

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 11
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 05-May-2015	4. REQUISITION/PURCHASE REQ. NO. N0005515RC00N46		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVSUP FLC NORFOLK CONTRACTING NORFOLK OFFICE ATTN: T. ARMSTRONG 1968 GILBERT ST, SUITE 600 NORFOLK VA 23511-3392		CODE N00189	7. ADMINISTERED BY (If other than item 6) 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-0025
			X	9B. DATED (SEE ITEM 11) 28-Apr-2015
				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 _____ 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.) Amendment 02 issued to correct incomplete sentence and update Instructions to Offerors as noted in the Summary of Changes. The Performance Work Statement has also been revised to clarify personnel certification requirements and add the Substitution of Personnel language. All other terms and conditions of the solicitation remain unchanged.				
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 _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 05-May-2015

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

PERSONNEL QUALIFICATIONS

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, **then a cross-reference list should be provided in the offeror's proposal identifying the difference.**

(b) The Government will review resumes of Contractor personnel proposed to be assigned, and if personnel not currently in the employ of Contractor, a written agreement from the potential employee to work will be part of the technical proposal.

(c) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

SEE ATTACHMENT I, PERFORMANCE WORK STATEMENT (PWS), FOR MINIMUM QUALIFICATIONS

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (APR 2014)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

- (5) Terms of any express warranty;
 - (6) Price and any discount terms;
 - (7) "Remit to" address, if different than mailing address;
 - (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);
 - (9) Acknowledgment of Solicitation Amendments;
 - (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
 - (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- (d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.
- (e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.
- (f) Late submissions, modifications, revisions, and withdrawals of offers:
- (1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.
 - (2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--
 - (A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or
 - (B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or
 - (C) If this solicitation is a request for proposals, it was the only proposal received.
 - (ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<https://assist.dla.mil/online/start/>).

(ii) Quick Search (<http://quicksearch.dla.mil/>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<https://assist.dla.mil/wizard/index.cfm>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the System for Award Management (SAM) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) System for Award Management. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

ADDENDUM TO FAR PROVISION 52.212-1 ENTITLED "INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS"

I. GENERAL

In addition to FAR 52.212-1, "Instructions to Offerors – Commercial Items" and any other instructions contained elsewhere in this solicitation, the following information is provided. Offerors are required to submit their proposals, hardcopy submission, in two separate volumes as follows:

Volume I Non-Price Proposal:

Factor I – Personnel Resources
Factor II - Performance and Staffing Approach
Factor III - Past Performance
Factor IV - Small Business Participation Plan

Volume II Price Proposal

NOTE: Hand-carried proposals will not be authorized.

In addition, offers consist of and shall include the following items as part of Volume II:

- A complete and signed Standard Form 1449, “Solicitation/Contract/Order for Commercial Items,” and executed copy of Amendments, if applicable, completed by the offeror ;
- RFP Section “Schedule of Supplies/Services” completed by the offeror along with the fully completed Schedule B Pricing Spreadsheet that is provided as Attachment IV;
- Unless completed in ORCA, RFP Section “Representations, Certifications and Other Statements of Offerors” completed by the offeror in accordance with FAR 52.204-8 and DFARS 252.204-7007 Alt. A.

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. Objections to any of the terms and conditions of the RFP will constitute deficiency (see FAR 15.001) which will make the offer unacceptable.

Volume I Non-Price Proposal

This volume shall address Personnel Resources, Performance and Staffing Approach, Past Performance and Small Business Participation Plan and include all information required for proposal evaluation. This volume of the proposal shall exclude any pricing information, except for the information required to be provided under Factor IV - Small Business Participation Plan, which would reveal the total pricing detailed in Volume II of the proposal.

Each page of each copy shall be affixed with the following legend:

Source Selection Information
See FAR 3.104

Volume II Price Proposal

This volume shall include the completed solicitation documents and a complete and detailed price breakdown with all supporting information.

Each page of each copy shall be affixed with the following legend:

Source Selection Information
See FAR 3.104

IMPORTANT NOTES:

- (1) Offerors shall respond to all requirements of the solicitation document. Offerors are cautioned not to alter the solicitation.

- (2) In the event any person who is not a bona fide employee of the offeror participated in the creation, formulation, or writing of any portion of the proposal, a certificate to this effect shall be included in the proposal which shall be signed by an officer of the offeror. Such certificates shall identify the name of the person who is not a bona fide employee, that person's employment capacity, the name of the person's firm, the relationship of that firm to the offeror, and the portion of the proposal in which the person participated.
- (3) 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 the contracting point of contact, Thomas Armstrong at thomas.armstrong@navy.mil no later than 3:00 pm, Eastern Standard Time (EST), on **May 01 2015**. 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 early in the proposal timeframe.
- (4) Proposals are to be submitted via hardcopy submission in the volumes, format and quantities as identified below. All electronic files and versions of offerors proposals shall be compatible with the current release of Adobe Acrobat and Microsoft Office Suite version 2010 (Excel). The offeror shall be responsible for ensuring that their electronic proposals via CD ROM are virus free. 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. Offerors shall submit their hardcopy proposals to the address specified below. **Proposals are due no later than 10:00 AM Eastern Standard Time (EST) May 29, 2015.**

If sent Other than United States Postal Service:

Fleet Logistics Center Norfolk
Mail and Material Processing Center Code 200
Attn: Thomas Armstrong, Code 240.1
9550 Decatur Avenue
Norfolk, VA 23511-3328

If sent using United States Postal Services:

Fleet Logistics Center Norfolk
Contracting Department
Attn: Thomas Armstrong, Code 240.1
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392

II. REQUIREMENTS FOR PROPOSAL CONTENT

- (1) Introduction and Purpose: This section specifies the format that offerors shall use in this Request for Proposal (RFP). The intent is not to restrict the offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes.
- (2) 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 or II)
- Request for Proposal (RFP) Number
- Name and address of offeror, Cage Code, DUNS and applicable Tax I.D. Number (TIN)
- Identification if original or a copy of the proposal

o **Proposal validity period through 01 October 2015.**

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.

- (3) 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.

- (4) Proposal Page Limitations:

Volume I, Non-Price Proposal - The following page limitations are established:

Title	Hardcopy Proposal Quantities	Page Limit*
Non-Price Proposal – Factor I: Personnel Resources	1 Original, 3 Copies, 1 Electronic on CD ROM**	10 pages (2 pages per resume)
Non-Price Proposal – Factor II: Performance and Staffing Approach	1 Original, 3 Copies, 1 Electronic on CD ROM**	28 pages
Non-Price Proposal – Factor III: Past Performance	1 Original, 3 Copy, 1 Electronic on CD ROM**	12 Pages (Form, plus 3 additional pages per reference)
Non-Price Proposal – Factor IV: Small Business Participation Plan	1 Original, 1 Copy, 1 Electronic on CD ROM**	No limit

The Non-Price Proposal factors are limited to the maximum number of pages as defined in the table above. These page limitations are inclusive of the executive summary and any charts, diagrams, and/or other graphics. **Graphics (including tables) included in the proposal may use an alternative font with 8 point size type or larger.** Each "page" is defined as one sheet, 8 ½ " x 11", with at least one inch margins on all sides, using a font with a point size of 12 or greater (e.g., "Times New Roman" style with 12 point font). Lines shall, at a minimum, be single-spaced. Pages shall be consecutively numbered. Multiple pages, double pages, two-sided pages, or foldouts will count as an equivalent number of 8 ½ " x 11" pages. The cover sheet, compliance matrix, table of contents (not to exceed one page per volume), tabs, and dividers will not count toward the page limit. **Pages submitted in excess of the page limitations described above will not be evaluated.**

Volume II, "Price Proposal," is not page limited.

Title	Hardcopy Proposal Quantities	Limit*	Software
Price Proposal	1 Original, 1 Copy, 1 Electronic on CD ROM**	No limit	Microsoft Excel

The Price Proposal is not page limited; however, the Price Proposal is to be strictly limited to price information and completed solicitation documents as described in the General Section at the beginning of this text.

* Page limits represent the maximum pages the Government will evaluate and are not construed as de facto standards for the amount of material expected in the proposal.

** **Offerors are to submit one master CD ROM with five (5) separate files.**

III. PROPOSAL CONTENT

1. Volume I Non-Price Proposal

The Non-price Proposal evaluation factors are listed below:

Factor I – Personnel Resources

The offeror shall provide the required number of resumes for each labor category. The offeror shall provide sufficient information within the resumes to detail the education, experience and/or required security clearance set forth in section 9.0 of the PWS. The required number of resumes for each labor category is shown below. These individuals are considered to be “key personnel.”

Labor Category	Required Number of Resumes
Program Manager	1
Project Manager	1
Navy Network Operations (NetOps) Integration Analyst	1
IT Service Management (ITSM) Specialist	1
Senior Network Integration Specialist	1

Factor II – Performance and Staffing Approach

The offeror shall provide a) an over-arching performance approach describing how the offeror intends to successfully accomplish the requirements stated in Section 3 of the Performance Work Statement and a staffing approach which describes: b) a proposed methodology for recruitment of personnel meeting the position-dependent experience, certifications and qualifications delineated in Section 9 of the Performance Work Statement; c) an approach to ensure personnel qualifications remain current; d) an approach to personnel performance monitoring, skill maintenance and skill improvement; and e) a meaningful and proactive retention strategy. The offeror is encouraged to provide historical data to substantiate achievements in past recruiting efforts, sustained retention of employees/low employee turnover rates. The offeror should provide any other information the offeror considers relevant to the solicitation.

Factor III - Past Performance

The offeror shall demonstrate relevant past performance or affirmatively state that it possesses no relevant past performance. Relevant past performance is performance under contracts or efforts within the past five years that is the same as, or similar to, the scope, complexity, and magnitude of the work described by this solicitation.

To demonstrate its past performance, the offeror shall identify up to 3 of its most relevant contracts or efforts within the past five (5) years, and provide any other information the offeror considers relevant to the requirements of the solicitation. Offerors should provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation.

Offerors may provide contracts describing their own experience as a subcontractor. Offerors shall describe the major or critical aspects of the work performed, as well as the dollar value of work performed, under the submitted contract. Offerors may also submit contracts of subcontractors it proposes to use under this contract. Offerors shall describe the major or critical aspects of the work subcontractors are proposed to perform under the contract. Offerors shall also describe the major or critical aspects of the work performed by the subcontractor, as well as the dollar value of work performed, under the submitted contract.

Subcontractor performance (either the offeror's own subcontractor experience or proposed subcontractors experience) of major or critical aspects of this requirement will be considered as highly as prime contractor past performance information for the offeror. Failure of offerors to describe the required information will result in the contract reference not being evaluated.

The references will be evaluated in the aggregate in order to allow offerors who may not have the entire scope, complexity, and magnitude of the requirement under one individual contract to still be considered acceptable if past

performance with the full scope, complexity, and magnitude of the requirement can be demonstrated within the allotted number of references as described above.

The offeror should complete a Past Performance Information Form for each reference submitted. The form is an attachment to the solicitation. The forms will count toward the Volume I page limit described above. For additional information regarding a particular reference beyond that which will fit on the form, the offeror may continue onto another sheet of paper. Such continuation sheet(s) for submitted references will count toward the Volume I page limit.

In addition to the information requested above, offerors shall contact their past performance references and request that each reference complete the attached Past Performance Report Form and e-mail the completed survey form directly to Thomas Armstrong at thomas.armstrong@navy.mil by the **DUE DATE OF THIS SOLICITATION**. The Government reserves the right to consider past performance report forms received after the due date of the solicitation and to contact references for verification or additional information.

Factor IV – Small Business Participation Plan

Offerors (large and small businesses) shall provide a Small Business Participation Plan. Small Business Participation Plans shall address the following:

- The extent to which small business concerns are specifically identified;
- The extent of commitment to use small business concerns (for example, enforceable commitments will be weighted more heavily than non-enforceable ones);
- The complexity and variety of the work small firms are to perform;
- Past performance of the offerors in complying with requirements of the clauses at FAR 52.219-8, Utilization of Small Business Concerns, and 52.219-9, Small Business Subcontracting Plan; and
- The extent of participation of small business concerns in terms of the value of the total acquisition.

Large business offerors shall also submit a Subcontracting Plan in accordance with FAR 19.704, Subcontracting Plan Requirements. 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 Plans are not required from small business offerors.

The Small Business Subcontracting Plan goals shall be expressed in terms of whole dollars and percentages of planned subcontracting dollars. Of the total planned subcontracting dollars, the Small Business Subcontracting Plan shall have a desired goal of 37% for Small Businesses, 5% for Small Disadvantaged Businesses, 5% for Woman-Owned Small Businesses, 3% for HubZone Small Businesses, 3% for Veteran Owned Small Businesses and 3% for Service-Disabled Veteran-Owned Small Business.

2. Volume II – Price Proposal - Volume II consists of the following:

- SF 1449 Section “Schedule of Supplies/Services” completed by the offeror along with the completed Attachment IV, Pricing Spreadsheet. The proposed fully burdened Firm Fixed Price hourly labor rates included in Attachment IV of the solicitation will be incorporated into the resultant contract as the ceiling labor rates for each labor category. All proposed labor rates shall be expressed as a value and be rounded to two decimal places (no formulas). Failure to include an hourly rate for all of the provided labor categories within Attachment IV may deem an offeror to be non-responsive.

- The offeror is required to price each CLIN in the “Schedule of Supplies/Services” based on the totals derived from the Pricing Spreadsheet with the exception of the Government estimated Travel and ODC CLIN’s. Offerors shall include the Government estimated travel and other direct cost (ODC) plug numbers in their proposed price and in the completed Section B.
- Separate pricing information shall be submitted for each year of the services as well as a total for all five (5) years of performance.
- A complete and signed Standard Form 1449, “Solicitation/Contract/Order for Commercial Items” and executed copy of Amendments, if applicable.
- Unless completed in ORCA, “Representations, Certifications and Other Statements of Offerors” completed by the offeror (to be provided in Volume II along with Price Proposal)
- All price and price supporting information shall be contained in the “Section B Pricing Sheet” and the Price proposal. No price or pricing information shall be included in any other volume including cover letters. Offerors are responsible for submitting sufficient information to enable the Government to fully evaluate their price proposal.
- Any offeror having an accounting system which includes, within overhead or G&A, travel and/or material shall specifically state this fact within the price/cost proposal. The vendor’s failure to identify that additional indirect cost elements will be included shall result in those costs being deemed as mutually agreed upon unallowable costs during the performance of the contract.
- Organizational Conflict of Interest (OCI) Mitigation Plan, if applicable, or completed copy of the Organizational COI representation (Solicitation Attachment IX).
- **Offerors proposal shall be valid through 1 October 2015.**

The common evaluation amounts for ODCs and Travel shall be used for the purpose of evaluating the price proposal. Therefore, offerors shall use these estimates in preparing their price proposal. The following amounts shall be utilized for evaluation purposes only in determining the total price for the entire contract:

	Travel	ODC’s	Total
Base Year	\$135,100.00	\$2,500.00	\$137,600.00
Option I	\$137,852.00	\$2,500.00	\$140,352.00
Option II	\$140,659.00	\$2,500.00	\$143,159.00
Option III	\$143,522.00	\$2,500.00	\$146,022.00
Option IV	\$146,443.00	\$2,500.00	\$148,943.00

PLACE OF PERFORMANCE
 NAVY INFORMATION DOMINANCE FORCES
 115 LAKE VIEW PARKWAY
 SUFFOLK, VA 23453

(end of provision)

(End of Summary of Changes)