

SOLICITATION

FINAL

1. SOLICITATION NO. N00024-10-R-3149		2. AMENDMENT NO. 2		3. EFFECTIVE DATE 02/11/2010		4. PURCHASE REQUEST NO. N0017410PR0428	
5. ISSUED BY Omar Roque NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 omar.roque@navy.mil 301-744-6637				6. ADMINISTERED BY			
7. CONTRACTOR				FACILITY		8. DELIVERY DATE See Section F	
						9. CLOSING DATE/TIME 03/02/2010 1700 <small>(hours local time – Block 5 issuing office)</small>	
						SET ASIDE TYPE No	
						10. MAIL INVOICES TO See Section G	
11. SHIP TO See Section D				12. PAYMENT WILL BE MADE BY			
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.				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES			17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages							
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				21. UNITED STATES OF AMERICA			22. TOTAL
				By:			
				CONTRACTING/ORDERING OFFICER			
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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GENERAL INFORMATION

Amendment 01:

The purpose of this amendment is to extend the closing date of this Solicitation to 02 March 2010 at 1700.

The incumbent is General Dynamics Information Technology performing under W74V8H-06-P-0594.

Place of Performance for this effort is the Joint Staff, Secretary Joint Staff, Actions Division, Joint Training Center, Room 1E816, Pentagon, Washington DC

This procurement is not reserved for small businesses.

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SECTION B SUPPLIES OR SERVICES AND PRICES

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF

4000	Base Year - Labor - Task 4.6.10 - Joint Staff Training Program in accordance with the attached performance work statement (OTHER)	1.0 Lot			
4001	Option Year #1 - Labor - Task 4.6.10 - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option	1.0 Lot			
4002	Option Year #2 - Labor - Task 4.6.10 - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option	1.0 Lot			
4003	Option Year #3 - Labor - Task 4.6.10 - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option	1.0 Lot			
4004	Option Year #4 - Labor - Task 4.6.10 - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option	1.0 Lot			

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For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	Base Year - Labor - Task 4.6.1 - 4.6.9 - Joint Staff Training Program in accordance with the attached performance work statement (OTHER)		1.0 Lot		
5001	Option #1 - Labor - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option		1.0 Lot		
5002	Option #2 - Labor - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option		1.0 Lot		
5003	Option #3 - Labor - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option		1.0 Lot		
5004	Option #4 - Labor - Joint Staff Training Program in accordance with the attached performance work statement (OTHER) Option		1.0 Lot		

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6000	Base Year - ODC - Task 4.6.10 (OTHER)		1.0 Lot	
6001	Option Year #1 - ODC - Task 4.6.10 (OTHER)		1.0 Lot	

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Option

6002 Option Year #2 - 1.0 Lot
 ODC - Task 4.6.10
 (OTHER)
 Option

6003 Option Year #3 - 1.0 Lot
 ODC - Task 4.6.10
 (OTHER)
 Option

6004 Option Year #4 - 1.0 Lot
 ODC - Task 4.6.10
 (OTHER)
 Option

TASK ORDER MANAGER (TOM)

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

Name: Karen A. Oliver
 Mailing Address: 400 Joint Staff Pentagon
 Joint Training Center, Room 1E816
 Washington, D.C. 20318-0400
 Phone: 703-697-6026
 Fax: 703-695-9215
 Email: Karen.A.Oliver@js.pentagon.mil

(b) The Alternate TOM for this contract is:

Name:
 Mailing Address:
 Phone:
 Fax:
 Email:

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

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

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

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement (PWS) For

ACQUISITION PACKAGE JSEC-09-0005

Joint Staff Training Program (JSTP)

PART 1 GENERAL INFORMATION

Description of Services

Background

The Joint Staff consists of the nation's most senior military and civilian staff who is charged to prepare timely and accurate military information that allows the Chairman of the Joint Chiefs of Staff (CJCS) to dispatch his duty in providing the best possible advice to the Secretary of Defense and the President of the United States. To assist the Joint Staff (JS) in accomplishing this mission, the Joint Staff Training Program (JSTP) was initiated and is now an established program that focuses on training Joint Staff business processes and the use of enterprise tools for information processing and storage. The JSTP provides training for all new military officers, enlisted, civilians, and contractor support personnel assigned to the Joint Staff. The core curriculum consists of four basic courses (JSTP Intro Course, JSTP Division Chief Course, and JSTP General/Flag Officer Desk-side Course), new application orientation courses, and application refresher courses. Courses are instructor-led and consist of a blended curriculum of lecture and practical exercises. The JSTP also provides phone and desk-side assistance as requested regarding any of the JS applications.

Purpose

The Secretary of the Joint Staff (SJS), Actions Division, Joint Training Center, requires continued and full training and instructional support for the JSTP. All courses and course material under the existing program are current but will require updates as new software drops occur, new applications are deployed, and as business processes change. Additional courses may be required as the Joint Staff continues to integrate emerging service oriented architecture (SOA) and collaboration technologies. The work to be performed under this contract will provide ongoing training development and instructional services in support of the JSTP.

Objective

The contractor shall provide all staffing, equipment, and materials necessary to perform the tasks as defined in this PWS; except that which is Specified in Part 3 as Government Furnished Information, Facilities, Property, Equipment and Services at the Joint Training Center of the SJS, Actions Division, Pentagon. The contractor shall perform to the standards in this contract. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to supervision and control by the Government.

General Information

Period of Performance

The period of performance shall be for one (1) Base Period of 12 months. Four 12-month option periods may be exercised, at the discretion of the Government.

Place of Performance

The primary place of performance for this effort is the Joint Staff, Secretary Joint Staff, Actions Division, Joint Training Center, Room 1E816, Pentagon, Washington, D.C.

Task Order Manager (TOM) Nominee

Karen A. Oliver
Training Manager, JSTP
400 Joint Staff Pentagon
Joint Training Center, Room 1E816
Washington, D.C. 20318-0400
Phone: 703-697-6026
Fax: 703-695-9215
Email: Karen.A.Oliver@js.pentagon.mil

Primary and Alternate Point of Contact (POC)

Primary:

Karen A. Oliver
Training Manager, JSTP
400 Joint Staff Pentagon
Joint Training Center, Room 1E816
Washington, D.C. 20318-0400
Phone: 703-697-6026
Fax: 703-695-9215
Email: Karen.A.Oliver@js.pentagon.mil

Alternate:

LtCol Grant Bridgewater
Deputy, Actions Division
400 Joint Staff Pentagon
Washington, D.C. 20318-0400
Phone: 703-697-7650
Fax: 703-695-9215
Email: Loring.Bridgewater@js.pentagon.mil

Hours of Operation

The contractor is responsible for contract performance between the hours of 7:30 a.m. and 4:30 p.m. Monday thru Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

Travel

Travel for the Firm Fixed Price (FFP) tasks of the PWS is not anticipated. However, travel may be required for the Cost Plus Fixed Fee (CPFF) task (4.6.10). All travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Joint Travel Regulations (JTR) and shall be preapproved by the TOM.

Recognized Holidays

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It is not anticipated that the contractor will be required to perform contract services on these days.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Type of Task Order

The Government anticipates award of a task order with cost and fixed priced clins. Task 4.6.10 of the PWS will be CPFF. All other efforts will be FFP.

Security Requirements

Clearance Level

TS: All contractor personnel shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last 5 years. Security requirements are in accordance with the attached DD Form 254.

Facility Clearance

The Contractor shall possess or be eligible to receive and maintain a TS level facility clearance from the Defense Security Service. The Contractor's employees performing work in support of this contract shall have been granted a Top Secret Security Clearance from the Defense Industrial Security Clearance Officer.

Physical Security

The Contractor shall be responsible for safeguarding all Government information or property provided for Contractor use. At the end of each work period, Government information, facilities, equipment and materials shall be secured as specified by DoD security policy and regulations. The contractor will also follow and adhere to government site specific security policy and directives, which includes the Joint Staff Security Office policies for the Joint Staff. The government will coordinate with site security offices as required to ensure the contractor has or can access all applicable security regulations and directives upon award.

Key Control

The Contractor shall establish and implement methods in accordance with the National Industrial Security Program Operating Manual (DoD 5220.22-M) to ensure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost, stolen or duplicate keys/key cards to the Security Officer identified on the contract DD Form 254.

The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Security Officer.

Lock Combinations

The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

Periodic Progress Meetings

The Contracting Officer, TOM, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these progress meetings the Contracting Officer will provide feedback to the contractor on how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. The Government and the contractor shall take appropriate action to resolve outstanding issues.

Identification of Contractor Employees

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status may not be obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of the audience that they are Government employees. Contractor personnel must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor personnel will be required to obtain and wear their Pentagon Joint Staff badges in the performance of this service.

Deliverables

All deliverables become the property of the United States Government. Unless otherwise stated, all deliverables will be submitted in both hardcopy and electronic media in Microsoft Word/PowerPoint/Excel/Access/Visio/Project format. All deliverables must be submitted to the TOM and the contract specialist in accordance with Technical Exhibit 1, "Performance Requirements Summary".

PART 2
DEFINITIONS & ACRONYMS

ACATT – Action Collaboration and Tracking Tool

AMHS - Automated Message Handling System

CJCS – Chairman, Joint Chiefs of Staff

CJCSI – Chairman, Joint Chiefs of Staff Instruction

COI – Community of Interest

CPFF - Cost Plus Fixed Fee

DCO – Defense Connection On-Line

Defective Service - A service output that does not meet the PWS standard of performance.

DMS - Defense Message System

Delivery Date – The specific time of delivery and/or performance.

DOD – Department of Defense

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DODI – Department of Defense Instruction

ECM – Enterprise Content Management

FFP – Firm Fixed Price

GENADMIN -General Administrative

GFM - Global Force Management

GO/FO – General Officer/Flag Officer

JCIDS - Joint Capability Integration and Development System

JS – Joint Staff

JSAMS – Joint Staff Automated Message System

JSAP-M – Joint Staff Action Processing-Modernized

JSI – Joint Staff Instruction

JSM – Joint Staff Manual

JSSSO - Joint Staff Support Services Office

JSTP – Joint Staff Training Program

JSTWG – Joint Staff Training Working Group

JTC – Joint Training Center

JTR – Joint Travel Regulation

Metrics - A system of parameters or means of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.

NAVSEA – Provides contracting and acquisition support to the Navy and other various Department of Defense (DOD) organizations in the National Capital Region (NCR), including the Joint Staff. The acquisition and contracting support provided to Joint Staff customers span from pre-award through contract close-out.

NJOIC – National Joint Operations and Intelligence Center (NJOIC)

NCR – National Capital Region

OSD – Office of the Secretary of Defense

P4 – Personal For

Performance Objective – The service and/or activity required.

Performance Requirement – The outcomes, or results, that lead to satisfaction of the objective(s).

Performance Standard – Establishes the performance level that the Government requires for the accomplishment of contract requirements. The standards shall be measurable and structured to permit an assessment of the contractor's performance.

Performance Threshold – Minimum acceptable level, error rate and/or deviation from standard.

Performance Work Statement (PWS) – A detailed work statement for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.

POC – Point of Contact

PPBEP - Planning, Programming, Budgeting and Execution Process

Quality Assurance (QA) - Those actions taken by the Government to assure services meet the requirements of the PWS.

Quality Assurance Surveillance Plan (QASP) - A document organizing how the Government will apply performance standards, the frequency of surveillance and the minimum acceptable defect rate(s).

Quality Control (QC) - Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

Quality Control Plan (QCP) – A contractor generated document outlining and describing the performance control processes to be applied in delivering the level of service required by the PWS.

RSS – Really Simple Syndication

SJS – Secretary Joint Staff

SOA – Service Oriented Architecture

SSBI – Single Scope Background Investigation

Task – How the contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a

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certain time period.

TS – Top Secret

Task Order Manager (TOM) – A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as a liaison between the Contracting Officer and the Contractor.

WG – Working Group

Wide Area Work Flow (WAWF) – A secure Web-based system to allow contractors to submit electronic invoices, and provide the Government a means to electronically receipt for and accept supplies and services.

**PART 3
GOVERNMENT FURNISHED INFORMATION, FACILITIES, PROPERTY, EQUIPMENT AND SERVICES**

General

The Government will provide the information, facilities, property, equipment and services listed below. The Government-furnished property and services provided as part of this contract shall be used by the contractor only to perform under the terms of this contract.

Information

The Government will provide required information for contractor personnel such as DOD, OSD, and JS regulations, manuals, instructions, and guidance.

Facilities

The Government will furnish the necessary workspace for the contractor staff to provide the support outlined in this PWS to include desk space and standard Government office furniture for storage of documents and other items. The Government will provide the janitorial service and facility maintenance.

Equipment

The Government will provide the telephones and computers with access to printers, photocopier, scanner, and other related essential items required to accomplish the task. The Government will provide access to appropriate host network applications as required in the performance of this contract. The Government will also provide the necessary software applications to support development of training materials.

Services

The Government will provide printing and graphic services for all training material developed in support of the JSTP. The Government will provide contractor personnel with the required orientation training for new systems, upgrades, and applicable information sharing resources.

Utilities

All utilities in Government facilities will be available for the contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

**PART 4
TASK DESCRIPTIONS**

Task Descriptions

Schedule

Kick-Off Meeting

The contractor shall schedule and conduct a joint Government and contractor kick-off meeting to review contract PWS requirements. The kick-off meeting may be conducted via several methods. The method of the meeting shall be determined by the government.

Project Schedule

The contractor shall deliver and maintain an integrated project schedule using Microsoft Project that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables and will be delivered as part of the monthly status report.

Cost Reporting

Expenditures

The contractor shall provide cost reporting to the TOM. The reporting shall provide technical, schedule, and fiscal status by comparing planned verse actual expenditures.

Problems and Shortfalls

The reporting shall also be used to identify potential problems. The contractor shall identify any anticipated technical or funding shortfall or irregularity during the specified period of performance, in writing, prior to the anticipated shortfall.

4.3 Monthly Progress Reports (applies to task 4.6.10 only)

The monthly progress report shall be delivered in accordance with the base contract performance work statement (PWS).

Contractor's name and address

Contract number and SubCLIN number

Date of report

Period covered by report

Man-hours expended by discipline for the reporting period, and cumulatively during the contract

Cost curves portraying actual/projected conditions through the technical instruction

Proposed and expended cost incurred by CLIN and SubCLIN for the reporting period and total contractual expenditures as of report date

Description of progress made during period reported, including problem areas encountered, and recommendations, if any, for solutions. Recommendations may include solutions outside the scope of this contract.

Trips and significant results to include travel proposed and travel expended

Plans and recommendations for activities during the following reporting period

Problems and shortfalls; identification of potential problems; and identification of any anticipated technical or funding shortfall or irregularity during the specified period of performance not later than four months prior to the anticipated shortfall

4.4 Individual Task Order Subcontracting Performance Report

The subcontracting report hereby incorporated reflecting task order goals and actual achievements are to be submitted for the periods ending March 31st and September 30th. 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.

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Quality

Quality Control Program (QCP)

The contractor shall implement a Quality Control Program for this effort. To implement this QCP, the contractor shall prepare and provide a quality control plan to detail and describe the contractor's framework and processes within the QCP for delivering quality products and services required by this PWS. The contractor shall provide a briefing to the Government outlining the plan for implementation of the QCP for the contract tasks during the kick-off meeting. The contractor shall ensure all work will be performed in accordance with the contract requirements and the quality control plan. The contractor shall provide the requisite staffing and procedures to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and service delivery and performance requirements of this effort. The contractor shall identify in the Quality Control Plan the applicable processes and metrics used to self-assess performance, in addition to the resources to be applied to this effort.

Technical

4.6.1 Maintain and Conduct the JSTP Introductory Course

The contractor shall maintain and conduct the JSTP Introductory Course for all newly assigned JS action officers and support personnel who are within 60 days of arriving on the JS. This course targets military members O-6s and below and civilian equivalents to include contractors. The contractor shall present the training and course material in a classroom setting and shall provide students with an overview of the JS and OSD organizations and missions, an overview of the JS business processes and policies, effective writing, templates, and style guidance, and hands-on training of the current JS tools and policies. Current tools include but are not limited to Joint Staff Action Processing – Modernized (JSAP-M), Action Collaboration and Tracking Tool (ACATT), Issue Paper, Enterprise Content Management (ECM), JS Portal, Defense Connection Online (DCO)/Jabber, RSS Feed Demon, Wiki, Web 2.0, and various blogs. The current course consists of approximately 32 hours of instructional material spread across five days of instruction. Course materials consist of Instructor Guides, Student Training Guides, Presentations, Briefings, Job Aids, and Exercises. Course materials shall reflect complete and current business processes and application steps and shall have no more than three substantive errors within the text. This course shall be offered 22 times per year, but shall not be scheduled for more than three times per month. The course is normally only scheduled three times per month during the summer surge months which run from June through September. All other months can be scheduled for one to two classes per month as required. The number of students per class ranges from 15 to 32.

4.6.1.1 JSTP Introductory Course Updates - Minor

The contractor shall implement minor course revisions, which may include software updates to existing applications, changes in screen shots for applications, business process changes, addition or deletion of performance steps or sequencing in training material, updates on Joint Staff organizational changes such as new director photos and biographical information, and changes for grammatical and content errors, etc. The contractor shall develop and implement minor updates within 14 days of Government tasking.

4.6.1.2 JSTP Introductory Course Updates Major

Updates or changes such as the deployment of a JS tailored –configuration of SharePoint or a follow on JSAP-M or action processing system are considered significant and major. The contractor shall develop and implement major updates within 60 days of Government tasking. The contractor shall be provided with other system vendor produced material such as a user's guide, quick reference guides, trifolds, etc., to assist them in development of new JSTP Introductory material. The Government anticipates no more than three major updates per year.

4.6.2 Maintain and Conduct the JSTP Division Chief Course

The contractor shall maintain and conduct the JSTP Division Chief Course for all newly assigned O-6 Division Chiefs who are within the first 60 days of arriving on the Joint Staff. The contractor shall present the training and course material in a classroom setting and shall provide students with a high-level overview of the JS processes, policies and tools with some hands-on instruction. The course is tailored to the unique role of Division Chiefs within the JS and also emphasizes the effective/responsive writing and the mentoring/reviewing role of the Division Chief. The current course consists of approximately 12 hours of instructional material spread across two days of instruction. Course materials consist of Instructor Guides, Student Training Guides, Presentations/Briefings, Job Aids, and Exercises. Course materials shall reflect complete and current business processes and application steps and shall have no more than three substantive errors within the text. This course shall be offered six times per year and shall be scheduled monthly during the summer surge months which run from June through September. The remaining classes can be scheduled quarterly or as required. The number of students per class ranges from 5 to 15.

4.6.2.1 JSTP Division Chief Course Updates - Minor

The contractor shall implement minor course revisions which may include software updates to existing applications, changes in screen shots or applications, business process changes, addition or deletion of performance steps or sequencing in training material, updates on Joint Staff organizational changes such as new director photos and biographical information, and changes for grammatical and content errors, etc. The contractor shall develop and implement minor updates within 14 days of Government tasking.

4.6.2.2 JSTP Division Chief Course Updates – Major

Updates or changes such as the deployment of a JS tailored configuration of SharePoint or a follow on JSAP-M or action processing system are considered significant and major. The contractor shall develop and implement major updates within 60 days of Government tasking. The contractor shall be provided with other vendor produced material such as a user's guide, quick reference guides, trifolds, etc., to assist them in development of new JSTP Division Chief Course material. The Government anticipates no more than three major updates per year.

4.6.3 Maintain and Conduct the JSTP General/Flag Officer Desk-Side Course

The contractor shall maintain and conduct the JSTP General/Flag Officer Desk-side Course for newly assigned general and flag officers (GO/FOs) that are within the first week of arriving on the Joint Staff. The contractor shall provide a one-on-one hands-on presentation of tools and an overview of processes specific to the GO/FOs positions and roles. Training sessions shall be coordinated with each individual GO/FO Executive Assistant (EA) and shall include a high level overview of the processes and applications that are presented in the JSTP Introductory Course. The length of the training is currently from one to two hours presented either consecutively or sequenced according to GO/FO availability. This training shall be offered 12 times per year which will adequately cover incoming GO/FO personnel. The contractor shall maintain the GO/FO Notebooks, consisting of overview slides, with complete and current business processes and application steps. There will be no more than two minor errors in materials. Slides shall be updated within five days as changes occur in personnel, processes, policies, and applications.

4.6.4 Maintain and Conduct JSTP Refresher Training Courses

The contractor shall maintain and conduct JSTP Refresher Training for JS personnel. Refresher training shall cover any of the current applications that are presented in the JSTP Introductory Course (JSAP-M, ECM, ACATT, Issue Paper, etc.). Course materials shall reflect complete and current business processes and application steps and shall have no more than three substantive errors within the text. The length of the training is currently from three to four hours depending upon the application. This training shall be offered 20 times per year and shall be scheduled as requested. The number of students per class ranges from five to 15.

4.6.5 Maintain and Conduct the Joint Staff Automated Message System (JSAMS) Course

JSAMS is also known as Defense Message System (DMS) and Automated Message Handling System (AMHS). The contractor shall maintain and conduct JSAM Training for JS personnel. The contractor shall present the training and course material in a classroom setting and shall provide students with a familiarization of the JSAMS and hands-on training on how to draft, coordinate, and release General Administrative (GENADMIN) and "Personal For" (P4) messages. The current course consists of approximately three to four hours of instruction. Course materials consist of Student Training Guides and examples of different types of messages. Course materials shall reflect complete and current business processes and application steps and shall have no more than three substantive errors within the text. This training shall be offered four times per year. The number of students per class ranges from five to eight.

4.6.6 Provide Instructional Support for the National Joint Operations and Intelligence Center (NJOIC) 101 Courses.

The contractor shall provide instructional support for the NJOIC 101 Course which is offered to JS personnel assigned as Watch Officers in the NJOIC. The current course consists of approximately 12 hours of instructional material spread across two days of instruction; however, the contractor shall only provide instruction on those current applications that are presented in the JSTP Introductory Course (JSAP-M, ECM, ACATT, Issue Paper, etc.) which consists of approximately four hours per class. Course materials shall reflect complete and current business processes and application steps and shall have no more than three substantive errors within the text. This course is offered with each NJOIC rotation (every 120 days) which equates to four times per year.

4.6.7 Conduct JSTP Training Surveys and Assessments.

The contractor shall continually assess the JSTP courses through conduct of course surveys upon completion of each training course and through a bi-annual formal analysis of the JSTP courses. The contractor shall maintain course surveys for all JSTP courses and provide attendees with surveys upon completion of each training course. The course surveys shall consist of specific questions for each module of training based on the course objectives and shall include both open-ended questions for students to write suggestions, and closed questions whereby students choose from a set of given criteria. The contractor shall review surveys with the Training Manager/TOM within two days of each course completion. The contractor shall identify problems or concerns and recommend improvements or changes within five days of course completion. The contractor shall collect and analyze student surveys, blog feedback, and working group feedback, and provide recommendations on how the JSTP can be enhanced to provide the most effective training to JS personnel. The contractor shall provide these recommendations in briefing format to the Training Manager/TOM and SJS on a bi-annual basis.

4.6.8 Provide Training Administration and Support for the JSTP

The contractor shall provide training administration for the JSTP which shall include all requirements necessary to support the delivery of the JSTP courses listed in paragraphs 4.6.1 through 4.6.6. This support shall include the following:

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maintaining electronic and hard copies of the core curriculum and training materials; posting training materials so they are accessible to JS personnel; maintaining the JSTP and other training Wiki or SharePoint pages; coordinating with the Joint Staff Support Services Officer (JSSSO) for printed material prior to classes; maintaining and publishing the Joint Training Center (JTC) schedule for both JSTP courses and other Joint Staff Directorate courses; scheduling and documenting classroom attendance; and providing a "Process Help Desk" to assist all JS personnel with immediate and direct access to the JTC staff for help with applications.

4.6.8.1 Maintain the JSTP Core Curriculum and Training Materials The contractor shall maintain current electronic and hard copies of all JSTP curriculum and associated instructional materials with access jointly controlled on the JS network by the Contractor and the Joint Staff Training Manager/TOM. The Government will provide the printing services for all hard copies, expected to be at least 1,000, prior to any course start date.

4.6.8.2 Post Training Materials The contractor shall post updated JSTP curriculum and training materials to relevant document storage and information and collaboration sites (ECM, SharePoint, Wiki pages, etc.) within five days of any updates.

4.6.8.3 Maintain the JSTP and Other Training Wiki or SharePoint Pages The contractor shall maintain current information on the JSTP Wiki or SharePoint pages and on other training Wiki or SharePoint pages such as the Communications and Training Community of Interest (COI) Wiki page. The contractor shall review the pages weekly and update them within five days of any training material or informational changes. Updates are minor and include changes in points of contact information or posting/deleting links to training materials in SharePoint or ECM.

4.6.8.4 Production of Course Material and Handouts The contractor shall ensure that an adequate number of course binders, presentations, handouts, and other resource materials are reproduced and assembled 72 hours prior to each scheduled class start. The contractors shall ensure that master copies are provided to the Joint Staff Support Services Office (JSSO) for printing well in advance of the scheduled course. The Joint Staff will provide the printing resources and materials to reproduce all JSTP training materials.

4.6.8.5 Maintain and Publish the Joint Training Center (JTC) Schedule The contractor shall maintain and publish the JTC schedule for both the JSTP courses and other Joint Staff Directorate courses or events. The contractor shall provide the schedule in a calendar format and make it available to JS personnel through either Microsoft Outlook and/or the JSTP Wiki or SharePoint pages. The contractor shall update the schedule weekly with the title of subject course or event and the point of contact (POC) name and phone number.

4.6.8.6 Schedule Students and Document/Monitor Classroom Attendance The contractor shall schedule JS personnel for JSTP courses tracking all students on spreadsheets. The contractor shall maintain class rosters to include attendees and individual class no-shows and shall provide the rosters to the Government within two hours after any class start. The contractor shall contact all no-shows for rescheduling of courses within two days of any class start. The contractor shall provide course attendance statistics to the Joint Staff Training Manager/TOM upon request.

4.6.8.7 Provide a Process Help Desk The contractor shall provide a process help desk during normal working hours to assist all JS personnel with immediate and direct access to the JTC staff for help with any applications that are presented in the JSTP courses. The contractor shall provide the assistance by phone, desk side, or email within 15 minutes of a request. The contractor shall track the statistics of each assistance call/event on a spreadsheet to include the date, name, phone number, J-Directorate, and nature of the assistance request. The contractor shall provide the assistance statistics to the Government on a quarterly basis.

4.6.9 Provide Training Support to JS Working Groups and to the Joint Staff Training Working Group (JSTWG) The contractor shall participate in various JS working groups to identify training requirements, updates, and target deployment dates, etc. Current working groups include but are not limited to the Staff Action and Collaboration WG, Communications and Training COI WG, SharePoint WG, and ECM WG. The contractor shall provide WG information to the Government within 24 hours after WG. The contractor shall also support the scheduling and development of proposed meeting agendas and briefing materials in preparation for recurring and special meetings of the JSTWG. The JSTWG meets at least biannually to assess training progress and issues, but special meetings may be required, up to two additional per year. The contractor shall prepare a recommended agenda along with supporting meeting materials for each agenda item and provide the documents to the Training Manager/TOM 72 hours prior to each JSTWG meeting. The contractor shall fully participate in the conduct of each JSTWG session and shall identify and document any training issues or requirements that will need further action. The contractor shall draft the JSTWG minutes, summarize the proceedings, and document all action items within 48 hours after the JSTWG.

4.6.10 Develop and Conduct Additional JSTP Courses (Note this task is CPFF) As portions of the Joint Staff core business process move toward new technologies, the contractor shall prepare, present, deploy and sustain all manner of training to support the instruction of the new processes and technologies of the core business curriculum. The contractor shall develop and present additional courses in accordance with accepted instructional system design standards of analyze, design, develop, implement, and evaluate. The contractor shall analyze new requirements and recommend appropriate strategies and format in developing course materials. Courses developed under this task shall relate to Joint Staff core business processes and applications, but may also incorporate some J-Directorate specific processes, such as Joint Capability Integration and Development System (JCIDS), Global Force Management (GFM), Chairman's Readiness System, and Planning, Programming, Budgeting and Execution Process (PPBEP). Additional courses will be similar in size, scope and complexity as the existing JSTP course offerings (except the JSTP Introductory Course), normally ranging from three to four hours and up to two days. Additional courses may not require a full development effort as some training modules already exist or may be provided by other system vendors. Additional courses shall be developed and executed as requested/directed in writing by the Training Manager/TOM.

PART 5 APPLICABLE DOCUMENTS

Applicable Documents

Reference to Detailed Specifications

Applicable and current Training Guides for the JSTP courses are listed below. All guides listed are stored in ECM but hardcopies are available.

JSTP Introduction
ECM
JSAP-M
Issue Paper
DCO/Jabber
ACATT
Responsive Writing
JSAMS

Specific Regulation or Guidance

Mandatory and Advisory publications applicable to this PWS are listed below. All publications listed are available via the Internet at the specified address.

JSI 1200.01D, Joint Staff Training Program – http://www.dtic.mil/cjcs_directives

JSI 5711.01C, Action Processing - http://www.dtic.mil/cjcs_directives

JSM 5100.01D, Organization and Functions of the Joint Staff - http://www.dtic.mil/cjcs_directives

JSM 5711.01D, Joint Staff Correspondence Preparation - http://www.dtic.mil/cjcs_directives

CJCSI 5711.01, Policy on Action Processing - http://www.dtic.mil/cjcs_directives

DOD 5110.4-M, Manual for Written Material – <http://www.dtic.mil/whs/directives>

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TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

Task Paragraph	Tasks	Delivery Date	Performance Standard
4.1	Schedule		
4.1.1	Schedule and conduct a contract kick-off meeting	DOA + 10 days	One Time
4.1.2	Deliver and maintain an integrated project schedule using MS Project; include resource loaded tasks, durations, dependencies & deliverables	DOA + 30 days (initial)-	Due with each Monthly Progress Report – 15 th day of each month
4.2	Cost Reporting		
4.2.1	Compare planned versus actual contract cost expenditures	DOA + 30 Days (initial).	Monthly - by the 15 th of each month thereafter
4.2.2	Identify and outline potential problems and funding shortfalls	DOA + 30 Days (initial).	Monthly - by the 15 th of each month thereafter
4.3	Monthly Progress Report (applies to 4.6.10 only)	DOA + 30 Days (initial)	Monthly-by the 15 th of each month thereafter
4.4	Individual Task Order Subcontracting Performance Report	30 days after the end of each reporting period and/or Task Order completion	Periods ending March 31 st and September 30 th
4.5	Quality		
4.5.1	Prepare and provide a Quality Control Plan	DOA + 45 Days	One Time
4.6	Technical		
4.6.1	Maintain and Conduct the JSTP Introductory Course	Materials completed 72 hours prior to each scheduled course start. Course conducted 22 times per year (see Addendum for JSTP Class Schedule).	Weekly or Monthly depending upon JSTP Class Schedule (see Addendum for Schedule).
4.6.1.1	JSTP Introductory Course Updates - Minor	Within 14 days of tasking	Weekly or Monthly depending upon JSTP Class Schedule (see Addendum for Schedule)
4.6.1.2	JSTP Introductory Course Updates - Major	Within 60 days of tasking	Weekly or Monthly depending upon JSTP Class Schedule (see Addendum for Schedule)
4.6.2	Maintain and Conduct the JSTP Division Chief Course	Materials completed 72 hours prior to each scheduled course start. Course conducted 6 times per year (see Addendum for JSTP Class Schedule).	Monthly or Quarterly depending upon JSTP Class Schedule (see Addendum for Schedule).
4.6.2.1	JSTP Division Chief Course Updates - Minor	Within 14 days of tasking	Monthly or Quarterly depending upon JSTP Class Schedule (see

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			Addendum for Schedule).
4.6.2.2	JSTP Division Chief Course Updates - Major	Within 60 days of tasking	Monthly or Quarterly depending upon JSTP Class Schedule (see Addendum for Schedule).
4.6.3	Maintain and Conduct the JSTP General/Flag Officer Desk-Side Course	Materials completed 72 hours prior to each scheduled desk side. Desk sides conducted 12 times per year and are scheduled upon request.	Monthly - by the 30 th of each month.
4.6.4	Maintain and conduct JSTP Refresher Training Courses	Materials completed 72 hours prior to each scheduled course. Courses conducted 20 times per year.	Monthly - by the 30 th of each month.
4.6.5	Maintain and Conduct the Joint Staff Automated Message System (JSAMS) Course	Materials completed 72 hours prior to each scheduled course. Course conducted 4 times per year.	Quarterly – by the 30 th of the end of the quarter month.
4.6.6	Provide Instructional Support for the National Joint Operations and Intelligence Center (NJOIC) 101Course	Materials completed 72 hours prior to each scheduled course. Instructional support provided 4 times per year when NJOIC team rotates (120 days).	Every 120 days
4.6.7	Conduct JSTP Training Surveys and Assessments	Surveys conducted after each course and provided to Government within 2 days after course end. Recommended improvements provided within 5 days of course end. JSTP formal analysis provided bi-annually	Weekly and Monthly depending on JSTP class schedule (see Addendum for Schedule) Bi-annually for formal JSTP analysis.
4.6.8	Provide Training Administration and Support for the JSTP	As required by each subtask.	As required by each subtask.
4.6.8.1	Maintain the JSTP Core Curriculum and Training Materials	Updated hard and soft copies provided for Government review 5 days prior to course start	Weekly or Monthly depending on JSTP Class Schedule (see Addendum for Schedule)
4.6.8.2	Post Training Materials	Materials reviewed weekly and posted to document storage sites within 5 days of updates	Weekly
4.6.8.3	Maintain the JSTP and Other Training Wiki or SharePoint Pages	Pages reviewed weekly and updated within 5 days of updates.	Weekly
4.6.8.4	Production of Course Material and Handouts	Materials printed 72 hours prior to each scheduled course	Weekly or Monthly depending on JSTP Class Schedule (see Addendum for Schedule).
4.6.8.5	Maintain and Publish the Joint Training Center (JTC) Schedule	Schedule updated weekly	Weekly - Schedule updated with POC name and number provided for each JTC scheduling
4.6.8.6	Schedule Students and Document/Monitor Classroom Attendance	Students scheduled weekly on rosters.	Weekly or Monthly

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		Completed student rosters provided to Government within 2 hours of class start. Student no-shows contacted within 2 days for rescheduling. Course attendance statistics provided upon request.	depending on JSTP schedule (see Addendum for Schedule).
4.6.8.7	Provide a Process Help Desk	Assistance provided daily. Statistics reflecting date/name/phone/J-Dir/and nature of request are tracked and provided to the Government upon request and also quarterly.	Daily - Assistance provided by phone, email, or desk-side within 15 minutes of request.
4.6.9	Provide Training Support to JS Working Groups and to the Joint Staff Training Working Group (JSTWG)	JS Working Group information provided to Government within 24 hours after WG. Recommended JSTWG agenda and supporting materials provided 72 hours prior to JSTWG. Draft minutes and action items provided 48 hours after JSTWG.	Weekly support to JS Working Groups Bi-annual support to the JSTWG
4.6.10 (CPFF)	Develop and Conduct Additional JSTP Courses	As tasked in writing	Course material to be in an accepted curriculum design standard and format approved by the Government.

ADDENDUM to JSTP PWS

Joint Staff Training Program Typical Annual Schedule (May-Apr)

03 May - 07 May	Joint Staff Intro
11 May -12 May	Division Chief Course
17 May - 21 May	Joint Staff Intro
07 June - 11 June	Joint Staff Intro
14 June- 18 June	Joint Staff Intro
28 June - 02 July	Joint Staff Intro
06 July - 07 July	Division Chief Course
12 July - 16 July	Joint Staff Intro
19 July - 23 July	Joint Staff Intro
02 August - 06 August	Joint Staff Intro
09 August - 13 August	Joint Staff Intro
17 August - 18 August	Division Chief Course
23 August - 27 August	Joint Staff Intro
30 August - 03 August	Joint Staff Intro
13 September - 17 September	Joint Staff Intro
21 September - 22 September	Division Chief Course
27 September - 1 October	Joint Staff Intro

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04 October - 08 October	Joint Staff Intro
19 October - 20 October	Division Chief Course
25 October - 29 October	Joint Staff Intro
15 November - 19 November	Joint Staff Intro
06 December - 10 December	Joint Staff Intro
14 December - 15 December	Division Chief Course
11 January - 15 January	Joint Staff Intro
08 February - 12 February	Joint Staff Intro
08 March - 12 March	Joint Staff Intro
29 March - 2 April	Joint Staff Intro
19 April - 23 April	Joint Staff Intro

*Please note the above schedule is tentative and representative of a typical JSTP course schedule.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance is at destination.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The estimated period of performance shall be for one (1) Base Period of 12 months. Four 12-month option periods may be exercised, at the discretion of the Government.

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

4000	4/10/2010 - 4/9/2011
5000	4/10/2010 - 4/9/2011
6000	4/10/2010 - 4/9/2011

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

4001	4/10/2011 - 4/9/2012
4002	4/10/2012 - 4/9/2013
4003	4/10/2013 - 4/9/2014
4004	4/10/2014 - 4/9/2015
5001	4/10/2011 - 4/9/2012
5002	4/10/2012 - 4/9/2013
5003	4/10/2013 - 4/9/2014
5004	4/10/2014 - 4/9/2015
6001	4/10/2011 - 4/9/2012
6002	4/10/2012 - 4/9/2013
6003	4/10/2013 - 4/9/2014
6004	4/10/2014 - 4/9/2015

The primary place of performance for this effort is the Joint Staff, Secretary Joint Staff, Actions Division, Joint Training Center, Room 1E816, Pentagon, Washington, D.C.

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SECTION G CONTRACT ADMINISTRATION DATA

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

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

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

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>
New Year's Day	01 January
Martin Luther King's Birthday	19 January
President's Day	16 February
Memorial Day	31 May
Independence Day	5 July
Labor Day	6 September
Columbus Day	11 October
Veteran's Day	11 November
Thanksgiving Day	25 November
Christmas Day	24 December

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

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.

GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE)

The Government will provide only that property set forth in Part 3 of the Statement of work, notwithstanding any term or condition of this contract to the contrary.

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

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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:

Use Invoice and Receiving Report (Combo) for Firm Fixed Price Contracts/Orders	
Below Fields Are To Be Completed By The Buyer	
Contract Number	
Delivery Order	
CAGE Code/Ext.	
Pay DoDAAC	
Inspection	
Acceptance	
Fast Pay	
Issue date	
Issue By DoDAAC	
Admin DoDAAC	
Inspect By DoDAAC	
Ship To Code/Ext.	
LPO DoDAAC/Ext.	

(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: karen.a.oliver@js.pentagon.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 or Chris Ireson at 301-744-6550 or chris.ireson@navy.mil.

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

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

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

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

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

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

Use Cost Vouchers for Cost Plus Fixed Fee Contracts/Orders	
	Below Fields Are To Be Completed By The Buyer
Contract Number	
Delivery Order	
CAGE Code/Ext.	
Pay DoDAAC	
Issue date	
IssueBy DoDAAC	
Admin DoDAAC	
DCAA Auditor DoDAAC/Ext.	
Service Approver/Ext.	

(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: karen.a.oliver@js.pentagon.mil

This additional notification to the government is necessary to make the acceptor aware that the invoice has been

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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.

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

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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

<u>ITEM(S)</u>	<u>ALLOTTED TO COST</u>	<u>ALLOTTED TO FEE</u>	<u>ESTIMATED PERIOD OF PERFORMANCE</u>
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(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

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

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

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.

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

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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>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Omar Roque
 Phone Number: (301)744-6607
 Email: omar.roque@navy.mil

Payments/Invoicing: Linda Murphy
 Phone Number: (301)744-4481

Task Order Manager: Karen A. Oliver
 Phone Number: (703)697-6026

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Penny Kennedy at (301) 744-6626.

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SECTION I CONTRACT CLAUSES

THE FOLLOWING CLAUSES ARE INCORPORATED INTO THE SUBJECT TASK ORDER:

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended task order shall be considered to include this option clause.
- (c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 5 years.

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.

52.232-22 LIMITATION OF FUNDS (APR 1984)

- (a) The parties estimate that performance of this contract will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.
- (b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.
- (c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the contract by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.
- (d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting

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Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause--

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of (i) the amount then allotted to the contract by the Government or, (ii) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in subparagraph (f)(2) above, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of (1) the amount previously allotted by the Government or, (2) if this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equaling the percentage of completion of the work contemplated by this contract.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

The following document(s), exhibit(s) and other attachment(s) form a part of this contract:

- Attachment A: Signed DD254
- Attachment B: Past Performance Matrix
- Attachment C: Past Performance Questionnaire
- Attachment D: CSF
- Attachment E: Quality Assurance Surveillance Plan

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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 submit all questions via the SeaPort portal to request an explanation of any aspect of these instructions deemed necessary. 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 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, company name and a unique identifying name (i.e., VOL. III ABC COMPANY PRIME COST PROPOSAL). Please keep the file names consistent for all volumes.

Volume I – Technical (Factor 1) Shall address technical subfactors as detailed below. Subfactors 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. Executive Summary, table of contents and letters of intent will not be included in page counts. Offerors are advised that excess pages will not be evaluated.

Subfactor 1 is more important than subfactor 2; and subfactor 2 is more important than subfactor 3.

Subfactor 1: Technical Approach (Not To Exceed 20 pages)

The Offeror shall demonstrate an understanding of the requirements that are specified in the PWS, to include each listed deliverable. The Offeror’s technical approach must demonstrate the necessary skills, knowledge, and capabilities to successfully perform all tasks in the PWS. The Offeror shall describe their Quality Control Program which should detail and describe the contractor’s framework and processes for delivering quality products and services as required by the PWS. In addition, the Offeror’s technical proposal shall demonstrate:

- Working knowledge and understanding of DoD and Joint Staff organizations and functions, and the Joint Staff mission, requirements, and working environment.

- Knowledge of DoD security classification procedures to ensure documents are properly marked.

- Proven ability to deploy, present, and sustain instructional materials to support new or revised business processes and technologies.

- Proven ability to present and facilitate seminars/practical hands-on applications courses comparable to the current JSTP courses.

- Proven ability to develop and deliver blended training; instructor-led, computer-based, and web-based courseware.

- Instructor knowledge and training experience with Joint Staff automation and tracking tools such as Joint Staff Action Processing (JSAP), Action Collaboration and Tracking Tool (ACATT), Issue Paper, Enterprise Content Management, Joint Staff Automated Message System (JSAMS) or similar suspense management and information management systems.

- Instructor knowledge and training experience with Web 2.0, Intellipedia, and Blogging tools.

- Instructor knowledge and familiarity with Microsoft Office 2007 and SharePoint technology.

- Instructor expertise and training experience on effective writing techniques especially as it relates to military staff writing.

- Instructor experience in working with all pay grades, from general/flag officer to junior enlisted personnel, represented at the Joint Staff.

- Proven ability to provide a corporate reach-back capability to allow quick responses changing

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requirements and capabilities.
 Proven capability to provide continuous support to the Joint Staff during contractor employee turnover.
 Proven effective project oversight and the ability to ensure a quality output.
 Proven sound business practices, including stable fiscal control, work breakdown structure knowledge quality control, and cost and schedule compliance.

Subfactor 2: Personnel Resources (Not To Exceed 10 pages)

Offerors must demonstrate a commitment to assign appropriately skilled and experienced individuals to the tasks by submitting a matrix which cross references the proposed personnel's name, education, level of security clearance, years of experience, and work experience against the required tasks in the PWS, and whether the person is presently employed with the Offeror, or whether they are proposed under a letter of intent. Offerors shall submit signed letters of intent for personnel not currently employed by the Offeror. The Offeror shall demonstrate an ability to provide qualified personnel in a timely manner. The Offeror's labor mix should be cost-effective. All personnel need not be technical subject-matter-experts. This labor mix should be reflected in the content of the proposal.

In addition to the matrix, the Offeror shall provide a supporting paragraph for each proposed labor category that details how the candidate's education and experience demonstrates the knowledge and capability to perform the tasks in the PWS. Offerors shall submit resumes for all proposed key personnel to support the Government's review. These personnel are only representative of the skill set that may be utilized during the execution of the Task Order and are not required at date of award. Resumes may not exceed 2 pages for each individual and may be submitted in the format of the Offeror's choosing. One resume per Full Time Equivalent (FTE) is required per key labor category. (i.e., 6 FTE key personnel = 6 resumes).

The key personnel requirements are for a Senior Training Specialist/Project Lead and Training Specialist/Instructor.

A. Senior Training Specialist/Project Lead (Key Personnel)

A Senior Training Specialist/Project Lead requires a Bachelors degree in a technical, business, or information systems discipline. A Senior Training Specialist/Project Lead shall possess seven to nine years experience in systems development, training, or related fields with three years experience in providing end-user training on computer hardware, application software, and business process. As a Project Lead the contractor shall have at least two years of direct supervisory experience. The individual supervises training and instruction personnel and conducts research necessary to develop and revise training courses and prepares appropriate training catalogs. The Senior Training Specialist/Project Lead prepares all instructor materials (course outline, background material, and training aids) and all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). The individual trains personnel by conducting formal classroom courses, workshops, and seminars. The Senior Training Specialist/Project Lead provides daily supervision and direction to the staff. The Senior Training Specialist/Project Lead provides effective management of the staff ensuring quality and timely deliverables. The Senior Training Specialist/Project Lead monitors each task and addresses all problems and accomplishments. The Senior Training Specialist/Project Lead schedules and assigns duties to subordinates. The Senior Training Specialist/Project Lead interacts with government management personnel. The individual reports via several methods to contractor management and government representatives, including the government contracting officer.

B. Training Specialist /Instructor (Key Personnel)

A Training Specialist/Instructor requires a Bachelors degree in a technical, business, or information systems discipline. A Training Specialist/Instructor shall possess four to six years experience in system development, training, or related fields with two years experience providing end-user training on computer hardware, application software, and business process. Under the supervision of the Senior Training Specialist/Project Lead, the Training Specialist/Instructor develops and revises training courses and prepares appropriate training catalogs. The individual prepares instructor materials (course outline, background material, and training aids) and student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). The Training Specialist/Instructor trains personnel by conducting formal classroom courses, workshops, and seminars.

Key personnel proposed must have the requisite operational knowledge of the required experience and skills, and be able to provide technical report development to complete the PWS tasks.

The **non-key** personnel requirement is for Instructional System Designer III.

C. Instructional System Designer III

An Instructional System Designer III requires a Bachelors degree in a technical or information systems discipline. An Instructional System Designer III shall possess seven to nine years experience in instruction system development,

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design and test construction for computer based training. The Instructional System Designer III designs and develops computer based training, electronic performance support systems, and other technology-based learning solutions. The individual develops appropriate training objectives and test methods, and designs instructionally valid training materials. The Instructional System Designer III develops any associated media products needed to support courseware products, including graphics, animation, audio, digital video, still images, etc. The Instructional System Designer III works on complex instructional systems design projects. The individual acts as a technical task lead and may supervise the work of lower-level training personnel.

Subfactor 3: Management Approach (Not To Exceed 10 pages)

The Offeror shall demonstrate an ability to provide qualified personnel and a management plan for execution of all of the tasks in the PWS, with the ability to execute all tasks within the specified timeframes. The Offeror must state the current top security clearance level of their facility which must meet the security levels identified on the DD254 at time of proposal submission.

The Offeror’s management approach must demonstrate proven sound business practices, including stable fiscal control, work breakdown structure knowledge, and cost and schedule compliance. The Offeror must demonstrate that it has assessed the potential risks associated with its technical approach and management plans, and must provide a plan to mitigate identified risks.

The proposal shall describe the Offeror’s organization structure in support of this contract (including formal business arrangements). The proposal shall describe the Offeror’s proposed program and technical management processes; tools and techniques for planning/scheduling; establishing and executing requirements; and funds reporting process and capabilities.

Volume II – Past Performance (Factor 2)

Past performance is a measure of the degree to which an Offeror, as an organization, has during the past two years, satisfied its customers and complied with federal, state, and local laws and regulations. The Government will assess the role that subcontractors have played in contributing to the success and/or failure of the Offeror and to what extent subcontractor's performance has contributed to the past performance evaluation. The government will also assess an offeror's record in complying with subcontracting plan goals, if applicable.

The Offeror shall provide a list of three references using the *Past Performance Matrix*, (as provided in Section J of the solicitation), who will be able to provide information regarding the Offeror’s relevant past performance during the last two years in regard to the following areas: (1) customer satisfaction, (2) timeliness, (3) technical success, (4) program management, and (5) quality. ***The past performance reference information must be current to facilitate the evaluation process. If the Offeror has no relevant past performance within the last two years, or cannot otherwise provide a list of three references, then the Offeror must provide an explanation. Failure to provide the list of references or to provide an explanation will result in the removal of the Offeror from consideration for award.***

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

Procurement Department
4072 North Jackson Road
Suite 118, Code C13F
Indian Head, MD 20640-5115

Surveys may also be emailed or faxed to Omar Roque at omar.roque@navy.mil or 301-744-6607.

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 concerning relevant performance within the past two years.

Volume III – Cost (Factor 3)

REMINDER: It is imperative that Offerors label all cost or price files with Volume III, company name and a unique

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identifying name.

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

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

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

The submission must include the solicitation number and the name of the prime contractor that the proposal corresponds to. Cost data provided separately by a subcontractor and/or consultant must be received by the time and date specified for receipt of proposals. The prime contractor shall be responsible for justifying the reasonableness of each subcontractor’s and/or consultant’s cost.

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

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

FOR PROPOSAL PREPARATION PURPOSES ONLY:

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

Estimated Labor Hours

A man-year is based on 1920 hours. All offerors are to use the level of effort provided below for evaluation purposes to ensure all offerors propose the same level of effort in their proposal submission. The level of effort provided under this contract by the Government is the Government’s best estimate and is used to establish the ceiling of the task order. The Government cannot guarantee the estimated quantities of labor hours or the total estimated labor hours for any period of the task order performance. The contractor will not be bound to these hours during the performance of the task order. The Government advises that this is the anticipated level of effort at time of award and for the life of the task order; however, the definitive level of effort will be determined at the task order kick-off meeting and throughout

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the life of the task order. Changes in program requirements may predicate changes in the level of effort.

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

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

Labor Category	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
	12 months	12 Months	12 Months	12 Months	12 Months
FFP (Tasks 4.6.1-4.6.9)					
Senior Training Specialist/Project Lead*	1,920	1,920	1,920	1,920	1,920
Training Specialist/Instructor*	5,760	5,760	5,760	5,760	5,760
Instructional Systems Designer III	120	120	120	120	120
Total FFP # of Hours	7,800	7,800	7,800	7,800	7,800
CPFF (Task 4.6.10)					
Senior Training Specialist/Project Lead*	190	190	190	190	190
Training Specialist/Instructor*	2,110	2,110	2,110	2,110	2,110
Instructional Systems Designer III	60	60	60	60	60
Total CPFF # of Hours	2,360	2,360	2,360	2,360	2,360
Total FFP & CPFF # of Hours	10,160	10,160	10,160	10,160	10,160

* Key Personnel Labor Category

Other Direct Costs (ODC's)

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

Other Direct Costs (ODC's)	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Travel (Not-to-exceed)*	\$4,700.00	\$4,841.00	4,986.23	\$5,135.82	\$5,289.89
Totals	\$4,700.00	\$4,841.00	4,986.23	\$5,135.82	\$5,289.89

* Inclusive of G&A, non-fee bearing

REALISM OF COST PROPOSALS

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

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

Volume IV – Subcontracting Plan (Factor 4) – (2 Page Limit) (applies to other than small business only)

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:

A. Total Proposed Value of Offer

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- 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 individual subcontracting plan shall be evaluated separately and distinctly from all other factors. It will be evaluated to insure that the Offeror has an individual plan which complies with the subcontracting plan in the company's contract or if that Offeror has provided an explanation as to why those goals cannot be met.

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

- (a) Offerors are reminded that certain existing contractual arrangements may preclude, restrict or limit participation, in whole or in part, as either a subcontractor or as a prime contractor under this competitive procurement. Of primary concern are those contractual arrangements in which the Offeror provides support to Joint Staff, 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, as an appendix to the cost proposal: (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. Offerors shall include this statement in their Cost Volume. Failure to include the statement will result in the removal of the Offeror from consideration for award.**

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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, listed under Zone 2 – National Capital Zone, identified in Section B of the MAC 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.

Volume I: Technical (Factor 1)

Subfactor 1 is more important than subfactor 2; and subfactor 2 is more important than subfactor 3.

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 Approach
- Subfactor 2: Personnel Resources
- Subfactor 3: Management Approach

Volume II: Past Performance (Factor 2)

Volume III: Cost (Factor 3)

Volume IV: Subcontracting Plan (Factor 4) (applies to large businesses only)

Volume I – Technical (Factor 1)

Subfactor 1: Technical Approach (Not to Exceed 20 pages)

The Government will evaluate the degree to which the Offeror demonstrates an understanding of the technical requirements necessary to support delivery of the Performance Work Statement (PWS) tasks, to include each listed deliverable. The Offeror’s technical approach will be evaluated based on an understanding of the tasks in the PWS. The Government will evaluate the Offeror’s proposal to determine the extent of innovation and the technical soundness of the proposed approach to performing and meeting the PWS requirements. The Offeror's proposal will be evaluated with regard to the relationship of the proposed technical approach to all PWS tasks and deliverables and the completeness of the technical approach. The Offeror’s proposed Quality Control Program will be evaluated to determine its appropriateness and completeness. The Offeror's technical proposal must demonstrate the necessary skills, knowledge, and capabilities to successfully perform all tasks in the PWS. The Government will also assess if the Offeror has the desired experience and expertise required, as described in Section L.

Subfactor 2: Personnel Resources (Not To Exceed 10 pages)

The Government will evaluate the proposed personnel for purposes of determining how the technical knowledge and capability of proposed personnel will contribute to the Offeror’s ability to meet the requirements of the PWS. The Government will evaluate if the Offeror has successfully demonstrated a labor mix that will satisfy the requirements of the PWS. The Government will evaluate the personnel by reviewing their work experience, education, level of security clearance and whether the person is presently employed with the Offeror, or whether they are proposed under a letter

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of intent to determine if they meet the qualifications referenced in Section L. Offerors that propose a significant number of contingent hires will be evaluated as a higher risk and therefore a weakness in the Offeror's proposal.

Subfactor 3: Management Approach (Not To Exceed 10 pages)

The Government will evaluate the Offeror's proposed management structure and approach to meeting the PWS requirements. The Offeror must provide a detailed explanation of how PWS requirements will be met. The Government will assess the Offeror's approach to mitigating risks associated with their technical approach and management plans. The Government will assess the Offeror's proposed program and technical management processes; tools and techniques for planning/scheduling; establishing and executing requirements; and funds reporting processes and capabilities.

The Government will also evaluate if an Offeror has a Top Secret facility level clearance as verified within the Industrial Security Database at time of proposal submission. An Offeror that proposes a facility that does not meet the security requirements of a final DoD TS at the time of the proposal submission will be deemed ineligible and will receive an overall technical evaluation grade of "F".

Performance (Factor 2)

Past performance is a measure of the degree to which an Offeror, as an organization, has during the past two years, satisfied its customers and complied with federal, state, and local laws and regulations. The Government will assess the role that subcontractors have played in contributing to the success and/or failure of the Offeror and to what extent subcontractor's performance has contributed to the past performance evaluation. The government will also assess an offeror's record in complying with subcontracting plan goals, if applicable.

The Offeror shall provide three past performance references using the *Past Performance Matrix*, (as provided in Section J of the solicitation), who will be able to provide information regarding the Offeror's relevant past performance during the last two 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 two years or cannot provide a list of references, then the Offeror must provide an explanation. Failure to provide the required list of references or to provide an explanation will result in the removal of the Offeror from consideration for award.***

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

Procurement Department
4072 North Jackson Road
Suite 118, Code C13F
Indian Head, MD 20640-5115

Surveys may also be emailed or faxed to Omar Roque at omar.roque@navy.mil or 301-744-6607.

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 two years. All available, relevant, and timely past performance information will be considered during the evaluation of an Offeror's past performance.

Volume III – Cost (Factor 3)

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

Price will be evaluated for the base year and all option years. The evaluation will be based on an analysis of the realism and completeness of the cost data, the traceability of the cost to the Offeror's capability data and the proposed allocation of man hours and labor mix. The Government will evaluate the Offeror's cost proposal as it compares to the level of technical capability depicted in the Offeror's technical proposal to determine cost realism. Pertinent cost

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

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

The Government will evaluate offers for award purposes by adding the total evaluated costs for the base period to the total evaluated costs for the option periods. Evaluation of the option periods will not obligate the Government to exercise the option periods.

The Government will evaluate the offerors' response to the organizational conflict of interest clause.

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. Offerors shall include this statement in their Cost Volume. Failure to include the statement will result in the removal of the Offeror from consideration for award.

Volume IV – Subcontracting Plan (Factor 4) (applies to large businesses only) – There is a two-page limit on the Offerors Factor 4 submission.

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, where appropriate. Risk assessments will be performed as to the risk of unsuccessful performance within each factor. Each factor will be reviewed based on the merits of the information contained in the Offeror's submission. Evaluators will not allow any prior knowledge of the Offeror to affect the evaluation of Factor 1 but all available, relevant, and timely past performance information will be considered during the evaluation of Factor 2.

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