

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
			J	1	15
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE 18-Jun-2015	4. REQUISITION/PURCHASE REQ. NO. N9173215RC0003		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)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. N00189-15-T-0130	
			X	9B. DATED (SEE ITEM 11) 30-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 checked="" type="checkbox"/> is extended, <input 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.)  The purpose of this amendment is to extend the solicitation period to 10 July 2015, to publish an update to the Performance Work Statement which includes changes to the number of instructors required per class and Minimum Instructor Qualifications contained therein, and to update the Instructions to Offerors and Evaluation Criteria. All other terms and conditions 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  18-Jun-2015	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

## SOLICITATION/CONTRACT FORM

The required response date/time has changed from 19-Jun-2015 03:00 PM to 10-Jul-2015 03:00 PM.

The following have been modified:

## 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 - 52.212-1

**ADDENDUM TO 52.212-1 - INSTRUCTIONS TO QUOTERS—COMMERCIAL ITEMS**

**I. GENERAL**

This acquisition uses a simplified and streamlined process as authorized under FAR 13.5, Test Program for Certain Commercial Items. The quotation package shall consist of:

**A. Non-Price Submittal:**

- Factor I - Technical Approach
  - a. Sub-Factor I – Management Approach
  - b. Sub-Factor II – Staffing Approach
  - c. Sub-Factor III – Instructor Performance
  - d. Sub-Factor IV – Representative Sample of Student Guide/Manual

*25 page limit*
- Factor II - Past Performance  
*12 page limit*

**B. Price Submittal**

*No page limit*

**NOTE: *Hand-carried responses will not be accepted.***

**IMPORTANT NOTES:**

- (1) In order to ensure that all questions submitted by potential quoters 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](mailto:thomas.armstrong@navy.mil) **no later than 10:00 am, Eastern Standard Time (EST), on 29 June 2015.** The Government reserves the right not to respond to any questions received concerning this solicitation after the questions receipt date above. Accordingly, vendors are encouraged to carefully review all solicitation requirements and submit questions to the Government early in the solicitation timeframe.
- (2) Quotations are due by **10 July 2015 at 3:00 pm EST** and are to be submitted via one of the following methods:

If sent Other than United States Postal Service:

NAVSUP 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 (**flat mailers only – no boxes**):

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

**Note: Hand-delivered packages are not permitted.**

- (3) The evaluation factors are listed below. This section specifies the requested format that quoters utilize; the intent is not to restrict Quoters 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.

The quote should contain the following items in addition to the other information required by this solicitation:

The cover page should indicate the following:

- Request for Quote Number
- Name and Address of Quoter, Cage Code, DUNS and applicable Tax I.D. Number (TIN)
- Point of Contact name, telephone number and email address
- Quote validity period of at least 90 days from the submittal of the RFP

Each factor of the Non-Price submittal is limited to the maximum number of pages as defined above. These page limitations are inclusive of the executive summary and any charts, diagrams,

and/or other graphics. Graphics (including tables) in the submittal 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. Quoters are permitted to submit no more than one page for each of the following which will not be included in the page count: a cover sheet, list of tables, list of figures, compliance matrix, table of contents, tabs, and dividers. Pages submitted in excess of the page limitations described above will not be evaluated.

## II. QUOTE CONTENT

### 1. Non-Price Submittal

The Non-price evaluation factors and sub-factors are listed below:

#### **Factor I – Technical Approach**

This section shall include all data and information required for evaluation of the below mentioned sub-factors, excluding any reference to the pricing aspects of each quote:

##### **Sub-factor I – Management Approach**

Quoter shall provide a management approach that demonstrates successful performance of the requirements of the solicitation, including the PWS, through its management capabilities, expertise, and experience. Quoter shall provide their proposed instructor management plan, Contractor Quality Assurance Plan (see PWS paragraph 1.6.1), and their proposed methodology for ensuring personnel with the required experience, background and qualifications are available when required. The Quoter shall describe how it intends to replace qualified instructors with equally qualified instructors within the specified timeframe when necessary.

The Quoter shall identify anticipated performance risks to include, but not limited to, the 24 hour replacement instructor requirement, associated with the solicitation (including the PWS) and any risks associated with implementation of the Quoter's management approach. The Quoter shall also propose techniques and actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the Quoter.

##### **Sub-factor II – Staffing Approach**

The Quoter shall describe the professional qualification(s) and experience of personnel who would be tasked with meeting the requirements of a resultant contract. The Quoter shall submit **one** instructor resume for evaluation. Resumes will be included in the overall page count. Resumes shall contain the following minimum information, more information may be provided:

- a. Instructor name
- b. Company and address
- c. Solicitation Number

- d. Professional Qualifications (education, certifications, etc.)
- e. Work Experience (past 10 years)
  - a. Denote Specific instructor/teaching experience
  - b. Denote Confined Space experience
  - c. Military experience

### **Sub-factor III – Instructor Performance**

The Quoter shall provide a video on CD to accompany the resume submitted which demonstrates the course knowledge, teaching ability and style of the instructor. The video shall be 10 to 15 minutes in duration. The video shall clearly display the instructor, both visually and aurally, in the act of presenting course material to a minimum of 5 students. The course being taught in the video shall be a Confined Space Safety Course or a related safety course.

### **Sub-factor IV – Representative Sample of Student Guide/Manual**

Quoter shall submit a complete hard-copy and soft-copy of the complete lesson as it would be taught to students for topic **7.0 Hot Work, Space Cleaning, and Inerting Procedures** for technical review and evaluation. This sample shall include copies of all graphics to be presented during the required lesson topic with space provided for note-taking and any handouts that are determined pertinent. Quoters shall also provide a course syllabus as described paragraph 5.2 of the PWS.

## **Factor II - Past Performance**

The Quoter 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 prior to the solicitation closing date that is the same as or similar to, the scope, magnitude, and complexity of the work described by this solicitation.

To demonstrate its past performance, the Quoter shall identify up to three (3) of its most relevant contracts or efforts within the past five (5) years and provide any other information the Quoter considers relevant to the requirements of the solicitation. Quoters should provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation. If subcontractor past performance is provided as part of the three (3) of its most relevant contracts or efforts, the percentage of work to be done by the subcontractor on this current effort must be provided. Therefore, the Quoter's submittal shall detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform.

The Quoter should complete a Past Performance Information Form (**Attachment II**) for each reference submitted. The forms will count toward the page limit described above. For additional information regarding a particular reference beyond that which will fit on the form, the Quoter may continue onto another sheet of paper.

In addition to the information requested above, quoters shall contact their past performance references and request that each reference complete the attached Past Performance Report Form (**Attachment III**) and e-mail the completed survey form directly to Tom Armstrong at [thomas.armstrong@navy.mil](mailto: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.

## 2. Price

This submittal shall include completed solicitation documents and additional supporting documentation described below.

- A complete and signed Standard Form (SF) 1449, “Solicitation/Contract/Order for Commercial Items” and executed copy of Amendments, if applicable.
- RFQ Section “Schedule of Supplies/Services” completed by the quoter
- Unless completed in ORCA, “Representations, Certifications and Other Statements of Quoters” completed by the quoter.
- Large business offerors shall 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. It is the goal of this solicitation that prime contractors subcontract with small businesses to the maximum extent practicable. For other-than-small (large) prime contractors, the Small Business Subcontracting Plan goals shall be expressed in terms of whole dollars and percentages based on total planned subcontracting dollars. Of the total planned subcontracting dollars, the Small Business Subcontracting Plan shall include goals for Small Businesses, Small Disadvantaged Businesses, Woman-Owned Small Businesses, HubZone Small Businesses, Veteran Owned Small Businesses and Service-Disabled Veteran-Owned Small Business. The Government will consider the proposed dollar values and percentages related to this solicitation.

All price and price supporting information shall be contained in the price submittal. No price or pricing information shall be included in any other submittal including cover letters. Vendors are responsible for submitting sufficient information to enable the Government to fully evaluate their price submittal.

The following amounts shall be utilized for evaluation purposes only in determining the total price for the entire contract.

Lot Year	Travel
Base	\$35,000.00
Option I	\$35,000.00
Option II	\$35,000.00
Option III	\$35,000.00
Option IV	\$35,000.00

(End of provision)

The Government intends to award an Indefinite Delivery/Indefinite Quantity type contract with Firm Fixed Price provisions to the responsible vendor whose quote represents the best value after evaluation in accordance with the factors and sub-factors in the solicitation.

The Government intends to award solely on the information contained in the quote and is not obligated to seek completion or clarification of technical and past performance information. The Government intends to award without discussions.

The selection of a vendor for award will be based on evaluation of the following factors:

The evaluation of quotes will consider the Non-Price Submittal to be significantly more important than the Price Submittal. Within the Non-Price Submittal, Technical Approach is more important than Past Performance.

### **1. Non-Price Submittal Evaluation Criteria**

The Non-Price Submittal is comprised of Technical Approach and Past Performance, along with the respective sub-factors.

- A. Factor I – Technical Approach:** Factor I is comprised of the below sub-factors: Management Approach, Staffing Approach, Representative Sample of Student Guide/Manual, and Instructor Performance demonstration which are considered of equal importance.

**Sub-Factor I – Management Approach:** Quoter will be evaluated on its ability to present a management approach that demonstrates successful performance of the requirements of the solicitation, including the PWS, through its management capabilities, expertise, and experience. Quoter will be evaluated on their proposed instructor management plan, Contractor Quality Assurance Plan, and its demonstrated methodology for ensuring personnel with the required experience, background and qualifications are available when required. Quoter will be evaluated on its plan to replace qualified instructors with equally qualified instructors within the specified timeframe, should replacement be required. Quoter's management approach will also be evaluated on their proposed techniques and actions to mitigate contract performance risks and whether those techniques and actions have been successfully used by the Quoter in the past.

**Sub-Factor II – Staffing Approach:** The Quoter will be evaluated on its description of professional qualification(s) and experience of personnel who would be tasked with meeting the requirements of a resultant contract. Quoter will be evaluated on the strength of the instructor **resume** submitted and the extent to which the resumes meet the Minimum Instructor Qualifications detailed in Section 3 of the Performance Work Statement.

**Sub-Factor III – Instructor Performance:** Quoter will be evaluated on the demonstrated course knowledge, teaching ability and style of instructor personnel as exhibited via recorded example of instructor in the process of teaching.

**Sub-Factor IV – Representative Sample of Student Guide/Manual:** Quoter will be evaluated on its demonstrated ability to generate a program of study utilizing applicable references, training aids/equipment, and computer generated visual aids.

The purpose of the technical factor and sub-factors is to assess the quoter's proposed approach to satisfy the Government's requirements. The evaluation of risk is related to the assessment of the quoter's

proposed technical submittal. Risk, as it pertains to source selection, is the potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a quoter's proposed approach to achieving the technical factor involves risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance. Risk will be considered in the evaluation of the technical factor and sub-factors.

For the Technical factor and sub-factors, the rating table identified in Table 1 below, entitled "Technical Ratings Table" will be utilized for the assignment of ratings. The technical approach sub-factor evaluations will be based on each quoter's response to the requirements of "Instructions to Quoters" and the contents of the Performance Work Statement (PWS). In the execution of the evaluations, both the quoter's Technical approach to meeting the Governments requirements as defined in the solicitation and the Risk related to this proposed approach will be assessed.

A combined Technical/Risk Rating will be utilized in the evaluation of the technical factor and sub-factors. The combined technical/risk rating includes consideration of risk in conjunction with the strengths, weaknesses, and deficiencies in determining technical ratings. Combined technical/risk evaluations will utilize the combined technical/risk ratings listed in the below ratings tables.

\*Note: A rating of "Marginal" for any Technical factor or sub-factor means that the vendor's quote is not awardable without a change or changes to the vendor's quote. A quote which includes a "Marginal" rating is not eligible for award if award is made on initial offers. Quoters that receive a "Marginal" rating are considered to be susceptible to correction if the Contracting Officer determines that an exchange is appropriate and said exchange is conducted.

\*\*Note: Quoters receiving a rating of "Unacceptable" for any Technical factor or sub-factor will not be further considered for an award. Quoters simply providing general statements or paraphrasing/parroting the PWS in whole or in any part may result in a rating of "Unacceptable".

## **B. Factor II – Past Performance:**

Past performance will be evaluated based on relevancy and confidence.

For the Past Performance factor, the ratings identified in Tables 2 and 3 below, entitled "Past Performance Relevancy Ratings Table" and "Past Performance Confidence Assessment Ratings Table," respectively will be used for the assignment of ratings for relevancy and confidence assessment. Relevancy includes similarity in scope, complexity, and magnitude. The Quoter's past performance information will be evaluated to determine the quality and usefulness as it applies to performance confidence assessment.

### Past Performance will be assessed as follows:

Evaluation will focus only on work experience already performed. Work yet-to-be performed, and work prior to the last 5 years, will not be considered. In addition, performance data will only be assessed for those references demonstrating at least 1 year of completed performance prior to the closing date of the solicitation. Subcontractor past performance will be given weight relative to the percentage of the work under the solicitation that the subcontractor is proposed to perform.

Past Performance Relevancy Ratings – Regarding relevancy, each past performance reference under each quoter's Past Performance submission will be evaluated to determine its individual scope, complexity, and magnitude relative to the instant requirement. The following definitions will apply to this evaluation:

- Scope: Experience in the areas defined in the Performance Work Statement (PWS).
- ~~Complexity: The measure of similarity of technical and managerial intricacy and required coordination of efforts and disciplines that exist in the PWS and the Quoter's performance on other contracts. For complexity, not only will the tasks performed be considered, but also the Quoter's ability to coordinate the (tasks) (e.g. concurrent performance requirements).~~
- Magnitude: The measure of the similarity of the dollar value of actually performed work that exists between the PWS and the Quoter's contracts.

The aggregated total sum of each quoter's Past Performance references in terms of scope, ~~complexity~~, and magnitude will result in the assessed overall relevance of that quoter's past performance reference submissions. Quoters lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the past performance submittal of a quoter with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous quoter to the Government. In this instance, the quoter will receive a rating of "Not Relevant" in the relevancy rating factor.

Past Performance Confidence Assessment Ratings – The overall assigned rating for Past Performance will be the Past Performance Confidence Assessment rating. The assignment of this rating will be based on the quality of the relevant past performance and will consider the currency and relevance of the information, source of the information, context of the data, and general trends in contractor's performance. The quality of performance under a past performance reference that that has no relevance to the instant requirement will not be considered in the overall assessment of Past Performance Confidence. In the case of a quoter without a record of relevant past performance or for whom information on past performance is not available, the quoter may not be evaluated favorably or unfavorably on past performance rather the quoter will receive an "Unknown Confidence" rating.

In order to verify past performance information and determine the quality of the past performance submission, the Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires (i.e. the Past Performance Report Form), telephone interviews and existing data sources to include but not limited to Contractor Performance Assessment Reporting (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.

This evaluation and rating is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the quoter's past performance will be used as a means of evaluating the relative capability of the quoter and other competitors to successfully meet the requirements of the RFQ. In determining the rating for the past performance evaluation sub-factor, the Government will give greater consideration to the contracts which the Government feels are most relevant to the RFQ.

#### Overall Non-Price Proposal Rating

Upon completion of the Non-price Factor evaluation, a composite rating for the overall Non-Price Factor will be assigned to each quoter's proposal. The assignment of this overall rating will take into consideration the comparative weightings of Technical Approach, Past Performance and their respective sub-factors. The ratings listed in Table 1, "Technical Rating Table" below will be used.

## **2. Price Submittal Evaluation Criteria**

The vendor's proposed price will be evaluated in accordance with FAR 13.106-3(a).

Vendors responding to this solicitation are advised that, prior to award, the government may request vendors to submit information/data to support price reasonableness such as copies of paid invoices for the same or similar items, sales history for the same or similar items, price list with effective date and/or copies of catalog pages along with any applicable discounts. Failure to submit the requested information may result in disqualification of the submitted quote.

Options, to include FAR 52.217-8, will be evaluated pursuant to solicitation provision FAR 52.217-5, Evaluation of Options. The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that a quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

Although price is the not the most important evaluation factor, it has the potential to become more significant during the evaluation process. The degree of importance of price will increase with the degree of equality of the quotes in relation to the other factors on which selection is to be based. The importance of price will also increase when a vendor's price is so significantly high as to diminish the value to the Government that might be gained under the other aspects of the offer. If, at any stage of the evaluation, all quoters are determined to have submitted equal, or virtually equal, quotes, price could become the factor in determining which quoters shall receive the award.

### **Rating Tables**

The following adjectival ratings shall be used in the evaluation of quotes:

#### **Technical Rating Table**

These ratings will be used in the evaluation of the technical factor and its sub-factors.

**TABLE 1**

Rating	Description
Outstanding	Quote meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Quote meets requirements and indicates a thorough approach and understanding of the requirements. Quote contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Quote meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal*	Quote does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The quote has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable**	Quote does not meet requirements and contains one or more deficiencies. Quote is un-awardable

**DEFINITIONS:**

**Strength** - An aspect of a quoter's quote that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

**Weakness** - A flaw in the quote that increases the risk of unsuccessful contract performance.

**Significant Weakness** - A flaw that appreciably increases the risk of unsuccessful contract performance.

**Deficiency** - A material failure of a quote to meet a Government requirement or a combination of significant weaknesses in a quote that increases the risk of unsuccessful contract performance to an unacceptable level.

**Risk** – (as it pertains to source selection) The potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a quoter’s proposed approach to achieving the technical factor or its sub-factors may involve risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

**Past Performance Relevancy Ratings****TABLE 2**

<b>Rating</b>	<b>Description</b>
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort this solicitation requires.

**Past Performance Confidence Assessment Ratings****TABLE 3**

<b>Rating</b>	<b>Description</b>
Substantial Confidence	Based on the quoter’s recent/relevant performance record, the Government has a high expectation that the quoter will successfully perform the required effort.
Satisfactory Confidence	Based on the quoter’s recent/relevant performance record, the Government has a reasonable expectation that the quoter will successfully perform the required effort.
Limited Confidence	Based on the quoter’s recent/relevant performance record, the Government has a low expectation that the quoter will successfully perform the required effort.
No Confidence	Based on the quoter’s recent/relevant performance record, the Government has no expectation that the quoter will be able to successfully perform the required effort.

Unknown Confidence (Neutral)	No recent/relevant performance record is available or the quoter's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.
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### Source Selection Decision

The Government intends to evaluate quotations and award a contract using the acquisition procedures of FAR 13.5. The Government will select the vendor whose quote represents the best value to the Government, considering price and other factors when compared to other vendors. The Government also reserves the right to not award a contract or order if the award is not in the best interest of the Government.

(End of provision)

(End of provision)

### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 7 DAYS of contract expiration.

(End of clause)

The following were previously included by full text and are now included by reference:

252.203-7998 (Dev) Prohibition on Contracting with Entities that Require Certain FEB 2015  
Internal Confidentiality Agreements—Representation.  
(DEVIATION 2015-O0010)

(End of Summary of Changes)