

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE S	PAGE OF PAGES 1 8
2. AMENDMENT/MODIFICATION NO. 0004	3. EFFECTIVE DATE 16-Dec-2014	4. REQUISITION/PURCHASE REQ. NO. N5005414RCFOC30		5. PROJECT NO.(If applicable)
6. ISSUED BY CODE NAVSUP FLC NORFOLK CONTRACTING NORFOLK OFFICE ATTN: J. ANDREWS 1968 GILBERT STREET, SUITE 600 NORFOLK VA 23511-3392	N00189	7. ADMINISTERED BY (If other than item 6) CODE See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N00189-15-R-0003	
		X	9B. DATED (SEE ITEM 11) 12-Nov-2014	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to correct Instruction to Offerors, LB. Proposal Format.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		16-Dec-2014

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

INSTRUCTIONS TO OFFERORS

The Government intends to evaluate proposals and award without discussions with offerors. Accordingly, each offeror should submit its most favorable terms from a cost/price and non-price standpoint. However, the Government reserves the right to conduct discussions if later determined by the contracting officer to be necessary.

At the time of the solicitation closing date, offerors shall submit the information specified in paragraphs A. (I) through (IV) below.

A. Proposal Contents:

I. Technical Approach

The offeror's technical proposal shall convince the government that the offeror is capable of fully providing the services identified in the PWS by the contract start date. Technical proposals shall demonstrate the offeror's overall understanding of the PWS minimum requirements. The offer shall demonstrate compliance with requirements delineated within the PWS. The offeror's proposal shall consist of a written submission to the Government, which will consist of the offeror's Program Management Plan and Staffing Plan as follows:

- Program Management - The Offeror shall demonstrate a complete understanding of all requirements of the PWS; discuss its capability to fully implement and execute all requirements of the PWS (Section C.3); and address its management and oversight of the contract in order to meet the requirements of the PWS.
- Staffing Plan - The offeror shall provide a staffing approach for utilization of the offeror's personnel resources that demonstrates an understanding of the skill sets required to successfully accomplish the tasks of the PWS. This staffing approach should demonstrate the offeror's ability to meet the minimum key personnel requirements of the PWS.

II. Past Performance

In order to facilitate the Government's evaluation of this factor; the offeror shall provide information on **no more than three (3) previous contracts** whose effort was relevant to the effort required by this solicitation; the contracts provided should have been performed within the last five (5) years. The Government evaluation will focus only on work experience already performed. Yet-to-be performed work and experience prior to the last five (5) years will not be considered. Offerors may submit performance data regarding current contract performance as long as a minimum of one year of performance has been completed as of the closing date of this RFP.

Relevant past performance for proposed subcontractor(s) may be submitted. If subcontractor contracts are submitted, the offeror must also clearly indicate the percentage of work that the subcontractor(s) will perform under each task/category of effort throughout the course of the contract. If subcontractor past performance is provided as part of the three (3) contracts or efforts, the subcontractor past performance will be given weight relative to the amount of effort under the solicitation that the subcontractor is proposed to perform. Therefore, the offeror's proposal should detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform. Offerors may also provide references where they have performed as a subcontractor. If

past performance as a subcontractor is provided as part of the three (3) contracts or efforts, it will be given weight relative to the amount of effort performed under that contract.

The Government may verify past performance information. The Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires, telephone interviews and existing data sources to include but not limited to CPARS. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government. This past performance information will be used for the evaluation of past performance. Past Performance submission is limited to 15 pages (5 pages per reference contract). Information provided beyond 6 pages will not be considered. This does not include questionnaires.

Past Performance shall, at a minimum, provide the following information:

- Contract Number/Task Order Number
- Contract Type
- Contract Period of Performance
- Annual Contract/Task Order Cost
- Description of work performed
- Valid name, phone number and email address of Contracting Officer and Contracting Officer Representative/Technical Point of Contact. It is incumbent upon Offerors to ensure they are providing a valid names, phone numbers and email addresses. References who cannot be contacted will receive a neutral rating.

In the description of work, Offerors should provide a detailed explanation demonstrating the similarity of the contracts in terms of scope and magnitude, to the requirements of the RFP for purposes of the relevancy.

Past performance information shall be provided in accordance with **Attachment III** "Past Performance Information Form". In addition to the information previously requested offerors shall contact their past performance references and request that each reference complete **Attachment IV** "Performance Risk Assessment Questionnaires" and e-mail the completed form(s) directly to both Jennifer Andrews and Jana Cleveland, e-mails: jennifer.andrews@navy.mil and jana.cleveland@navy.mil, BY THE DUE DATE OF THE PROPOSALS. The Government may consider questionnaires received after the due date of the proposals. The Government reserves the right to contact references for verification or additional information.

If the Offeror possesses no relevant past performance, it should affirmatively state this fact in their proposal. Failure to submit the completed narratives questionnaires shall be considered certification (by signature on the proposal) that the Offeror has no past performance for like or similar items for the Government to evaluate.

III. Cost/Price Proposal

The government anticipates awarding a hybrid contract consisting of both Fixed Price and Cost Plus Fixed Fee services. The offeror agrees to hold the prices in its offer firm for 180 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation. The Cost/Price submission should include all elements of cost/price and other information as appropriate to support the proposed cost/price. The cost/price submission is not page limited, but is strictly limited to cost/price information. Offers shall consist of and must include the following:

1. A complete and signed Solicitation and executed copy of all Amendments, if applicable, completed by the offeror
2. RFP Section B "Schedule of Supplies/Services" completed by the offeror, to include B-3 PAYMENT OF FIXED FEE.
3. Letters of commitment from all significant subcontractors. Significant subcontractor is defined as those subcontractors providing effort consisting of 10% or more of the total effort.

4. Fixed Price Proposal:

The fixed price portion of the proposal shall be a complete and detailed breakdown to support the fixed price portion of the level of effort required in Section B of the RFP. At a minimum it should include:

- a. Separate price breakdown for the performance period.

Fixed prices shall be entered into **Attachment I – Pricing Spreadsheet**, readable in Microsoft Office Excel format. Offerors shall not alter the format of the spreadsheets except that column(s) may be widened.

5. Cost Proposal:

- a. The cost portion of the proposal shall be a complete and detailed cost breakdown to support the Cost portion of level of effort required in Section B of the RFP, also provided as **Attachment II – Level of Effort CPFF**. At a minimum it should include:

- the direct rates for the labor categories found in the Section B, Level of Effort clause, including how they were developed;
- the fringe and overhead rates, including how they are applied to the direct labor;
- the G&A rates;
- the fixed fee, which should be derived by applying the rate of the fee to only the burdened labor costs, not to Other Direct Costs (ODCs) or travel;
- and the Government provided amount for ODCs and travel found below, plus G&A or material handling fees on ODCs and travel, if applicable.

- b. The cost proposal shall include all elements of cost and such other cost information as considered appropriate to support your proposal. The cost information shall be completed in accordance with the following:

- Cost proposal spreadsheets shall be readable in Microsoft Office Excel and all formulas used shall be made visible.
- Separate cost information shall be submitted for each year of the services specified in Section B of the solicitation.
- Supporting data including labor rates and hours, and burden rates (fringe, overhead, G&A) used in developing the cost breakdown to support the level of effort (provided as an estimate for pricing purposes in Section B) shall be furnished and properly referenced.
- If you are currently being audited, or have been audited by the Defense Contract Audit Agency (DCAA)/ Defense Contract Management Agency (DCMA), the Offeror shall provide the following information in their Cost Proposal (including subcontractor(s)):
 - DCAA/DCMA office
 - Auditor
 - Telephone no.
 - Facsimile no.
 - Email address
 - CAGE Code number
 - DUNS number
 - Accounting system approval
 - Purchasing system approval
 - CAS disclosure statement dated
 - Last Equal Employment Opportunity (EEO) check

- A copy of the most recent DCMA approved Forward Pricing Rate Agreement, if available.
- The following amounts shall be utilized for evaluation purposes only in determining the total cost for the entire contract. If the offeror intends to apply G&A or overhead to these costs during performance of the contract, the G&A or overhead rates shall be provided and the dollar amounts shall be added to the costs provided below in the cost breakdown. The offeror shall include an explanation in their price proposal as to how the proposed rates will be applied in accordance with FAR Part 31 and their accounting system. Additionally, offerors shall state in their price proposal if the proposed indirect rates are approved by or have been audited by the Defense Contract Management Agency (DCMA) or the Defense Contract Audit Agency (DCAA). If no G&A and/or overhead rates are proposed, it will be determined that the offeror does not intend on applying any applicable indirect cost to provided Travel and ODCs.

YEAR	ODC's	TRAVEL
Base Year	\$ 7,102,306.00	\$ 5,797,681.00
Option Year I	\$ 7,244,352.00	\$ 5,913,634.00

- c. All subcontracts set forth in the technical proposal shall be priced in the cost proposal. Subcontracts regardless of dollar value shall be adequately documented to facilitate a determination of cost reasonableness/realism.
6. For pricing purposes, consider 100% of work to take place at Government Site.

IV. Small Business Subcontracting Plan

Offerors shall also submit a Subcontracting Plan in accordance with FAR 19.704(a). Offerors are permitted to submit a master subcontracting plan so long as it is created in accordance with FAR 19.701 and FAR 19.704(b). Small Business Subcontracting Plan is ONLY REQUIRED OF LARGE BUSINESSES OR SMALL BUSINESSES THAT QUALIFY AS LARGE BUSINESS UNDER NAICS CODE 541330 (\$38.5 M). The Small Business Subcontracting Plan shall address the elements identified in FAR 19.704(a)(1) through FAR 19.704(a)(11) and minimum goals.

The Small Business Subcontracting Plan shall provide targets, expressed as percentages of dollars for the base year and all subsequent option periods, as well as a total for the two year summary, for Small Businesses, Small Disadvantaged Businesses, Service-disabled veteran-owned small businesses, Women-Owned Small Businesses, and HUBZone small businesses. The target goals may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor. Target goals will be incorporated and become part of any resultant contract(s). Small Business Subcontracting Plans should contain the following minimum goals:

- 28% for Small Businesses
- 9.5% for Small Disadvantaged Businesses
- 5% for Service-Disabled Veteran-Owned Small Businesses
- 5.5% for Women-Owned Small Businesses
- 3% for HUBZone Small Businesses

The completion and submission of the above items will constitute an offer (proposal) and will indicate the offeror's unconditional assent to the terms and conditions of this RFP and any attachments and or exhibits hereto. Alternate proposals are not authorized. Offerors objecting or taking exception to the terms and conditions of the RFP may be determined to be ineligible for award.

B. Proposal Format:

The offeror is required to submit the original and four hard copies plus one electronic copy of its proposal to FLC Norfolk Contracting Department ATTN: Jennifer Andrews, 1968 Gilbert Street, Suite 600, Norfolk VA, 23511. The proposal and other information must be provided in accordance with the following table:

VOLUME	CONTENTS and PAGE LIMITATIONS
I	Technical Proposal
	Program Management Plan (50 pages)
	Staffing Plan (30 pages plus Resumes of Key Personnel (2 page limit per resume)) Technical Program Manger – 1 resume Systems Analyst – 2 resumes Senior Data Analyst – 2 resumes Senior Engineer – 2 resumes Engineering Technician IV – 2 resumes
II	Past Performance
	Past Performance Information Form (5 pages per reference)
	Past Performance Risk Assessment Questionnaires (no page limit)
III	Cost/Price Proposal (no page limit)
	Signed RFP and Amendments (if applicable)
	Completed Section B
	Attachment I – Pricing Spreadsheet
	Supporting Price Documentation
	Attachment II – Level of Effort CPFF
	Supporting Cost Documentation
	Completed Representations and Certifications
IV	Small Business Subcontracting Plan (no page limit)

The written material shall be submitted on 8.5 inch by 11 inch paper. The pages may be printed on both sides of plain white bond paper. When both sides of a sheet of paper contain material, it will be counted as two (2) pages. The font for text shall be 12 point or larger and at least one inch margins all the way round. Text smaller than 12 point may only be used in charts and tables. All company letterheads and logos (except to the extent that the offeror requests that information remain proprietary) are to be removed from all paper used in the offer. The page limits specified by the solicitation are inclusive of tables, diagrams, matrices, etc. Pages exceeding assigned page limits will not be considered for evaluation. Acronym lists, table of contents, title pages, and page separators are not included in the page limits.

Each volume should contain the following items in addition to the other information required by this solicitation:

Cover: The cover should indicate the following:

- Title of the proposal
- Volume Number (I, II, III, or IV)
- Proposal category (Technical Approach, Past Performance, Cost/Price Proposal or Small Business Subcontracting Plan)
- Request for Proposal (RFP) Number
- Name and address of offeror, Cage Code, DUNS, Business Size and applicable Tax I.D. Number (TIN)
- Identification if original or a copy of the proposal
- Proposal validity period of **six (6) months from date of proposal submission.**

Table of Contents: The table of contents should provide sufficient detail as to allow the important elements to be easily located. The use of tabs and dividers is encouraged.

Requirements for Style: Each offeror shall submit a proposal that clearly and concisely describes and defines the contractor's response to the requirements contained in the RFP. Unnecessary elaboration or other presentations

beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of understanding of cost consciousness. Elaborate art work, expensive paper or bindings, and expensive visual or other presentation aids are neither necessary nor desired. The proposal shall contain all the pertinent information in sufficient detail in the one area of the proposal where it contributes most critically to the discussion of the same information. When necessary, the offeror shall refer to the initial discussion and identify its location within the submitted proposal.

IMPORTANT NOTES:

- (1) Offerors shall respond to all requirements of the solicitation document. Offerors are cautioned not to alter the solicitation.
- (2) In order to ensure that all questions submitted by potential offerors are answered prior to the solicitation closing date, one consolidated list of questions concerning the solicitation should be submitted via e-mail to both Contract Specialists, Jennifer Andrews and Jana Cleveland, jennifer.andrews@navy.mil and jana.cleveland@navy.mil no later than 4:00 pm, Eastern Time (ET), on **November 24, 2014**. The Government reserves the right not to respond to any questions received concerning this solicitation after the questions receipt date above. Accordingly, offerors are encouraged to carefully review all solicitation requirements and submit questions to the Government as early as possible.
- (3) Proposals are to be submitted via hardcopy submission in the volumes, format and quantities as identified herein. All electronic files and versions of offerors proposal shall be compatible with Adobe Acrobat 9.0 and Microsoft Office Suite version 2007. The offeror shall be responsible for ensuring that their electronic proposals via CD ROM are virus free. The electronic copy shall exactly match print versions of the submitted documents. If the Government finds a discrepancy between the original paper copy of the proposal and the electronic copy provided on the CD ROM, the paper copy will take precedence. The electronic copy shall be accompanied by a printed inventory that identifies all the file contents and their electronic formats. In addition, the electronic file shall be labeled with your company's name, RFP number, submission date, and the words "Source Selection Sensitive." Offerors shall submit their hardcopy proposals to the address specified below. **Proposals are due no later than 4:00 pm Eastern Standard Time (ET) December 22, 2014.**

If sent Other than United States Postal Service:

Fleet Logistics Center (FLC) Norfolk
Mail and Material Processing Center Code 200
Attn: Jennifer Andrews, Code 210
9550 Decatur Avenue
Norfolk, VA 23511-3328

If sent using United States Postal Services:

Fleet Logistics Center (FLC) Norfolk
Contracting Department
Attn: Jennifer Andrews, Code 210
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392

Hand carried proposals shall be delivered to:

Fleet Logistics Center Norfolk
Contracting Department
Attn: Jennifer Andrews, Code 210
1968 Gilbert Street, Bldg. W-143, Suite 600
Norfolk, VA 23511-3392

(End of Summary of Changes)