOLIDAY</u></b>	<b><u>DATE OF OBSERVANCE</u></b>
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
Labor Day	6 September
Columbus Day	11 October
Veteran's Day	11 November
Thanksgiving Day	25 November
Christmas Day	24 December

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\* 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.

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**SECTION H SPECIAL CONTRACT REQUIREMENTS**

**5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)**

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

**IHD 1 - CONTRACTOR PERFORMANCE ASSESSMENT RATING SYSTEM (CPARS) NAVSEA/IHD (JAN 2001)**

(a) Pursuant to FAR 42.1502, this contract is subject to DoD's Contractor Performance Assessment System (CPARS). CPARS is an automated centralized information system accessible via the Internet that maintains reports of contractor performance for each contract. CPARS is located at <https://cpars.csd.disa.mil> Further information on CPARS is available at that web-site.

(b) Under CPARS, the Government will conduct annual evaluations of the contractor's performance. The contractor has thirty (30) days after the Government's evaluation is completed to comment on the evaluation. The opportunity to review and comment is limited to this time period and will not be extended. Failure to review the report at this time will not prevent the Government from using the report.

(c) The contractor may request a meeting to discuss the CPARS. The meeting is to be requested via e-mail to the CPARS Program Manager no later than seven days following receipt of the CPAR. A meeting will then be held during the contractor's 30-day review period.

(d) The CPARS system requires the Government to assign the contractor a UserID and password in order to view and comment on the evaluation. Provide the name(s) of at least one individual (not more than three) that will be assigned as your Defense Contractor Representative for CPARS.

<u>Name</u>	<u>Phone</u>	<u>E-mail Address (optional)</u>
_____	_____	_____
_____	_____	_____

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**TASK ORDER POINTS OF CONTACT**

The following contacts are provided for this contract:

Contract Administrator: Janice Frauenfelder

Phone Number: (301)744-6658

Email: [janice.frauenfelder@navy.mil](mailto:janice.frauenfelder@navy.mil)

Payments/Invoicing: Tenisha Heyward

Phone Number: (301)744-6367

Email: [tenisha.heyward@navy.mil](mailto:tenisha.heyward@navy.mil)

Task Order Manager: Scott E. McKee

Phone Number: (301)744-4651

Email: [scott.e.mckee@navy.mil](mailto:scott.e.mckee@navy.mil)

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Ruth Adams at (301) 744-6655.

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## **SECTION I CONTRACT CLAUSES**

### **REFERENCE 52.222-41 SERVICE CONTRACT ACT OF 1965 (NOV 2007)**

#### **52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; 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 two years.

#### **52.204-2 SECURITY REQUIREMENTS (AUG 1996)**

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

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## **SECTION J LIST OF ATTACHMENTS**

- A. DD 254
- B. Past Performance Cover Sheet
- C. Past Performance Matrix
- D. Past Performance Questionnaire
- E. Contract Administration Plan
- F. Wage Determination is applicable but will be provided 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>

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

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

#### **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 contact the Contracting Officer 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.

Each volume must contain sufficient detail to enable evaluation based on the information in Section M, clause entitled Best Value Evaluation and Basis for Award and as detailed below.

Offerors are instructed to clearly label all electronic files with Volume number and with a unique identifying name.

**Factors are listed in descending order of importance.**

#### **Volume I – Technical (Factor 1)**

**The Offeror shall address technical subfactors as detailed below which are listed in descending order of importance. Technical proposal shall be single-spaced; not less than 10 pitch (Times New Roman or similar). Tables and graphics are acceptable, but may not be less than 10 pitch in 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)**

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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 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 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 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.

#### **Subfactor 2: Relevant Experience (Not To Exceed 5 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.

#### **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 Offeror has no relevant past performance within the last five years or cannot provide a list of three references, than 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

Attention: Karen A. Tindley

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4072 North Jackson Road

Suite 132, Code C12

Indian Head, MD 20640-5115

Surveys may also be emailed or faxed to [karen.tindley@navy.mil](mailto:karen.tindley@navy.mil) or 301-744-6385.

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. If an Offeror would like the information within CPARS and TOPE to serve as the primary basis for determination of their past performance rating, then that Offeror does not need to use past performance questionnaires but must still supply three references with current contact information as required above.

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 – Price (Factor 3) (Price will be evaluated by contracting office personnel)**

**REMINDER: It is imperative that Offerors label all 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 price information. There is no limitation on the number of pages or print size for the price proposal. All Attachments submitted under Volume III shall be clearly identified. In addition, if the offeror determines that a potential organizational conflict of interest does not exist at any tier, the offeror shall include a statement in the narrative to that effect. Failure to include the statement will result in the removal of the Offeror from consideration for award.

**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 price 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

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computing all labor costs (prime, subcontractors, and consultants).

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 One
	12 Months	12 Months
Program Manager (K)*	1350	1350
Principal Security Analyst (K)*	1500	1500
Senior Business Analyst	2100	2100
Information Security Specialist	800	800
Business Analyst	1400	1400
Security/Support Specialist	750	750
Program Control Specialist	500	500
Analyst	500	500
<b>Totals</b>	<b>8,900</b>	<b>8,900</b>

\*Key Personnel Labor Category

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

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

Other Direct Costs (ODC's)	Base Year	Option One
Travel (Not-to-exceed)*	\$16,096.32	\$16,579.21
Material/Supplies (Not-to-exceed)*	\$6,900.00	\$7,176.00
<b>Total</b>	<b>\$22,996.32</b>	<b>\$23,755.21</b>

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

#### Volume IV – Individual Small Business Subcontracting Plan (Factor 4) – (2 Page Limit) (Applies to and is mandatory for other than small business Offerors only)

Proposals submitted in response to this solicitation by Large Business Concerns must demonstrate that at least 25% of the total dollar amount of their proposal is to represent subcontract awards to Small Business Concerns.

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Proposals submitted by large Business Concerns that fail to demonstrate that at least 25% of the total dollar amount of their proposal represents subcontract awards to Small Business Concerns will be deemed technically unacceptable and will not be considered for task order award.

The individual small business subcontracting plan shall be provided concurrent with submission of the Offeror's proposal and will be incorporated into the task order. The individual plan shall contain the following (including base year and all options):

A. Total Proposed Value of Offer

B. Total Amount to be Subcontracted

C. Breakdown by Business Type (\$ and %)

D. Large Business/other than Small Business

E. Small Business

- . Small Disadvantaged Business
- . HUBZone Small Business
- . Women-Owned Small Business
- . Veteran-Owned Small Business
- . Service-Disabled Veteran-Owned Small Business

F. Major types of services/items to be subcontracted to small business and which type of small business.

The Offeror shall provide sufficient information to demonstrate that the tasks assigned the selected Small Business subcontractors are meaningful in the overall success of the program and also broaden the subcontractor's technical capability. The offeror shall describe their management approach for enhancing Small Disadvantaged, Women-Owned Small Business, HubZone Small Business, Veteran-Owned Small Business, and Service-Disabled Veteran-Owned Small Business subcontractor's technical capability. The Offeror shall explain the reasons for and the advantage of selecting particular subcontractors. The response to this factor shall not exceed two (2) pages.

The individual subcontracting plan shall be evaluated separately and distinctly from all other factors. The subcontracting plan is not graded or scored.

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(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 **NAVSEA 04X**, 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.

#### **HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)**

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

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(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it

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shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

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## **SECTION M EVALUATION FACTORS FOR AWARD**

### **SECTION M - BEST VALUE EVALUATION AND BASIS FOR AWARD**

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

Factor 2: Past Performance

Factor 3: Price

Factor 4: Small Business Subcontracting Plan

#### **Factor 1 – Technical**

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

The Government will evaluate each Offeror's technical knowledge and capability to comply with the requirements listed in the Government provided Statement of Work (SOW). The Government will evaluate the Offeror's staffing plan to perform the work prescribed by the SOW under this task order. The Government will also evaluate the proposed key 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 Offeror's staffing plan with respect to allowing flexibility to accommodate evolving staffing requirements during the period of performance of this task order. The Offeror will also be assessed on their recruiting methods to achieve timely staffing requirements. 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.

### **Subfactor 2 – Relevant Experience (Not to Exceed 5 pages)**

The Government will assess each Offeror's corporate relevant experience to determine whether, during the past five (5) years, they have performed efforts similar to those required under the Statement of Work (SOW). The Government will assess whether or not the Offeror has simply parroted the SOW task descriptions, or whether distinct, relevant information has been provided. The Government will evaluate the Offeror's relevant work processes and procedures and the nature, difficulties, uncertainties and risks associated with performing the work that will be required under the prospective task order. The Government will evaluate the benefits gained from each contract/subcontract reference.

### **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, than 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:

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Procurement Department

Attention: Karen A. Tindley

4072 North Jackson Road

Suite 132, Code C12

Indian Head, MD 20640-5115

Surveys may also be emailed or faxed to Karen Tindley at [karen.tindley@navy.mil](mailto:karen.tindley@navy.mil) or 301-744-6385.

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 – Price (Factor 3) Price will be evaluated by contracting office personnel)**

Although cost is the least important factor, it will not be ignored. The degree of its importance will increase with the degree of equality of the offers in relation to the other factors on which selection is to be made. Price will be evaluated by the Contracts personnel to determine fairness and reasonableness through the most appropriate method available. The labor hours and ODC amounts specified in Section L will be utilized for evaluation purposes.

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 priced. Offeror is determined to be most advantageous to the Government.

**Factor 4 – Small Business Subcontracting Plan (2 page limit)**

This volume applies to large businesses only. The plan will not be subject to merit evaluation. It will be pass/fail only. The Government reserves the right to confer with the contractor on elements of the Small Business Subcontracting Plan. However, those conversations will not constitute discussions as defined in FAR 15.306(c).

**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 price factor, but will determine the most probable price for each Offeror based on information provided. Offerors will then be compared using tradeoffs between the technical factor, past performance, and price. Offerors are advised

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that the Government seeks proposals that demonstrate the greatest technical ability at a reasonable price. The Government may pay a premium in price for a proposal which scores higher technically. Award will be made to the Offeror whose proposal represents the greatest value to the Government.