

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 70	
2. CONTRACT NO.		3. SOLICITATION NO. N00244-16-R-0006	4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 08 Jan 2016	6. REQUISITION/PURCHASE NO. N6227115RCB3H08		
7. ISSUED BY NAVSUP FLC SAN DIEGO REGIONAL CONTRACTS (CODE 200) 3985 CUMMINGS ROAD SAN DIEGO CA 92136-4200			CODE N00244	8. ADDRESS OFFER TO (If other than Item 7)		CODE	
TEL: FAX:			See Item 7		TEL: FAX:		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until 12:00 PM local time 08 Feb 2016
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME REID J. CHAMBERS	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 619-556-8366	C. E-MAIL ADDRESS reid.j.chambers@navy.mil
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
15B. TELEPHONE NO (Include area code)	<input type="checkbox"/>	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE	

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN	ITEM		
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE		
26. NAME OF CONTRACTING OFFICER (Type or print)	TEL:	EMAIL:	27. UNITED STATES OF AMERICA	28. AWARD DATE	
			(Signature of Contracting Officer)		

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>INSTRUCTIONAL SUPPORT CPFF Instructional Support of the Center for Homeland Defense and Security at Naval Postgraduate School in accordance with the Performace Work Statement. FOB: Destination MILSTRIP: N6227115RCB3H08 PURCHASE REQUEST NUMBER: N6227115RCB3H08</p>				
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	<p>OTHER DIRECT COSTS (ODCs) COST ODCs include travel and course materials in accordance with the PWS. All travel shall be in accordance with the joint travel regulations. Shall not exceed \$4,208,292.62. FOB: Destination MILSTRIP: N6227115RCB3H08 PURCHASE REQUEST NUMBER: N6227115RCB3H08</p>				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	INSTRUCTIONAL SUPPORT CPFF Instructional Support of the Center for Homeland Defense and Security at Naval Postgraduate School in accordance with the Performace Work Statement. FOB: Destination MILSTRIP: N6227115RCB3H08 PURCHASE REQUEST NUMBER: N6227115RCB3H08				
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	OTHER DIRECT COSTS (ODCs) COST ODCs include travel and course materials in accordance with the PWS. All travel shall be in accordance with the joint travel regulations. Shall not exceed \$4,208,292.62. FOB: Destination MILSTRIP: N6227115RCB3H08				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	INSTRUCTIONAL SUPPORT CPFF Instructional Support of the Center for Homeland Defense and Security at Naval Postgraduate School in accordance with the Performace Work Statement. FOB: Destination MILSTRIP: N6227115RCB3H08 PURCHASE REQUEST NUMBER: N6227115RCB3H08				
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	OTHER DIRECT COSTS (ODCs) COST ODCs include travel and course materials in accordance with the PWS. All travel shall be in accordance with the joint travel regulations. Shall not exceed \$4,313,499.94. FOB: Destination MILSTRIP: N6227115RCB3H08				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	INSTRUCTIONAL SUPPORT CPFF Instructional Support of the Center for Homeland Defense and Security at Naval Postgraduate School in accordance with the Performace Work Statement. FOB: Destination MILSTRIP: N6227115RCB3H08 PURCHASE REQUEST NUMBER: N6227115RCB3H08				
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002 OPTION	OTHER DIRECT COSTS (ODCs) COST ODCs include travel and course materials in accordance with the PWS. All travel shall be in accordance with the joint travel regulations. Shall not exceed \$4,421,337.43. FOB: Destination MILSTRIP: N6227115RCB3H08				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	INSTRUCTIONAL SUPPORT CPFF Instructional Support of the Center for Homeland Defense and Security at Naval Postgraduate School in accordance with the Performace Work Statement. FOB: Destination MILSTRIP: N6227115RCB3H08 PURCHASE REQUEST NUMBER: N6227115RCB3H08				
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002 OPTION	OTHER DIRECT COSTS (ODCs) COST ODCs include travel and course materials in accordance with the PWS. All travel shall be in accordance with the joint travel regulations. Shall not exceed \$4,531,870.87 FOB: Destination MILSTRIP: N6227115RCB3H08				
				ESTIMATED COST	

Section C - Descriptions and Specifications

PWS

PERFORMANCE WORK STATEMENT
Instructional Support
The Center for Homeland Defense and Security (CHDS)
School of International Graduate Studies
Naval Postgraduate School
Monterey, CA 93943

1.0 INTRODUCTION

The requirements outlined in this Performance Work Statement (PWS) are to provide instructional support to the Center for Homeland Defense and Security (CHDS or the Center). These requirements support CHDS' strategic homeland security education mission and functions as laid out by major stakeholders including the Department of Homeland Security (DHS), the Department of Defense (DOD), the Naval Postgraduate School (NPS) and its School of International Graduate Studies (SIGS).

CHDS (www.chds.us), located at NPS in Monterey, California, has been the nation's premier provider of homeland security graduate and executive level education since 2002. NPS and DHS have partnered to pioneer the development and delivery of the highest level of "cutting edge" graduate and executive programs for senior homeland security officials at the federal, state, local and tribal levels of government and the Military Services. CHDS' mission guidance, coordination of new programs, technical support development efforts, and annual funding for execution are developed in partnership with the DHS National Preparedness Directorate, Federal Emergency Management Agency (FEMA).

CHDS is building the nation's cadre of homeland security leaders. The CHDS Alumni are recognized subject matter experts, who serve on national policy working groups and provide advice on complex homeland security issues. They act as a resource to assist CHDS, DHS and other governmental agencies solve homeland security problems and share information.

2.0 SCOPE

The scope of this work includes direct support for instruction and other indirect support for CHDS' graduate and executive level educational programs, some of which utilize a mix of on-site instruction and web distributed learning technologies. The programs take place primarily at NPS in Monterey, CA, but one (1) Masters (MA) program takes place in the National Capitol Region (NCR) and currently one (1) Topical Executive Leaders Program takes place in the Pacific Region. The Executive Education Mobile Education Team (MET) program and the University and Agency Partnership Initiative (UAPI) program takes place at locations throughout the United States. The students, also referred to as participants, of these programs are local, state, tribal and federal officials from the 50 states, the U.S territories and Washington, DC.

2.1 Acronyms

Acronyms, as used in this PWS, are provided below:

BERT	Budgeting, estimating, reporting and tracking: CHDS enterprise management tool
CA	Cohort reference for CHDS Masters program in California
CHDS	Center for Homeland Defense and Security

COR	Contracting Officer's Representative
DHS	Department of Homeland Security
DOD	Department of Defense
DTS	Defense Travel System
ELP	Executive Leaders Program
EMI	Emergency Management Institute
ERP	Enterprise Resource Planning
FAR	Federal Acquisition Regulations
FCLP	Fusion Center Leaders Program
FEMA	Federal Emergency Management Agency
FIF	Faculty Information Form: CHDS enterprise management tool used for scheduling and program information
GSA	General Services Administration
JTR	Joint Travel Regulations and Appendices
LMS	Learning Management System
MA	CHDS Masters Program
NCR	Cohort reference for CHDS Masters program in the National Capitol Region
NPS	Naval Postgraduate School
ODC	Other direct cost
PELP	Pacific Executive Leaders Program
PI	Government's Principal Investigator
REP	Radiological Emergency Management Executive Program
SME	Subject Matter Expert
SIGS	NPS' School of International Graduate Studies
UAPI	University and Agency Partnership Initiative

2.2 Glossary

NPS Academic Standard	The academic standards of NPS are set forth in the school's Academic Catalog, which can be found at http://www.nps.edu/Academics/GeneralCatalog/Layout.html and at http://www.nps.edu/Academics/PolicyManual/Home.htm
CHDS Academic Standards and Outcomes	CHDS' academic standards and outcomes are set forth according to academic program at https://www.chds.us/?home
CHDS Major Stakeholders	Department of Homeland Security (DHS), the Department of Defense (DOD), the Naval Postgraduate School (NPS) and its School of International Graduate Studies (SIGS).
Graduate Level Courses	A program of instruction of specialized knowledge, which leads to a MA or PhD degree, or a program of instruction, which has the academic rigor of a MA or PhD program, but does not award a MA degree.
MA Degree Curriculum	CHDS' MA Degree curriculum (#692) is set forth at : http://www.nps.edu/Academics/GeneralCatalog/Layout.html
ELP Curriculum	CHDS' ELP Program curriculum is set forth <u>Attachment 1</u> and at: https://www.chds.us/?special/info&pgm=Exec

3.0 REQUIREMENTS

3.1 Provide Instruction for CHDS Educational Programs

3.1.1 Instruction for Master of Arts Degree Program (MA)

CHDS offers the first homeland security MA Degree in the United States. The curriculum (#692) (<http://www.nps.edu/Academics/GeneralCatalog/Layout.html>) is comprised of 13 graduate level courses. An approved thesis is a degree requirement. This MA program is fully funded by DHS and is offered at no cost to eligible local, state and federal officials. The curriculum is structured to reach students who are already serving in significant homeland security assignments and cannot enroll in a typical in-residence degree program due to the demands of their current positions. The program is structured as a hybrid in-residence / network-based learning curriculum of study. The students are grouped into cohorts with approximately 32 students per cohort. Three (3) cohorts are created each year and three (3) cohorts graduate each year.

3.1.1.1 MA Course Planning and Development

The goals for curriculum for the MA program will be continuously evaluated and updated by CHDS and its major stakeholders to reflect the evolution of homeland security as a maturing discipline of study.

3.1.1.1.1 TASK: The contractor shall plan and develop courses at the graduate level in the varied subject areas related to homeland security, such as: asymmetric conflict, technology, intelligence, law enforcement and judicial systems, critical infrastructure, comparative governments, psychology of terrorism and the roles of federal, state and local governments in homeland security strategy, policy planning and research methods.

Standard:The content of the MA courses shall meet the graduate level academic standards and educational outcomes as set forth by NPS, CHDS and its major stakeholders.

Deliverable: Contractor shall be required to plan and develop graduate level MA courses. These courses shall be structured around the key policy and organizational design problems that future homeland security leaders are likely to confront and the analytic skills they will need to meet those challenges.

3.1.1.1.2 TASK: The contractor shall develop lectures and course materials, identify supplemental readings and other research / reference resources, and prepare syllabi / instructional material (in printed or other web-based media format) in support of the MA program.

Standard: The content of the lectures and supplemental materials for the MA courses shall meet the graduate level academic standards and educational outcomes as set forth by NPS, CHDS and its major stakeholders.

Deliverable: Contractor shall develop and provide academically rigorous lectures, course materials, readings and other resources, which stimulate analysis, critical thinking and problem solving for each of the MA courses that the contractor plans and develops.

3.1.1.2 MA Course Execution

3.1.1.2.1 TASK: The contractor shall teach NPS' MA curriculum #692 (<http://www.nps.edu/Academics/GeneralCatalog/Layout.html>) in-residence at NPS, in NCR or at other locations to be designated.

3.1.1.2.2 TASK: The contractor shall teach NPS' MA curriculum #692 (<http://www.nps.edu/Academics/GeneralCatalog/Layout.html>) through distance learning modules.

Standard: The content of the in-residence and distance learning courses shall meet the graduate level academic standards and educational outcomes as set forth by NPS, CHDS and its major stakeholders.

Deliverable: The 18-month MA program requires the students to conduct their coursework in-residence for two (2) weeks every quarter for a total of seven (7) in-residences. During the time they are not in-residence, the students are expected to complete the remainder of their coursework via the web.

The contractor shall conduct MA in-residence and distance learning courses according to the following schedule for the base contract year period. During the option years, the number of classes would be similar. The schedules are established a year in advance.

In residence schedule for CHDS MA program:

March 21 – 25, 2016	CA 1405/1406 (graduation)
March 28 – April 8, 2016	NCR 1503/1504
April 11 – 22, 2016	CA 1501/1502
April 27 – May 6, 2016	CA 1601/1602
June 8 – 17, 2016	NCR 1603/1604
June 20 – July 1, 2016	CA 1505/1506
July 4 – 15, 2016	CA 1501/1502 & NCR 1503/1504
July 18 – 29, 2016	CA 1601/1602
September 7 – 16, 2016	CA 1605/1606
September 19 – 23	CA 1501/1502 (graduation)
September 19 – 30	NCR 1603/1604

3.1.1.3 MA Course Recommendations

3.1.1.3.1 TASK: The contractor shall complete surveys with students and use that data to evaluate each of the 13 MA courses upon their completion. Contractor shall provide recommendations for improvements to the MA degree curriculum with the objective of identifying new courses or changes to existing course materials, which update the information provided by U.S. Government policies and practices regarding counter terrorism and new national or international initiatives impacting U.S. homeland security and defense organizations.

Standard: The standard of the recommendations must ensure that the CHDS curriculum is kept current on homeland security issues, as they evolve in a changing world. The recommendations should provide an analysis of what needs to be revised to help CHDS make improvements to the MA program. The recommendations must be based on the most current information (last three months) of each topic. Contractor shall update the recommendations as new information becomes available.

Deliverable: Contractor shall collect and analyze the survey data, evaluate the data and identify improvements to current courses and training. The contractor shall offer detailed and relevant suggestions for changes or enhancements to the curriculum based on the surveys collected from the students and the opinion of the contractor. The contractor shall provide planning documents to effect those improvements.

Deliverable: Contractor shall participate in the annual two-day Faculty Development Workshop by discussing the analysis of the surveys and evaluations and other feedback from students and participating in the open forum faculty discussion regarding recommendations for improvements in the MA degree curriculum.

Deliverable: The contractor shall prepare a presentation in anticipation of the Faculty Development Workshop. The Workshop presentation shall be in power point – with recommendations based on survey weaknesses identified by student, faculty-identified weaknesses based on face-to-face discussions, or... the weaknesses, recommended solutions (more than one), and a sound, well-researched basis for those recommendations, to include citations for source material. Contractor must be prepared to answer why these have been identified as weaknesses and must be prepared to answer questions as to why the recommendations will address these weaknesses. During the presentation, once annually, contractor shall be prepared to recommend a single solution – i.e. identify what it considers to be the best solution – and defend that decision with source material and information based on interviews, personal experiences.

3.1.1.4 Thesis Advising

NPS requires all candidates for the MA degree to submit a thesis in order to graduate. A thesis is a piece of original research conducted solely by the author and conforming to all NPS guidelines and formatting requirements. The thesis is used as a mechanism for solving a homeland security problem or exploring an issue affecting the student's agency or department. The topic and specific research question is addressed from a strategic and policy perspective and may have relevance or applicability for other agencies or jurisdictions.

3.1.1.4.1 TASK: Contractor shall meet with MA students to provide current research, critical thinking and thesis writing techniques for developing a thesis.. The contractor shall review thesis to ensure MA students are creating a professional thesis that meets the objectives of the MA degree program and NPS/CHDS.

Standard: The Contractor shall be expert in conducting in depth research and analysis of homeland security topics.

Deliverable: The contractor shall meet no less than once weekly during an in-residence session with up to ten (10) students for one hour per student. There are approximately 32 MA students per cohort.

3.1.2 Instruction for Executive Leaders Program (ELP)

ELP offers a graduate level educational forum for the nation's senior government and private sector leaders. The curriculum ([Attachment 1](#)) is comprised of four (4) one-week sessions, which make up a cohort to provide a

challenging educational environment to enhance executives' capacity to identify and resolve homeland security problems, as well as an opportunity to build professional networks among high-level public and private sector security officials. Each of the four (4) one-week modules offers presentations on selected topics around leadership, networks and the nature and scope of the homeland security issues, which are used to assess the strategic application of the resources of the local, state, tribal and federal jurisdictions to address those issues. The students are grouped into cohorts with approximately 32 students per cohort. Two (2) cohorts are created each year and two (2) cohorts graduate each year. More specific information can be found at the following website:
<https://www.chds.us/?special/info&pgm=Exec>

3.1.2.1 ELP Course Planning and Development

The contractor shall develop the curriculum for the ELP program. CHDS professors, program managers, students, and sponsoring agencies shall evaluate these updates and current curriculum to ensure the offerings reflect the current evolution of homeland security discipline of study.

3.1.2.1.1 TASK: The contractor shall plan and develop courses at the graduate level beginning with the foundational aspects of homeland security and the threats, proceeding to describe the nature of the threats, legal and cultural aspects of preventing and preparing for the threats, the collaborations necessary to effectively manage the information sharing, threat recognition, protection measures and plans in preparation for action. The contractor shall make adjustments to courses based on survey results received from previous courses and incorporating the most recent Homeland security trends found through research. The contractor shall present potential changes to the curriculum to the COR on a monthly basis. The COR shall approve all changes to ensure that they meet CHDS standards and are in line with Homeland Security initiatives.

Standard: The content of the ELP courses shall provide an educational forum enhancing senior leaders' capacity to identify and resolve homeland security problems and to build networks among the nation's local, tribal, state, federal government and private sector homeland security officials. The courses shall strengthen the national security of the United States by providing a non-degree graduate level educational program that meets the immediate and long-term needs of leaders responsible for homeland defense and security. The program shall offer a resource for local, state, tribal, federal government and private sector executives in building capacity to defeat terrorism.

Deliverable: Contractor will be required to plan and develop graduate level ELP courses, which will be discussed on a strategic, policy and organizational design level with particular attention to intergovernmental planning challenges. Each seminar will offer presentations on selected topics around leading in networks, and the nature and scope of the Homeland Security issues which are used to assess the strategic application of the resources of the local, state, tribal, and federal jurisdictions to address those issues.

3.1.2.1.2 TASK: The contractor shall develop lectures and course materials, identify supplemental readings and other research / reference resources, and prepare syllabi / instructional material (in printed or other web-based media format) in support of ELP.

Standard: The contractor program will consist of four modules beginning with foundational aspects of homeland security and the threats, proceeding to describe the nature of the threats, legal and cultural aspects of preventing and preparing for the threats, the collaborations necessary to effectively manage the information sharing, threat recognition, protection measures, and plans in preparation for action.

Deliverable: Contractor shall develop and provide academically rigorous lectures, course materials, readings and other resources, which stimulate analysis, critical thinking and problem solving for each of the ELP courses that the contractor plans and develops.

3.1.2.2 ELP Course Execution

3.1.2.2.1 The contractor shall teach ELP graduate level courses in-residence at NPS.

Standard: The content of the ELP courses shall meet the graduate level academic standards and educational outcomes as set forth by NPS, CHDS and its major stakeholders. See the glossary for specific details

Deliverable: The ELP program requires the students to be in-residence for one (1) week every calendar quarter for a total of four (8) in-residences.

May 10 – 13, 2016 (approx.)	ELP 1502
May 16 – 19, 2016 (approx.)	ELP 1601
August 9 – 12, 2016 (approx.)	ELP 1502
August 15 – 18, 2016 (approx.)	ELP 1601

3.1.2.3 ELP Course Recommendations

3.1.2.3.1 TASK: The contractor shall develop and conduct final evaluations for each course and surveys for each module. The contractor is to provide recommendations for improvements to the ELP curriculum aimed at identifying new courses and changes to existing course materials. This is to update the information provided by U.S. Government policies and practices regarding counter terrorism and new national or international initiatives impacting U.S. homeland security and defense organizations in the future.

Standard: Recommendations must ensure the CHDS curriculum is kept current on emerging homeland security issues. The recommendations should provide an analysis of what needs to be revised to help CHDS make improvements to the ELP program. The recommendations must be based on the most current information. Contractor shall update the recommendations as new information becomes available.

More than one recommendation, well-researched and basis for recommendation presented. The research and recommendation must be based on the most current information available to the contractor at that point in time. The contractor shall update the recommendation as new information becomes available.

Deliverable: Contractor shall identify improvements to current courses and training, offer cogent, well-researched suggestions on improvements to the curriculum, and provide planning documents to effect those improvements.

Deliverable: Contractor shall participate in the annual two-day Faculty Development Workshop by discussing the analysis of the surveys and evaluations and other feedback from students and participating in the open forum faculty discussion regarding recommendations for improvements in the MA degree curriculum.

3.1.3 Instruction for Executive Education Mobile Education Team (MET)

The MET program prepares senior state and local officials to examine, define and meet the challenges homeland security poses for their jurisdiction. These half-day seminars provide opportunities for state, city or urban area leaders to engage in strategic planning, policy development and organizational design through facilitated discussion. The MET team is comprised of nationally recognized experts in various areas relating to homeland security. The seminars are designed to enhance leadership development, communication and knowledge at senior levels of local, state and federal governments and agencies. For states, the target audience is the governor and his/her homeland security team. The focus for local government includes mayors and senior urban area officials and their homeland security leadership.

3.1.3.1 MET Event Planning and Development

3.1.3.1.1 TASK: The contractor shall plan and develop half-day events to enhance the capabilities of elected officials and their senior appointed leaders to successfully address the homeland security challenges of their jurisdictions.

Standard: The topic of the MET events shall be identified by the participants. For example, Attachment 2 is the agenda for a MET completed for the City of Louisville, KY. The homeland security content of that MET was the threat to the City of Louisville of a severe weather scenario, such as a tornado. The MET will focus on the critical homeland security issues facing the jurisdictions and create, consider and/or improve prevention, protection, response and recovery strategies.

Deliverable: The contractor shall contact the leads at each location to plan and develop customized half-day events that address the identified homeland security challenges and issues specific to that jurisdiction. On average, there are two (2) to three (3) MET events per month at locales throughout the country.

3.1.3.1.2 TASK: The contractor shall be required to plan and develop presentations and other supplemental materials, such as agendas, Power Point presentations, attendee lists, videos, biographies and other supplemental materials, in support of the MET events.

Standard: The content of the presentations and supplemental materials shall meet the standards and educational outcomes as set forth by CHDS and its major stakeholders.

Deliverable: Contractor shall develop and provide presentations and other supplemental materials that address the identified homeland security challenges and issues specific to that jurisdiction. On average, there are two (2) to three (3) MET events per month at locales throughout the country.

3.1.3.2 MET Execution

3.1.3.2.1 TASK: The contractor shall provide subject matter expertise in support of each MET event that is executed under this contract. The seminars will be led by MET team panelists, who focus on each jurisdiction's homeland security challenges.

Standard: The content of the MET events shall meet the standards and educational outcomes as set forth by CHDS and its major stakeholders.

Standard: Contractor will be required to provide nationally recognized expertise in various homeland security areas related to homeland security planning and develop the MET events.

Deliverable: The contractor shall conduct customized half-day seminars with various state and local jurisdictions across the United States. Attachment 2 is a sample agenda of a MET event. The seminars shall be designed to help strengthen the capability to prevent, deter and respond to catastrophic events and to build the intergovernmental, interagency and civil-military cooperation that homeland security requires.

3.1.3.3 MET Recommendations

3.1.3.3.1 TASK: After each MET event, the contractor shall perform an after-action evaluation of the event and offer recommendations for event improvements. Such recommendations shall include the pros and cons for each – in terms of resources and capabilities.

Standard: The recommendations shall include the pros and cons of the operational aspects of the event, the content of the presentation and the feedback of the participants.

Deliverable: The contractor shall provide an after-action report for each MET event within 30 working days of the event. The report will include, but not be limited to, details of attendees, topics covered and the contractor's assessment of the seminar overall and any follow-on activities planned with the government organizations involved in the event. Attachment 3 is a sample template of an after-action report.

3.1.4 Instruction for Topical Executive Leadership Programs

Pacific Executive Leaders Program (PELP) is a five (5) day graduate level program for officials in the Pacific area, which seeks to build upon the homeland security mission areas by providing deeper understandings of the current and emerging issues that affect the Pacific area and by building networks of relationships amongst senior officials. Typically, two (2) one-week sessions are conducted each year at a location in the Pacific area, such as Hawaii.

Fusion Center Leaders Program (FCLP) is a five (5) day graduate level program, which examines key issues facing fusion center leaders and their role in homeland security, public safety and the Information Sharing Environment. Typically, three (3) one-week sessions each year are conducted at NPS in Monterey, CA.

Radiological Emergency Preparedness Executive Education Program (REP) is a five (5) day graduate level program, which provides government and industry leaders with the tools and resources they need to think and act strategically in this area. The program allows local, state and federal partners to explore the complex and unique challenges associated with preparing for, responding to, and recovering from a commercial nuclear power plant major incident. Typically, two (2) one-week sessions each year are conducted at NPS in Monterey, CA.

Emergency Management Executive Academy (EMI) is a one (1) week graduate level program designed for emergency management senior executives. The program is held at the Emergency Management Institute in Emmitsberg, MD (NCR) and focuses on evolving 21st century emergency management topics, such as, climate change, critical infrastructure vulnerabilities and cyber security in terms of executive-level decision and policy making. Typically, CHDS instructors and staff travel to NCR to teach one (1) one-week session is conducted each year. Contractor support is for participant travel is not required.

3.1.4.1 Topical Executive Leadership Program Planning and Development

3.1.4.1.1 TASK: The contractor shall plan and develop graduate level Topical ELP's to meet the variable homeland security requirements, as defined by CHDS and DHS.

Standard: The topical ELP's should strengthen national security by providing a non-degree, graduate-level educational program to meet the needs of leaders responsible for homeland defense and security.

Deliverable: The contractor shall conduct planning meetings and develop presentations and other supplemental materials in support of the Topical ELP events.

3.1.4.2 Topical ELP Execution

3.1.4.2.1 TASK: The contractor shall conduct graduate level homeland security events, which are designed to meet the requirements of the Topical ELP's, as defined by CHDS and DHS.

Standard: The content of the Topical ELP's shall Provide an educational forum to enhance senior leaders' capacity to identify and resolve homeland security problems.

Deliverable: The contractor will be required to provide customized, graduate level events, which focus on one or more critical homeland security issue and are designed to meet the requirements of the Topical ELP, as set forth by DHS and CHDS.

3.1.4.3 Topical ELP Project Recommendations

3.1.4.3.1 TASK: After each Topical ELP event, the contractor shall conduct an after-action meeting with the Topical ELP staff to evaluate and provide recommendations for improvements to the event.

Standard: The recommendation must address the pros and cons of the current curriculum and make recommendations to improve future course offerings.

Deliverable: The contractor shall provide an after-action report for each Topical ELP event within 30 working days of the event. The report will include, but not be limited to, details of attendees, topics covered and the contractor's assessment of the seminar overall and any follow-on activities planned with the government organizations involved.

3.1.5 University and Agency Partnership Initiative (UAPI)

UAPI brings together institutions nationwide which are dedicated to advancing homeland security education. This effort seeks to increase the number and diversity of students receiving homeland security education, accelerate the establishment of high quality academic programs and provide opportunities for collaboration to create an intellectual multiplier effect that furthers the study of homeland security. Currently UAPI has 358 universities or educational institutions participating in its program. More information about the program, the university and agency partners and UAPI events is available at <https://www.uapi.us/>

3.1.5.1 UAPI Event Planning and Development

3.1.5.1.1 TASK: The contractor shall attend UAPI meetings, plan and develop events that facilitate nationwide collaboration among educational institutions and agencies as they develop or expand their homeland security programs. They shall also develop presentations and other supplemental materials in support of UAPI.

Standard: The content of the UAPI events shall meet the standards and educational outcomes as set forth by CHDS and its major stakeholders.

Deliverable: Contractor will be required to attend meetings, plan and develop the UAPI Faculty Development Workshop and the Homeland Defense and Security Education Summit to accelerate the establishment of high quality academic programs and create a synergy to address critical national security and defense research issues.

Deliverable: Contractor shall attend meetings, develop and provide presentations and other supplemental materials in support of UAPI and UAPI events, which accelerates the establishment of high-quality academic programs nationally and provides opportunities for collaboration to create an intellectual multiplier effect that furthers the study of homeland security.

3.1.5.2 UAPI Execution

3.1.5.2.1 TASK: The contractor shall attend meetings and conduct UAPI events at various locations around the United States in collaboration with present and future UAPI institutional partners. Attachment 4 is an example of an agenda of a UAPI event.

Standard: The Contractor shall attend all meetings scheduled for UAPI.

Deliverable: The contractor shall attend meetings and conduct UAPI events on an ongoing basis according to the academic schedules and availability of present and future UAPI partners.

Deliverable: The contractor shall provide support hosting the Annual Faculty Development Workshop, which is a weeklong seminar that orientates UAPI members to the range of topics taught by CHDS in order to bolster their programs with current content and educational methodology.

Deliverable: The contractor shall provide support hosting the Annual Homeland Security Education Summit, which is 2-3 day topical seminar that focuses on important homeland security issues and presents current research. See [Attachment 4](#).

3.1.6 Instructional Content

3.1.6.1 TASK: The contractor shall provide for instructional content management for all CHDS programs. This instructional content management will enhance new and existing web-based instructional media and applications used to support and facilitate the teaching and learning process. Based upon the program or course objectives and the needs of the target audience of learners, and where instructor ideas may be enhanced by appropriate uses of media and technology, the contractor will collect and organize the input from instructors, subject matter experts and students for the development of media and technology implementation.

Standard: The instructional content management standard is experience at the graduate education level and a thorough knowledge of all CHDS programs, courses and learning goals.

Deliverable: Contractor shall provide for content management in order to enhance new and existing web-based instructional media and applications.

3.1.7 Instructional Media

Contractor shall be required to provide technological support in order to maintain and enhance CHDS' educational programs. CHDS develops multi-media resources such as video, audio, graphics and flash (referred to collectively as 'media') that serve to demonstrate or highlight both the educational and communication objectives of the Center.

3.1.7.1 TASK: As requested by CHDS, the contractor shall provide development and support for media by video-recording speaker presentations, classroom lectures or interviews with subject matter experts; or by accepting reports, presentation slides or scripts. From those materials, the contractor shall produce professional-quality, media-enhanced videos, interactive modules, or graphics that support program instruction.

Standard: CHDS custom-developed media modules: 1) play effectively across browsers, operating systems, devices, and third party websites; 2) can be reasonably adapted as subject matter details and technologies change; 3) meet basic ADA requirements; and 4) utilize development strategies that balance quality with efficiency.

Deliverable: Contractor shall provide media files that meet the project requirements as identified in the project statement.

3.1.8 Instructional Web Applications

CHDS' educational programs are designed to be hybrid programs that utilize a mix of on-site instruction and distance or distributed learning technologies. To achieve this hybrid, CHDS develops websites and applications complete with learning management tools and enterprise resource planning (ERP) management modules to administer activities and data across the Center (referred to collectively as 'applications'). These tools and resources are designed to achieve program effectiveness and cohesion and play an integral role in managing CHDS.

3.1.8.1 TASK: Contractor shall provide development and support for custom web applications by developing new applications, extending existing applications, or reworking outdated applications based on project statements and requirements developed by CHDS stakeholders and approved by the COR

Standard: CHDS custom applications a) run securely without measurable vulnerability to mysql injection, cross-site scripting, or other malicious cyber threat or unauthorized access; b) control for authorized use; c) meet DOD, Navy and NPS standards for privacy and security; and d) follow principles of responsive web design.

Deliverable: Contractor shall provide an application that meets the project requirements.

Deliverable: Upon project launch, Contractor shall provide documentation so that the application can be managed and maintained.

3.2 Provide Logistical Support for CHDS

CHDS requires contractor logistical support for its participants, instructors and staff. Because CHDS programs bring together participants from all over the country, there is a very high volume of travel. It is necessary to utilize contract support and leverage organic support with contract support in order to balance resources.

3.2.1 Logistical Support for Participants

There are approximately 32 Masters participants per 18-month cohort. Each Masters cohort provides seven (7) two-week trips to Monterey, CA or the National Capital Region (NCR). There are approximately 32 ELP participants per nine-month cohort. Each ELP cohort provides for four (4) one-week trips to Monterey, CA. At any given time, logistical support is required for up to five MA cohorts and two ELP cohorts. There are approximately 25 PELP participants per session. The PELP program provides two (2) one-week trips to the Pacific Region per year. There are approximately 32 FCLP participants per session. The FCLP program provides three (3) one-week trips to Monterey, CA each year. There are approximately 32 REP participants per session. The REP program provides two (2) one-week trips and two (2) two-day to Monterey, CA per year. The participants of all of these programs are local, state, tribal and federal officials from the 50 states, the U.S territories and Washington, DC. The EMI program provides one (1) four-day trip to NCR each year for approximately ten (10) contractor instructors and staff. The average number of traveling students for the one year base period (September 28, 2015 – September 29, 2016) is 1,138. This is also representative of the amount of travel expected in the option years of this contract.

Master's travel for base period:

Average number of students in each cohort: 32
 Number of in residence sessions: 21
 Average number of students traveling: 672
 Average duration of travel: 11 – 13 days (Graduation: 7 days)

ELP travel for base period:

Average number of students in each cohort: 32
 Number of in residence sessions: 8
 Average number of students traveling: 256
 Average duration of travel: 6 days

PELP travel for base period:

Average number of students in each cohort: 25
 Number of in residence sessions: 2
 Average number of students traveling: 50
 Average duration of travel: 6 days

FCLP travel for base period:

Average number of students in each cohort: 32
 Number of in residence sessions: 3
 Average number of students traveling: 96
 Average duration of travel: 6 days

REP travel for base period:

Average number of students in each cohort: 32
 Number of in residence sessions: 2
 Average number of students traveling: 64
 Average duration of travel: 6 days

EMI travel (instructors and staff only) for base period:

Average number of students in each cohort: 0
 Number of in residence sessions: 1
 Average number of students traveling: 0
 Average duration of travel: 5 days

3.2.1.1 TASK: Contractor shall provide a cross-functional team able to complete the logistical tasks listed in 3.2.1 for all travelers listed in 3.2 according to the periods of performance.

3.2.1.1.1 Enter into BERT the Government's requirements for travel for approval by CHDS' Principal Investigator (PI), prior to making travel reservations.

3.2.1.1.2 Prepare and disseminate travel information for the travelers and create travelers' profiles, carpool and lodging lists.

3.2.1.1.3 Make reservations for airline transportation, rental cars, Government and commercial lodging for travelers, who do not self-procure the travel.

3.2.1.1.4 Purchase tickets for commercial transportation and track unused airfare credits for later use for travel.

3.2.1.1.5 Provide payment for the lodging of the travelers at the Navy Gateway Inns and Suites (npsvqresv@nps.edu) in Monterey, the Hampton Inns and Suites (<http://hamptoninn3.hilton.com/en/hotels/west-virginia/hampton-inn-and-suites-charles-town-IADCTHX/index.html>) in the NCR or other hotel selected by CHDS to lodge its travelers.

3.2.1.1.6 Review expense vouchers for accuracy and compliance with the JTR and CHDS guidelines (Attachment 5).

3.2.1.1.7 Obtain Government approval for all overages or expenses in excess of CHDS guidelines (Attachment 5). and document the justifications and approval in BERT.

3.2.1.1.8 Reimburse travelers for their per diem and approved expenses on voucher, such as terminal parking, mileage, taxis and other allowable travel expenses.

3.2.1.1.9 Document all travel records involving cost and justifications and Government approvals in BERT.

Standard: All travel is to be done in compliance with the JTR and CHDS guidelines (Attachment 5).

Standard: Estimates of all travel costs must be entered in BERT prior to the dates of travel and approved by CHDS' PI.

Standard: Documentation for all travel costs must be uploaded into BERT prior to invoicing the Government for payment.

Standard: Participants' vouchers must be uploaded into BERT and submitted for reimbursement within seven (7) days of receipt.

Deliverable: All travelers for CHDS educational programs are to arrive the day before the session and depart the day of or day after the session ends.

Deliverable: All expense vouchers are to be reconciled and invoiced within four (4) weeks of the end of the session, unless otherwise authorized by CHDS. All vouchers must be paid within seven (7) days of receipt for payment.

3.2.2 Logistical Support for Contract Faculty, Staff and Guest Speakers

3.2.2.1 Contractor logistical support is required for the faculty instructors, staff and guest speakers who travel to all CHDS events.

3.2.2.1 TASK: Contractor shall provide the following logistical travel services for contract faculty, staff and guest speakers:

3.2.2.1.1 Enter travel estimates into CHDS' BERT system for review and approval by CHDS' Program Management Team and Principal Investigator prior to making travel arrangements.

3.2.2.1.2 Prepare and disseminate travel information for the travelers.

3.2.2.1.3 If a traveler chooses not to self-procure, make and purchase tickets for airline transportation, rental cars, government and commercial lodging.

3.2.2.1.4 Review final submitted travel claims and process expense reports for reimbursement and for proper payment.

3.2.2.1.5 Identify all overages or expenses in excess of CHDS guidelines that require government approval. Record student justifications and ensure that the justifications provided comport with JTR guidance.

3.2.2.1.6 Document for CHDS all travel records (e.g. airfare, lodging, car rentals, etc.); travel profiles and approvals within BERT and CHDS shared drive.

Standard: All travel is done in compliance with the Joint Federal Travel Regulations and CHDS guidelines ([Attachment 5](#)).

Deliverable: All travelers are to arrive the day before the event and depart the day of or day after the event and all expense reports are to be reconciled and invoiced within four (4) weeks of the event, unless otherwise authorized by CHDS.

3.3 Materials in support of PWS tasks

The contractor shall procure the educational materials and resources, classroom and office supplies and other materials and services required to meet task order requirements. The Government determines the ODC requirements and those requirements are documented in BERT.

3.3.1 TASK: Contractor shall perform the following:

3.3.1.1 Provide books, e-books and other educational materials in support of CHDS' students. On average approximately 2,540 books and e-books are provided per year to students according to curriculum requirements.

3.3.1.2 Provide general classroom and office supplies, as required meet task order requirements and ensure that the students receive the full benefit of the CHDS' educational programs.

3.3.1.3 Provide educational supplies and services, as required by task orders to meet educational mission and ensure that the students receive the full benefit of CHDS' educational programs.

Standard: Estimates for all program support costs must be entered and approved by the Government in BERT prior to purchasing.

Standard: The contractor's purchasing procedure must conform to their Defense Contract Audit Agency (DCAA) approved purchasing systems and be approved by CHDS.

Standard: Documentation for the purchases includes a purchase request, market research and invoice. All documentation must be uploaded into BERT prior to invoicing the Government for payment.

Deliverable: All other supplies and services are to be provided in accordance with the CHDS class schedule or at an alternative time requested by CHDS.

3.4 Provide Support for CHDS Communications and Alumni

Contractor provided support is required to disseminate information at every level of federal, tribal, state and local government in order to achieve the diversity of participants necessary to maintain and enhance the quality of the CHDS programs.

3.4.1 Communication Outreach, Data Collection and Alumni Support

CHDS has a comprehensive operation that is responsible for creating marketing materials and disseminating information about CHDS programs, curriculum, resources, students, faculty and alumni to potential students and federal, state, local, tribal government and other organizations. This communications effort also includes the collection and analysis of data concerning CHDS curriculum, programs, alumni, case work and theses and communication support to the Center and its alumni.

3.4.1.1 TASK: Contractor shall provide the following communications support:

3.4.1.1.1 Design, create, produce and develop media and hard copy materials that communicate the impacts and successes of CHDS-wide programs, curriculum, resources, students, faculty and alumni. Disseminate informational brochures, flyers and other marketing materials to potential students from federal, state, local, tribal organizations. Disseminate information at targeted presentations, at homeland security related conferences, to multi-media venues and provide information to post on CHDS' website. This may occur once per month or when directed by CHDS. All material must be review and approved by the CHDS Directors or the COR prior to dissemination.

Standard: Communication support media and materials that target senior federal, state, local, tribal homeland security leaders, who already have an undergraduate degree.

Deliverable: Communication support efforts should result in at least 32 MA and ELP applicants per cohort, who meet CHDS' qualification criteria and can be admitted to a MA or ELP cohort.

3.4.1.2 TASK: Contractor shall provide for the collection of the following data, information and reports:

3.4.1.2.1 Compile, gather and analyze data concerning CHDS programs, curriculum, resources, students, faculty and alumni that can be used for data calls and to produce reports for internal and external use as determined by CHDS. This shall also include providing a report (Final Report) at the end of the performance period identifying all Government-owned, contractor developed tools, publications, software, and other like technical documentation. The report shall be comprehensive and shall define what work has been completed and what, if any, still needs to be done to complete the tools, publications, software and other like technical documentation. (Note: The Government does not anticipate any restrictive or limited rights legends IAW with DFARS 252.227-7013, incorporated herein by reference.) Reports are identified below.

Standard: All data compilation should use the latest information from the CHDS website and other CHDS sources. All reports should contain accurate, up-to-dated information and have a professional appearance.

Deliverable: Provide up to three special reports per month for use during presentations to targeted groups. Provide up to four special reports that highlight an agency partnership or specific homeland security event will be required yearly. Goals and objectives are provided by CHDS. The following scheduled reports are also required:

March 2016	Fact Sheet Update APEX Post-Event Survey Analysis Report Web Analytics
April 2016	NPS 2 nd Quarter Report Masters Application Report Web Analytics
May 2016	<i>Watermark</i> Web Analytics
June 2016	Fact Sheet Update Masters Application Report Web Analytics
July 2016	NPS 3 rd Quarter Report Categorical/Discretionary Assistance Report Semi-Annual Progress Report Web Analytics Final Report
August 2016	ELP Application Report Web Analytics
September 2016	Fact Sheet Update Web Analytics

Historically, CHDS has required two (2) reports per month for DHS/FEMA or other government agencies.

3.4.1.3 TASK: Contractor shall provide the following alumni coordination support:

3.4.1.3.1 Maintain and update database of alumni. Prepare questionnaires, papers for alumni action. Once approved, forward questionnaires papers to various identified alumni requesting them to address questions, issues, problems raised by FEMA/DHS or other government agencies. Gather responses and prepare point papers highlighting pros and cons of various approaches suggested by responsive alumni. Historically, this may occur once per month.

Standard: This communications support will require knowledge of each alumnus' professional work background and case work and thesis work done at CHDS.

Deliverable: Support and provide an annual report on CHDS' alumni's Annual Professional Exchange Workshop and ad hoc reports on Alumni Association and Regional Chapters under the direction of CHDS.

4.0 SKILL or RELEVANT EXPERIENCE REQUIREMENTS

The Key Personnel positions are identified and listed below to ensure that the contract objectives are appropriately supported.

4.1 Program Manager

This position provides overall management of the contractor's performance under this contract. The Program Manager will be empowered by Contractor to make day to day decisions in support of this contract.

The Program Manager must be a resident of the Monterey, CA area. He/she must have excellent communication skills, an appropriate educational degree(s), preferably at the graduate level, or equivalent experience. Demonstrated leadership in program management is required.

4.2 Program Leads (multiple positions)

These positions provide management of the contractor’s performance under this contract for the various CHDS programs (MA, ELP, UAPI, MET, PELP, FCLP, REP, HSDL, HSA, Operations and Communications).

The Program Leads must have excellent communication skills, an appropriate educational degree(s), preferably at the graduate level, or equivalent experience. Demonstrated leadership in program management is required.

4.3 Subject Matter Experts (multiple positions)

These positions provide subject matter expertise for CHDS’ various programs including but not limited to instruction and curriculum development.

The SME’s must be expert in one or more area of homeland security. He/she must have excellent communication skills, an appropriate educational degree(s), preferably at the graduate level, or equivalent experience. Demonstrated experience in providing subject matter expertise is required.

5.0 PERFORMANCE REQUIREMENTS

The quality of support and deliverables for the CHDS education and research mission will be the primary focus at all times. The Contracting Officer Representative (COR), CHDS Directors (Directors) and Program Management Team (PMT) will evaluate performance on a continual basis and advise whenever the Government determines that performance standards (e.g. quality of deliverables or qualifications of assigned personnel) are not meeting acceptable NPS/CHDS academic standards. Technical direction will be provided via email from the Government Representative or in meetings held at CHDS offices in Monterey, CA. Each item approved for execution by CHDS will have a completion date for reports/deliverables agreed to and approved by the Government Representative prior to commencement of actual work.

5.1 Deliverables

In addition to the deliverables in Section 3.0 Requirements, CHDS requires that the designated COR be provided with the following contract deliverables:

5.1.1 Monthly Progress Report. A monthly progress report must be submitted by the 10th working day of the month following the end of the reporting period. This monthly progress report will detail work accomplished and conducted during the reporting period. The report will also include a synopsis of activities planned for the next reporting period.

5.1.2 Financial Reports. Monthly reports are required to be submitted and detail the breakout of the total charges with a breakout of individual labor, travel and other direct costs (ODCs) being billed that month. The monthly financial report will be submitted by the 10th working day of the month following the reporting period.

5.1.3 Status Reports. Quarterly Project Budget Status reports.

5.1.4 Data Files. Contract data files; updated and current at all times (content /format defined by Government).

5.2 Minimum Performance Requirements

Tasks	Performance Standard
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<p>3.1 Provide Instruction for CHDS Educational Programs</p>	<p>a. Personnel should meet or exceed the minimum qualifications of the position.</p> <p>b. Vacancies filled within 60 days to minimize lack of support availability or program execution impact.</p> <p>c. All CHDS commitments met as scheduled.</p> <p>d. All deliverables are reviewed and accepted for use in CHDS educational programs.</p>
<p>3.2 Provide Logistical Support for CHDS</p>	<p>a. Personnel should meet or exceed the minimum qualifications of the position.</p> <p>b. Vacancies filled within 60 days to minimize lack of support availability or program execution impact.</p> <p>c. All CHDS commitments met as scheduled.</p> <p>d. All deliverables are reviewed for acceptability in meeting CHDS educational mission.</p>
<p>3.3 Provide Purchasing Support for CHDS</p>	<p>a. Personnel should meet or exceed the minimum qualifications of the position.</p> <p>b. Vacancies filled within 60 days to minimize lack of support availability or program execution impact.</p> <p>c. All CHDS commitments met as scheduled.</p> <p>d. All deliverables are reviewed for acceptability in meeting CHDS educational mission.</p>
<p>3.4 Provide Support for CHDS Communications and Alumni</p>	<p>a. Personnel should meet or exceed the minimum qualifications of the position.</p> <p>b. Vacancies filled within 60 days to minimize lack of support availability or program execution impact.</p> <p>c. All CHDS commitments met as scheduled.</p> <p>d. All deliverables are reviewed for acceptability in meeting CHDS educational mission.</p>

6.0 QUALITY ASSURANCE

Deliverables will be evaluated according to the standards set forth herein and accepted by the COR, CHDS Directors and Program Management Team. They are the Government officials who will exercise ongoing coordination and oversight of all personnel and operations in support of CHDS programs and they will identify any deficient areas of performance for evaluation and prompt adjustment on a continuing basis.

The Contractor shall continue to provide and maintain an inspection system and quality control program covering the services to be provided herein. The Contractor shall continue to follow the Quality Control Plan (QCP), which was reviewed and approved following the contract award. A copy of the QCP shall be kept on site and available to the Government upon request.

The Contractor shall continue to update and revise the plan as necessary. The Contractor shall continue to submit the plan to the COR for review and approval on an annual basis. The plan shall become the property of the Government upon contract completion.

6.1 Quality Assurance Surveillance Plan

6.1.1 The Quality Assurance Surveillance Plan (QASP) has been developed pursuant to the requirements of the Performance Work Statement (PWS). This plan sets forth procedures and guidelines that the Government will use in evaluating the technical performance of the Contractor. The minimum Acceptable Quality Level (AQL) of performance for each functional area will be assessed by the Government.

6.1.2 The QASP describes the formal evaluation methods the Government will employ to assess the Contractor's performance.

6.1.3 Methodologies to be Used to Monitor the Contractor's Performance.

Even though the Government will be monitoring the Contractor's performance on a continuous basis through the COR, Directors and PMT, the sheer volume of tasks performed by the Contractor make 100% technical inspections impractical. Accordingly, three methodologies (records inspections, spot checks, and validated formal complaints) will be used to monitor the Contractor's performance under this contract.

The monitoring methods are the formal/documented methods for monitoring the Contractor's work. However, the Government will also have to informally monitor the work be accomplished. By observing the activities and using his or her best professional judgment, the COR, Directors and PMT must get a "sense" of the quality of the Contractor's work. If the COR, Directors and PMT have a sense that an activity is not being done correctly, then he/she should meet with the Contractor's on-site representative and express his/her concerns.

6.1.4 Contractor Performance Reports

The COR, Directors and PMT will document quality QA monitoring and evaluate the Contractor's performance under the contract. The COR will rate in accordance with the following definitions of Contractor performance:

Exceptional:	Met all performance requirements / Exceeded 20% or more – minor problems with highly effective corrective actions and improved performance/quality results.
Very Good:	Met all performance requirements / Exceeded 5% or more – minor problems / effective corrective actions.
Satisfactory:	Met all performance requirements – minor problems / satisfactory corrective actions.
Marginal:	Some performance requirements not met – performance reflects serious problem / ineffective corrective actions.
Unsatisfactory:	Most performance requirements are not met – recovery not likely.

The COR, Directors and PMT will substantiate the ratings of all tasks. This provides the Navy and the Contractor with a record of the Contractor's performance. Should the Navy wish to re-compete this work in the future, this record can be used as either a positive or negative past performance history.

The COR will forward copies of any Contractor Performance Reports describing unacceptable performance to the Contracting Officer and Contractor by close of the business on the day the forms were prepared. The Contractor shall respond in writing to any negative or unacceptable Contractor Performance Reports within 5 business days after receipt of the forms.

6.1.5 Analysis of Surveillance Results

The Contracting Officer will review each Contractor Performance Report. When appropriate, the Contracting Officer may investigate an event further to determine whether all facts and circumstances surrounding the event were considered in the Government's opinions outlined on the forms. At the Contracting Officer's discretion, he/she may discuss an event resulting in a substandard rating with the Contractor to assure that corrective action is initiated promptly.

6.2 Acceptable Quality Level (AQL) Table

Task	What Will Be Inspected	Acceptable Quality Level (AQL)	Frequency	Surveillance Methods	Performance Below AQL
3.1.1.1.1- 3.1.1.1.2	Academic standards and educational outcomes	In compliance with NPS and CHDS standards and guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.1.2.1- 3.1.1.2.2	Academic standards and educational outcomes	In compliance with NPS and CHDS standards and guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.1.3.1	Current curriculum on homeland security issues	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.

3.1.1.4.1	SME expertise	MA degree and expert skill set	This will be inspected continuously	COR, Directors and PMT oversight	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.2.1.1-3.1.2.1.2	Academic standards and educational outcomes	In compliance with NPS and CHDS standards and guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.2.2.1	Academic standards and educational outcomes	In compliance with NPS and CHDS standards and guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.2.3.1	Current curriculum on homeland security issues	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.3.1.1	Critical homeland security issues facing jurisdictions	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.3.1.2	Academic standards and educational outcomes	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined

					necessary through surveillance and/or review.
3.1.3.2.1	Academic standards and educational outcomes and SME expertise	In compliance with CHDS guidelines and MA degree and expert skill set	This will be inspected continuously	COR, Directors and PMT oversight and curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.3.3.1	Jurisdictions specific homeland security issues	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.4.1.1-3.1.4.2.1	Academic standards and educational outcomes	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.4.3.1	Topical homeland security goals	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.5.1.1-3.1.5.2.1	Academic standards and educational outcomes	In compliance with CHDS guidelines	This will be inspected continuously	Curriculum review	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.6.1	Instructional Content	Thorough knowledge of	This will be inspected	COR, Directors and PMT	Contractor will be expected to

	Management Standard	CHDS programs, courses and learning goals	continuously	oversight	implement changes as determined necessary through surveillance and/or review.
3.1.7.1	Instructional Media Standard	Meets requirements of standard	This will be inspected continuously	COR, Directors and PMT oversight	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.8.1	Instructional Web Applications Standard	Meets requirements of standard	This will be inspected continuously	COR, Directors and PMT oversight	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.2	Compliance with JTR and CHDS guidelines	Compliance with the JTR and CHDS guidelines must be followed. If compliance is not achievable, CHDS approval is required for deviations from guidelines.	This will be inspected continuously	Contractor's performance will be monitored by inspection of CHDS' web-based BERT system	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.2	All travel must be pre-approved by CHDS' Principal Investigator, using CHDS' BERT system.	All travel must receive approval in BERT by CHDS' Principal Investigator prior to commencing travel.	This will be inspected continuously	Contractor's performance will be monitored by inspection of CHDS' web-based BERT system.	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.2	Documenting all travel records and approvals	All travel records and approvals must be posted in BERT prior to Contractor's invoicing for payment	This will be inspected monthly at the time of Contractor's monthly invoice.	Contractor's performance will be monitored by inspection of CHDS' web-based BERT system.	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.

3.2.2	Travel in compliance with JTR	Compliance with the JTR and CHDS guidelines must be followed. If compliance is not achievable, CHDS approval is required for deviations from guideline,	This will be inspected continuously	Contractor's performance will be monitored by inspection of CHDS' web-based BERT system	Contractor will be expected to implement changes as determined necessary through surveillance and/or review
3.3.1	Purchasing	Approved by PI in BERT, conform to FAR and documentation.	This will be inspected continuously.	Contractor's performance will be monitored by inspection of CHDS' web-based BERT system.	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.4.1	Communications	Target for undergraduate homeland security leaders	Inspected during admissions process	COR, Directors and PMT oversight	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.4.2	Data	Up-to-date and accurate information	Reporting requirements	COR, Directors and PMT oversight	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.
3.1.2	Alumni Coordination	Knowledge of alumni	Reports on Alumni Assoc. and annual meeting	COR, Directors and PMT oversight	Contractor will be expected to implement changes as determined necessary through surveillance and/or review.

If performance falls below the AQL defined above, the Contracting Officer's Representative (COR) shall document the instance(s), coordinate with the Contracting Officer and advise the Contractor. The Contractor will be requested to review the documentation and provide a written response on how performance will be corrected in the future.

Re-performance of any work for failure to perform in accordance with the specified AQL or task requirement shall be borne at the Contractor's own expense and at no additional cost to the Government.

Government Furnished Property: No Government owned property will be provided to the contractors.

7.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract **for the [NAMED COMPONENT]** via a secure data collection site.

Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address

<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

8.0 CONTRACTOR PURCHASING PROCEDURES

Contractor purchase of parts, supplies, or materials and services shall be limited to those incidental to or required for Contractor performance and shall be processed as follows:

8.1 The Contractor shall be reimbursed for materials, if they are directly required for the Contractor's performance under the terms of this contract, on the basis that the purchases are allowable, allocable, and reasonable. A material handling fee or other equivalent charge will not be allowed for processing of the cost-reimbursable items. Neither this contract nor the FAR covers every element of cost. Lack of specific reference to an item of cost in this contract or the FAR does not mean that the cost is either allowable or not allowable. For any clarification regarding allowability, the contractor is encouraged to contact the Task Order Manager and/or the Contracting Officer.

8.2 Contractor shall be responsible for the disbursement of funds made available for student tuition and related expenses. The contractor shall have no autonomy in deciding the amounts to be distributed under this program. The contractor will be responsible for making recommendations concerning appropriate funding amounts, schools, programs, materials, resources, but, it cannot make distribution unless and until the COR approves the action, to include written authorization to disburse funds.

8.3 Contractor shall then disburse funds within 30 days in accordance with COR guidance and shall follow programmatic guidelines for the form of disbursement and the proper recording of that disbursement.

8.4 Contractor shall prepare all necessary reports and to the extent not duplicated elsewhere, provide properly formatted reports of expenditures to the COR on a monthly basis.

8.5 Contractor shall be responsible for bringing any issues regarding improper expenditures or claims that appear improper to the attention of the COR and the Contracting Officer within a reasonable time.

8.6 In no event, shall the Contractor be authorized to obligate the Government to take any direct action, or otherwise act as the Government's agent.

8.7 Subcontracts that involve acquisition for items used as give aways such as: alcohol, decorations, iPods, iPads, laptops and memberships in clubs or committees; or purchases used for the general benefit of NPS and not for the specific benefit of the CHDS program, such as: television or cable television services, software or hardware; shall be discussed and approved in writing by the Contracting Officer. This authority shall not be delegated.

8.8 Any purchase requests requiring the approval of the contracting officer shall include quotations received, determination of fair and reasonable price with supporting rationale, and any justifications required by the procedures set forth herein. Such purchase requests shall be forwarded to the COR for review and an approval/disapproval recommendation. The COR will forward the purchase requests recommended for approval to the contracting officer for review and final approval determination.

8.9 Purchases subject to the contract clause entitled "Subcontracts," 52.244-2 ALT I, shall be processed in accordance with the requirements to that clause.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.245-9	Use And Charges	APR 2012
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 16-MAR-2016 TO 15-MAR-2017	N/A	NAVAL POSTGRADUATE SCHOOL MARY LONERGAN 1 UNIVERSITY CIRCLE WATKINS HALL MONTEREY CA 93943-5098 831-656-7756 FOB: Destination	N62271
0002	POP 16-MAR-2016 TO 15-MAR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
1001	POP 16-MAR-2017 TO 15-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
1002	POP 16-MAR-2017 TO 15-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
2001	POP 16-MAR-2018 TO 15-MAR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
2002	POP 16-MAR-2018 TO 15-MAR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
3001	POP 16-MAR-2019 TO 15-MAR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
3002	POP 16-MAR-2019 TO 15-MAR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
4001	POP 16-MAR-2020 TO 15-MAR-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271
4002	POP 16-MAR-2020 TO 15-MAR-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N62271

CLAUSES INCORPORATED BY REFERENCE

52.242-15 Alt I Stop-Work Order (Aug 1989) - Alternate I

APR 1984

Section G - Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	
Issue By DoDAAC	
Admin DoDAAC	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	

Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

ORDERING

ORDERING INSTRUCTIONS

Written Orders. Orders may be placed by the NAVSUP Contracting Office only for both Cost Plus Fixed Fee or Firm Fixed Price Orders against the CLINS in Section B. The contractor should respond to each RFP or RFQ sent to them within the specified time period stated in the RFP. Failure to respond within the timeframe stated in the RFP or RFQ may negatively affect Contractor Performance Assessment Reporting System (CPARS). Consistent failure to provide responses could result in further action under the disputes and/or termination for cause clause of this contract. Written Orders may not exceed limits stated herein.

The contractor shall not violate the procedures detailed in DFARS 237.102-73" Prohibition on contracts for services of senior mentors" when assigning guest speakers and instructors to cover individual topics under the course.

Section H - Special Contract Requirements

OCI

ORGANIZATIONAL CONFLICT OF INTEREST

A. Introduction

In accordance with Federal Acquisition Regulations (FAR Part 9.5), both the contractor and the Contracting Officer have an affirmative duty to identify and mitigate actual and potential organizational conflicts of interest. The contract require the contractor, herein defined, to provide management support, professional consulting services, in particular, the contract calls for the contractor to provide engineering and technical direction, as defined in FAR Part 9.505-1. In addition, the contractor will be providing other administrative support that may include accessing budget information; accessing and/or preparing documents containing Privacy Act information. These services will be provided to Commander Naval Air Forces. purpose of this "Organizational Conflict of Interest" clause ("OCI Clause" or "clause") is to ensure that the opinions and recommendations provided in this contract are inherently reliable and non-biased; and it will also ensure that information received or developed during performance of this contract will not be improperly exploited to affect competition or released in contravention of the Trades Secret Act or the Privacy-Act.

B. Definitions

- (1) "Contractor" means the firm awarded this contract or task order;
- (2) "Offeror" means any firm engaged in, or having a known or prospective interest in, participating as an offeror in response to any solicitation related to or resulting from the procurement. .
- (3) "Affiliates" means employees, agents, or officers of the Contractor, its subsidiaries or parent companies, and first tier subcontractors involved in performance of this contract.
- (4) "Interest" means organizational or financial interest;
- (5) "Term of this task order" means the period of performance of any task order issued with this restriction, including any extensions thereto; and
- (6) "Contracting Officer" is the warranted Government official signing this contract or task order; he or she will be identified by name and will be signing the contract or task-order provision incorporating this Organizational Conflict of Interest clause.

B. WARRANTY AGAINST EXISTING CONFLICTS OF INTEREST

By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation requiring it to provide products/services to be evaluated under this contract.

By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation where access to listed program business sensitive information, budgetary information, or technical documentation may give it an unfair advantage in developing a competitive proposal for that solicitation, or the contractor may be unable or potentially unable to render impartial assistance or advice to the Government, or the Contractor is otherwise not considered objective or impartial. [In no event may the contractor refuse to provide services/support in accordance with contract terms because of a potential or actual organizational conflict of interest that could affect future competitive acquisitions.]

C. PROSPECTIVE RESTRICTIONS ON CONTRACTING:

The Contractor agrees that until such time as the current contract is completed, plus one year, neither it nor its affiliates shall not: a) propose in response to any requirements arising out of this contract; b) create for themselves an interest in any contract related to or resulting from the current consulting contract; or, c) consult or discuss with any potential offeror any aspects of work under the contract.

This exclusion does not apply to any recompetition for equipment or services furnished pursuant to this Contract.

D. RESTRICTIONS ON DISCLOSURE

The Contractor agrees and understands that it may have access to business sensitive information, to include, but not limited to budget estimates, allocations/appropriations data, project or program cost estimates, and contract cost estimates. Contractor and its affiliates shall not, under any circumstances, disclose or exploit in any way data used or accessed during the course and scope of this contract. Further, Contractor shall abide by the restrictions imposed by the Privacy-Act clause, incorporated herein by reference: FAR 52.224-1, Privacy Act Notification. Far 52.224-2, Privacy Act.

The Contractor shall have each and every employee accessing information that is subject to these restrictions sign a “non-disclosure agreement.” These agreements shall be maintained by the Contractor and shall be available for review/submission to the contracting officer or ordering officer upon request. These non-disclosure agreements must be maintained by the Contractor for the life of the contract plus five-years (5). Before destroying these documents, the Contractor must contact the Contracting Officer for further guidance – these documents may still be documentary evidence to be preserved in the case of litigation. In which case, the documents may have to be maintained in perpetuity. If for some reason, the documents cannot be maintained for the time frames set forth above, the contractor should notify the Contracting Officer for further guidance and possible release to the Navy.

In accordance with FAR 9.505-4, Contractor may access third-party procurement sensitive or trade-secret information after execution of an agreement with the third-party agreeing to protect the information from unauthorized use or disclosure. Contractor shall immediately notify the Contracting Officer if it has been tasked to access such data; and, it shall promptly execute an agreement with any third-party providing that data, prior to reviewing, manipulating or otherwise, accessing such data. If no agreement is reached (copy to be furnished to the contracting officer), the Contractor shall cease and desist any further actions resulting in accessing thirdparty trade- secret information and contact the Contracting Officer for further guidance. Under no circumstances shall any such data be commercially exploited and/or otherwise released to any party without the express approval of the Contracting Officer.

Contractor agrees to put this clause, or one in substantial conformance to this clause, in its subcontractors when, as indicated, the subcontractor or its employees will be providing the services identified herein. A subcontractor may therefore be bound by the terms and conditions of this OCI clause.

E. GOVERNMENT REMEDY

The Contractor agrees that any breach or violation of the warranties, restrictions, disclosures or non-disclosures set forth in this conflict of interest clause shall constitute a material and substantial breach of terms, conditions, and provisions of this task order and that the Government may, in addition to any other remedy available, terminate the contract for default. Further, the Contractor understands that this clause may serve as support to the contracting officer/office for finding the contractor ineligible for award. See FAR Part 9, “Responsibility” determination(s).

(End of clause)

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	SEP 2007
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	OCT 2015
52.203-14	Display of Hotline Poster(s)	OCT 2015
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-7	System for Award Management	JUL 2013
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2015
52.204-14	Service Contract Reporting Requirements	JAN 2014
52.204-16	Commercial and Government Entity Code Reporting	JUL 2015
52.204-17	Ownership or Control of Offeror	NOV 2014
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2015
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	DEC 2014
52.209-7	Information Regarding Responsibility Matters	JUL 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	DEC 2014
52.210-1	Market Research	APR 2011
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-7	Annual Representations and Certifications--Negotiation	OCT 1997
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	AUG 2011
52.215-11	Price Reduction for Defective Certified Cost or Pricing Data--Modifications	AUG 2011
52.215-22	Limitations on Pass-Through Charges--Identification of Subcontract Effort	OCT 2009
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.216-7	Allowable Cost And Payment	JUN 2013
52.216-8	Fixed Fee	JUN 2011
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-9	Small Business Subcontracting Plan	OCT 2015

52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.219-28	Post-Award Small Business Program Rerepresentation	JUL 2013
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-2	Payment For Overtime Premiums	JUL 1990
52.222-3	Convict Labor	JUN 2003
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-21	Prohibition Of Segregated Facilities	APR 2015
52.222-23	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity for Construction	FEB 1999
52.222-26	Equal Opportunity	APR 2015
52.222-35	Equal Opportunity for Veterans	OCT 2015
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	OCT 2015
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	OCT 2015
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.223-19	Compliance with Environmental Management Systems	MAY 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-14	Inconsistency Between English Version And Translation Of Contract	FEB 2000
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-- Representation and Certifications.	OCT 2015
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.227-14	Rights in Data--General	MAY 2014
52.228-7	Insurance--Liability To Third Persons	MAR 1996
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-17	Interest	MAY 2014
52.232-22	Limitation Of Funds	APR 1984
52.232-23	Assignment Of Claims	MAY 2014
52.232-25	Prompt Payment	JUL 2013
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1	Disputes	MAY 2014
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.236-1	Performance of Work by the Contractor	APR 1984
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984

52.242-3	Penalties for Unallowable Costs	MAY 2014
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-13	Bankruptcy	JUL 1995
52.243-2 Alt II	Changes--Cost Reimbursement (Aug 1987) - Alternate II	APR 1984
52.244-2	Subcontracts	OCT 2010
52.244-5	Competition In Subcontracting	DEC 1996
52.245-1	Government Property	APR 2012
52.248-1	Value Engineering	OCT 2010
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 2012
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-DEC 2008 Contract-Related Felonies	
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.203-7996 DEV	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements—Representation	OCT 2015
252.203-7997 DEV	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements	OCT 2015
252.203-7998 (Dev)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements—Representation. (DEVIATION 2015-O0010)	FEB 2015
252.203-7999 (Dev)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements. (DEVIATION 2015- O0010)	FEB 2015
252.204-7000	Disclosure Of Information	AUG 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.204-7006	Billing Instructions	OCT 2005
252.204-7008 DEV	Compliance With Safeguarding Covered Defense Information Controls (Deviation 2016-O0001)	OCT 2015
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	AUG 2015
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	SEP 2015
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	SEP 2015
252.206-7000	Domestic Source Restriction	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.213-7000	Notice to Prospective Suppliers on Use of Past Performance Information Retrieval System--Statistical Reporting in Past Performance Evaluations	JUN 2015
252.215-7000	Pricing Adjustments	DEC 2012
252.215-7007	Notice of Intent to Resolicit	JUN 2012
252.215-7008	Only One Offer	OCT 2013
252.216-7006	Ordering	MAY 2011

252.217-7001	Surge Option	AUG 1992
252.222-7007	Representation Regarding Combating Trafficking in Persons	JAN 2015
252.223-7004	Drug Free Work Force	SEP 1988
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.234-7001	Notice of Earned Value Management System	APR 2008
252.235-7001	Indemnification Under U. S. C. 2354--Cost Reimbursement	DEC 1991
252.237-7002 Alt I	Award To Single Offeror--Alternate I (Nov 2014)	NOV 2014
252.237-7003	Requirements	DEC 1991
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.241-7001	Government Access	DEC 1991
252.242-7005	Contractor Business Systems	FEB 2012
252.242-7006	Accounting System Administration	FEB 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	MAR 2015

CLAUSES INCORPORATED BY FULL TEXT

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from effective date of award through Last executed Optional Ordering CLIN specified herein.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$3,000** (insert dollar figure or quantity), the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of **\$10,000,000.00**

(2) Any order for a combination of items in excess of **\$10,000,000.00** (insert dollar figure or quantity); or

(3) A series of orders from the same ordering office within 10 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 2 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

MINIMUM GUARANTEE

The Government must order a minimum of \$5,000 in service within the base period of performance. When ordered, the contractor must furnish any additional supplies, not to exceed the stated maximum in FAR 52.216-19.

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract 12 months after the last date of the ordering period.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 Months.

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond September 30, 2016. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2016, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses: <http://acquisition.gov/far/>

DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/>

(End of clause)

52.252-4 ALTERATIONS IN CONTRACT (APR 1984)

Portions of this contract are altered as follows:

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENTS

Attachment 0001-OPPD

Attachment 0002- Pricing Spreadsheet

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

52.215-6	Place of Performance	OCT 1997
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.222-25	Affirmative Action Compliance	APR 1984
52.222-38	Compliance With Veterans' Employment Reporting Requirements	SEP 2010
52.225-20	Prohibition on Conducting Restricted Business Operations in Sudan--Certification	AUG 2009
52.234-4	Earned Value Management System	MAY 2014
252.204-7007	Alternate A, Annual Representations and Certifications	JAN 2015

CLAUSES INCORPORATED BY FULL TEXT

52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (DEC 2014)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is [insert NAICS code].

(2) The small business size standard is [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

() Paragraph (d) applies.

() Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2; Prohibition on Contracting with Inverted Domestic Corporations--Representation.

(vi) 52.209-5; Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.

(xvi) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225- 3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$79,507, the provision with its Alternate II applies.

(D) If the acquisition value is \$79,507 or more but is less than \$100,000, the provision with its Alternate III applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

(i) 52.204-17, Ownership or Control of Offeror.

(ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

(iii) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

(iv) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

(v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA- Designated Products (Alternate I only).

(vi) 52.227-6, Royalty Information.

(A) Basic.

(B) Alternate I.

(vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 2014)

(a) Definitions. As used in this provision--

Economically disadvantaged women-owned small business (EDWOSB) concern means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (b) of this provision.

Small disadvantaged business concern, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that--

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by--

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States, and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

Women-owned small business concern means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)(1) The North American Industry Classification System (NAICS) code for this acquisition is ____ --[insert NAICS code].

(2) The small business size standard is ____ --[insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(c) Representations. (1) The offeror represents as part of its offer that it [____] is, [____] is not a small business concern. (2) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this

provision.] The offeror represents that it [___] is, [___] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it [___] is, [___] is not a women-owned small business concern.

(4) Women-owned small business (WOSB) concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(3) of this provision.] The offeror represents as part of its offer that--

(i) It [___] is, [___] is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [___] is, [___] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: ___ --.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (c)(4) of this provision.] The offeror represents as part of its offer that--

(i) It [___] is, [___] is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [___] is, [___] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: ___ --.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it [___] is, [___] is not a veteran-owned small business concern.

(7) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(6) of this provision.] The offeror represents as part of its offer that it [___] is, [___] is not a service-disabled veteran-owned small business concern.

(8) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It [___] is, [___] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It [___] is, [___] is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(8)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small

business concerns participating in the HUBZone joint venture: ____ --.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Section L - Instructions, Conditions and Notices to Bidders

INSTRUCTIONS TO OFFERORS

1.0 GENERAL INSTRUCTIONS:

- 1.1 This solicitation is issued for competitive contract restricted to small business concerns.
- 1.2 The Government contemplates award of a single IDIQ cost plus fixed fee, requirements contract resulting from this solicitation. The resultant contract is for CHDS Instructional support services in accordance with the PWS provided herein. Award will be based on a best value procurement under FAR Part 15, and consist of a one year base period of performance followed by four one-year option periods. Evaluation will extend to the option years.
- 1.3 Questions regarding this procurement must be submitted through email to the contract specialist at reid.j.chambers@navy.mil. All questions submitted shall include the solicitation number in the subject line. Other methods of question submittal will not be acknowledged. The Government will make every attempt to answer all questions in a timely manner; however, questions submitted within 7 days of the posted closing date may not allow enough time to respond and offerors are not guaranteed a response. All questions and answers will be posted for viewing by all other potential offerors.

2.0 PROPOSAL FORMAT AND CONTENT

- 2.1 Offerors shall submit their proposals in the following format:
 - 2.1.1 Volume I – Technical Capability
 - 2.1.2 Volume II – Past Performance
 - 2.1.3 Volume III – Cost

Volume Name	*Number of Copies	Page Limit
Volume I – Offer **	(1) Hard Copy	Unlimited
Volume I – Technical***	(3) Hard Copies	(85) pages exclusive of resumes, letters of intent, table of contents, and table of figures.
Volume II- Past Performance	(3) Hard Copies	2 Pages exclusive of Offerors Past Performance Data –Attachment 1
Volume III- Cost	(1) Hard Copy	Unlimited

*NOTE: Hard copy is in addition to the electronic copy provided via the email and shall be mailed to:

NAVSUP Fleet Logistics Center San Diego (FLCSD)
Regional Contracts Department, Code 230
ATTN: Reid Chambers, Phone #: 619-556-8366
3985 Cummings Road, Bldg 116, 3rd Floor
San Diego, CA 92136-4200

**This includes a filled out and signed copy of the original solicitation document and all amendments.

***Note Volume I must not contain any price or cost information.

2.2 Soft copies are to be submitted in electronic version via email to reid.j.chambers@navy.mil. Documents shall be submitted in Adobe PDF, Microsoft Word, or Excel format. Zip files are not allowed. Any other formats may not be accessed and may be determined as mishandled. All offers must be received by the date specified in the RFP. This posted closing date and time applies to all submissions, as well as to all parts of the proposal which are to be considered for award. All Proposals shall remain valid for at least 120 Days from Submittal.

2.3 Proposals must be legible, single-spaced typewritten (on one side only) in font size "12", and the paper size is 8 1/2 x 11 inches. The font size used for graphics, charts and tables (only) may be 10 points or larger and must conform to not less than 1 inch margins. Tables, charts, and graphic depictions may be single spaced but limited to data and reference material presentation only, not textual explanations. Foldout charts or diagrams may be used within the aforementioned restrictions/page limitations. Each eight and a half by eleven foldout pages will be counted as one page (i.e., one foldout with two pages will be counted as two 8 1/2 x 11 pages). Charts or diagrams provided in foldout format must be capable of being evaluated without removal from the proposal volume. Page numbers may fall within the 1-inch margin.

2.4 All pages in each volume (hard or soft copies) shall be numbered sequentially (i.e., 1-25); pages identified above that are not included in the page limitation may be numbered differently or not at all. The Government will only evaluate that part of the proposal that complies with the instructions set forth herein. For example, if an offeror submits 87 pages, the last two pages will not be read and/or evaluated.

2.5 Clarity and completeness of the proposal are of the utmost importance. The proposal must be written in a practical, clear, and concise manner. It must use quantitative terms whenever possible and must avoid qualitative adjectives to the maximum extent possible. Proposal volumes must be internally consistent or the proposal will be considered unrealistic and may be considered unacceptable. The Government intends to award a contract without discussions as authorized by FAR 52.215-1. Any exception to the Government's technical requirements/specifications must be resolved prior to the solicitation closing date. Offerors that take exception to the Government's technical requirements without prior resolution with the Contracting Officer will not be considered for award. Alternate proposals are not authorized and will be rejected.

2.6 Notwithstanding its plan to award without discussions, the Government reserves the right to conduct discussions with offerors in the competitive range, if necessary, and to permit such offerors to revise their proposals. The Government also reserves the right to change any of the terms and conditions of the RFP by Amendment at any time prior to contract award and to allow offerors to revise their offers accordingly, as authorized by FAR 52.215-1.

2.7 The proposal must convey evidence the offeror understands all RFP and PWS requirements and their interrelationships. It must demonstrate the Offeror's familiarity with the detailed aspects of the requirements, and clearly show that the offeror correctly interpreted all of the requirements. Offerors are cautioned against restating PWS requirements in their proposal, particularly with regard to technical requirements; and must state how all RFP and PWS requirements will be met. Statements such as "the offeror understands" and "the offeror shall/can comply", along with reference or industry references) does

not reflect that the offeror understands the requirements, and will likely result in a diminished evaluation rating.

3.0 Volume I – Technical Proposal

3.1 Volume I of the proposal is the Technical Volume and is comprised of the Factor, Sub-factors. It also includes the offer and signature page. No cost or pricing information shall be included in any part of the Technical Volume. The technical section of Volume I shall be divided into four clearly labeled sections, correlating to the four sub-factors, in order.

3.2 Factor I – Technical Capability

Sub-factor (1) – Technical Approach

Sub-factor (2) – Management Plan

Sub-factor (3) – Resume

Sub-factor (4) – Staffing Plan

3.3 Sub-factor (1) Technical Approach

3.3.1 The technical proposal shall provide, in detail, an approach that will successfully demonstrate the offeror's understanding and plan to complete the requirements for the accomplishment of the effort set forth in the solicitation. Offerors are cautioned not to provide statements paraphrasing the PWS or parts thereof and using phrases such as "standard procedures will be employed" or "well known techniques will be used," etc., will be considered unacceptable. Offerors should actually provide narratives, charts, and other like documentation demonstrating its Technical Approach.

3.3.2 The offeror shall demonstrate how it intends to successfully plan, develop and execute Instructional Support, including CHDS' requirements to provide instruction for all educational programs, logistical support, purchasing support and support for CHDS' communications and alumni.

3.3.3 The proposal must describe how the offeror plans to approach the PWS tasks and meet or exceed the standards for providing Instructional Support in order to achieve the performance requirements. The offeror's approach shall provide detail regarding the methods and techniques for accomplishing the PWS tasks and deliverables. To facilitate evaluation, the Technical Approach shall be specific, detailed, and complete to clearly and fully demonstrate that the offeror has a thorough understanding of the requirements for the accomplishment of the effort.

3.3.4 The proposal must describe how the offeror plans to meet or exceed the quality standards required to deliver graduate level education that requires; on-site instruction, distance learning technologies, instructional design solutions, Web and media programmatic support, course development, and media development. The proposal should address each of these facets individually and will lay out both the contractor's ability and methodology to accomplish these tasks.

3.4 Sub-factor (2) Management Plan:

3.4.1 The technical proposal shall contain a management plan that incorporates and demonstrates the offeror's ability to meet technical performance objectives. The plan shall outline the management structure to address the various elements of the PWS, the proposed technical approach and staffing plan. The plan must identify the management controls that will be put in place to assure quality and schedule accountability.

3.4.2 The proposal shall contain the offeror's approach to quality management and associated metrics gathering and reporting procedures and propose policies/procedures for managing and directing the effort. The Offeror shall discuss a process for early identification and resolution of problems. Proposal shall address management and administrative organization. Organization/functional charts are to be used to illustrate lines of management responsibility. There must be clear identification of the chain of command and the liaison with Government.

3.4.3 The proposal shall describe the offeror's proposed phase-in plan and the support required to implement the plan. The phase-in plan shall include phase-in schedule and amount of time required from notification of contract award, to fully meet PWS requirements, to include significant activity, and hiring and training of required staff. The offeror shall propose its unique capabilities and their impact on the phase-in schedule. Offeror shall identify planned and/or recommended actions, which will minimize disruption during the phase-in period, and what, if any, degradation or interruption of services the offeror deems are unavoidable. The offeror shall identify any items, processes, or functions that cannot be completed within the proposed phase-in period, and the potential impacts to operations (if any).

3.5 Sub-factor (3) Resumes:

3.5.1 The solicitation identifies key personnel categories along with a description of qualifications. The contractor shall submit at least one resume for each of these categories. The resume shall document the capability of offeror's personnel to provide the services set forth in the PWS. These resumes shall become the performance standard for these labor categories and for the contract and shall be evaluated in accordance with Section M. Proposal must provide the names, Full/Part-Time/ Status, and resumes of all personnel proposed, including subcontractor personnel. The resumes should emphasize skills, education and experience specific to the PWS. Personnel resumes should provide, at a minimum, the following information:

1. Name, years of experience, training, unique or special qualifications, and positions held.
2. Degrees held by each individual and/or other pertinent education. Includes Date(s), degree(s), and respective college or university from which the degree(s) were received.
3. The work history (including MM/YYYY start and end dates) of each person as it relates to the anticipated PWS tasks to be assigned to that individual.
4. A summary of each key labor category qualifications to include past experience with online learning programs.

3.5.2 The offeror must provide a "Letter of Intent" for each resumed individual that is not a current (at the time it submits its offer) employee. It must propose a "Letter of Intent" for any

subcontractor employee. This Letter of Intent must be signed and dated. Without the Letter of Intent, the Government considers the resume incomplete and may not further evaluate the resume in accordance with Sections L and M.

3.6 Sub-factor (4) Staffing Plan

3.6.1 The offeror must describe its plan to meet proper staffing requirements to meet all the requirements outlined in PWS. The successful offeror shall be fully staffed to meet performance objectives of the PWS at the end of the transition. The Offeror should attempt to minimize the number of proposed labor personnel for which candidates have not been identified. From an evaluation perspective, proposal risk in terms of “Technical Capability” would be expected to increase when candidates have not been identified for particular proposed task area positions.

3.6.2 The proposal shall contain a chart that outlines which personnel will be responsible for which areas of the PWS. The chart shall include a description not exceed ½ page that outlines the person’s ability to meet the performance objectives of the PWS and those proposed technical approach. Note: the key personnel shall be equal to the resumed key personnel proposed in the technical proposal.

4.0 Volume II– Past Performance

4.1 Past Performance shall be evaluated based on the submission of past performance data supplied by the offeror’s reference/s, the Government’s verification of that data (including information supplied separately by previous customers), and review of any other pertinent information. Offerors shall contact their past performance references and request that each reference complete the “Offeror’s Past Performance Data” (OPPD) – Attachment 1.

4.2 Completed OPPDs shall be submitted by email directly to reid.j.chambers@navy.mil no later than the closing date of this solicitation. The subject line of the emailed OPPD must read “SOLICITATION N00244-16-R-0006 OPPD”. Offerors may submit up to three (3) OPPDs as the prime contractor; subcontractors may submit up to two (2) OPPDs.

4.3 In addition to the OPPD, offeror’s shall include in Volume II, a one to two page document listing all potential references. Information to be provided is reference name, address, phone number, email address, and any other identifying information with respect to the OPPD such as Contract Number or type of work provided.

4.4 The Government shall evaluate the offeror’s past performance on similar or directly-related work performed within the past three years which is similar in scope, magnitude, and complexity to that detailed in the Performance Work Statement. Past Performance shall be evaluated based on relevance and confidence (in terms of timeliness, quality, cost control, and customer satisfaction as indicated by the questionnaire). Past Performance references may include federal, state, or local Government and private contracts performed by the offeror that were similar in nature for this effort being evaluated.

4.5 Offerors may submit past performance information regarding the following: predecessor companies, key personnel who have relevant experience and subcontractors that will perform major aspects of the requirement.

4.6 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 solicitation.

Relevant past performance will be evaluated and receive scores in consonance with the evaluation scheme set forth in the RFP.

4.7 If the offeror possesses no relevant past performance, it must affirmatively state this fact in the Volume II submittal. Failure to submit OPPDs shall be considered certification that the offeror has no past performance in relevant services for the Government to evaluate.

5.0 Volume III- Cost

5.1 Offeror’s cost proposal shall provide a detailed breakdown of cost data including all costs that are proposed to be reimbursed by the Government.

5.2 Contractor Labor Categories

5.2.1 Labor categories specified in the tables below may be required for performance under this contract. It is recognized that Government's nomenclature may vary from that of the offeror. The cost proposal must indicate both Government and offeror nomenclature so as to clearly show consistency with labor categories/resumes submitted in the technical proposal. Failure of the offeror to provide this information in its initial offer may result in a determination that the proposal is not acceptable as it may not be susceptible to evaluation or audit.

5.2.2 Offeror shall use the level of effort labor category hours provided in the tables below to compute total direct labor costs. These hours represent Government's current best estimate of requirements. However, the level of effort may vary over the life of the contract.

5.2.3 The yearly level of effort for use in computing total direct labor costs is 90,000 direct labor hours per year and are broken down as follows. There is a base period and four options.

Annual level of effort Direct Labor Hours: Although actual hours performed may vary, offeror must submit a cost proposal based on this level of effort to be considered for evaluation and award.	
Communication Specialist I	6,000
Communication Specialist II	4,000
Education Technologist I	2,000
Education Technologist II	2,000
Finance Specialist	2,000
Logistics Specialist I	4,000
Logistics Specialist II	2,000
Logistics Specialist III	2,000
Program Lead *	14,000
Program Mgr *	2,000

Purchasing Specialist / Supply Tech	2,000
Subject Matter Expert I *	10,000
Subject Matter Expert II *	12,000
Subject Matter Expert III *	16,000
Tech Developer	8,000
Travel Specialist	2,000

* Key Personnel

5.3 Specific Requirements of Cost Proposal

5.3.1 Pricing Summary. Offeror shall provide a total pricing summary that identifies all labor categories and hours by category, direct labor rates, ODCs, subcontractors/consultants (if any), indirect/FCCM burden rates and their application, calculated costs, fee and total CPFF pricing, by contract year and in total for all five contract years.

5.3.2 Labor Rates. Offeror shall propose direct labor rates based on actual salaries for all key/resumed personnel. Composite/weighted average rates may be used for labor categories for which resumes are not required. Offeror shall provide detailed explanation of development of direct labor rates (e.g., incurred costs/projected costs/composite rate development, etc.). Offeror shall provide detailed calculation of proposed rates for each labor category for each contract year. Offeror will provide a separate schedule of internal labor rates that may be sent to DCAA for rate verification.

5.3.3 Labor Escalation. Offeror shall describe development of proposed labor escalation rate(s) (e.g., historical costs/judgment/other sources), along with the offeror's historical labor escalation rate for the previous three fiscal years.

5.3.4 Direct Labor Cost. Offeror shall provide detailed schedules calculating labor cost by labor category by year.

5.3.5 Compensation Plan. Offeror shall provide its compensation plan policy relative to salaries and fringe benefits for professional employees who will be working on the proposed contract in accordance with FAR 52.222-46, Evaluation of Compensation for Professional Employees.

5.3.6 Estimated Other Direct Costs (ODCs). To assist in proposal preparation, Government has identified annual unburdened ODC estimates to be used by offeror in preparing its cost proposal. ODCs for each performance year are identified in Section B of this solicitation. Offeror shall describe its standard burden applied to ODC, and shall apply burden to estimated ODCs pursuant to its standard burden structure.

5.3.7 Subcontracts. Offerors shall provide a copy of each subcontractor cost proposal. Subcontractors/Consultants. Offeror shall provide a schedule of proposed subcontractors and total costs proposed. Offeror will provide a schedule of subcontractor hours by labor

category. Offeror will provide schedules that apply proposed subcontractor rates to proposed hours, resulting in total costs that reconcile to the proposed subcontractor amounts in the schedules described in section 5.3.1. Offeror shall indicate type of rate (e.g., CPFF, T&M, FFP) proposed by each subcontractor/consultant.

5.3.8 Major Subcontractors. Each subcontractor/consultant that proposes \$700,000.00 or more in cost is considered to be a major subcontractor. Each major subcontractor shall provide its proposal to the contracting officer, in sealed envelope or under separate cover, in the same level of detail as required of the prime offeror, pursuant to the requirements of this section 5.3 and the below section 5.5. The subcontractor's proposal is due to the contracting officer no later than the prime offeror's proposal is due to the contracting officer.

5.3.9 Indirect Rates. Offeror shall provide a table summarizing proposed indirect rates (e.g., fringe benefits, labor overhead, material handling, general and administrative) by contract year. Offeror shall provide a description of pools and bases for proposed indirect rates. Offeror shall provide calculations of composite indirect rates used for each contract year, if the offeror's fiscal year rates differ from contract year rates.

5.3.10 Indirect Cost. Offeror shall provide detailed pricing schedules by contract year that clearly identify the application of indirect rates to application bases, and calculate proposed indirect costs for each indirect rate.

5.3.11 New Cost Centers. If new cost centers are developed for the proposed contract, the proposal shall provide historical data for existing cost centers for efforts similar to the requirements of this solicitation.

5.3.12 Facilities Capital Cost of Money (FCCM). If offeror elects to claim FCCM as an allowable cost, offeror must submit the calculation of proposed amounts on DD Form 1861, or equivalent, with the applicable cost of money base rates indicated, as well as percentage of total cost of money proposed by land, buildings, and equipment. Offeror shall also provide copy of the most recent completed Form CASB-CMF.

5.3.13 Fee. Offeror shall identify proposed fee rate(s) and application base(s) (e.g., 4.0% on burdened labor cost, 2.0% on burdened subcontract cost, 0.0% on burdened ODC). Offeror is invited to submit a completed DD Form 1547 'Record of the Weighted Guidelines Application' in support of the proposed fee rate(s).

5.3.14 Historical Rates. Offeror shall provide historical direct labor rates by labor category for the three most recent completed fiscal years. For each proposed indirect/FCCM rate, offeror shall provide historical rates for the three most recent completed fiscal years, separately identifying projected vs actual rates as in the following example:

	2014	2013	2012
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Projected at start of year			
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Incurred at end of year			
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5.3.15 Format of spreadsheets. Offeror shall provide proposed amounts in accordance with the pricing formats provided in Attachment 3. All Attachment 3 spreadsheets shall be completed and contain all the required detailed calculations and information for the prime and

any subcontractors proposed. Please note the 6 month option (Attachment 1 Worksheet Tab 52.217-8) IAW FAR 52.217-8 is separate from the total 5-year effort and will not be included as part of the initial contract award. In addition, the rates proposed for the 6-month option under 52.217-8 shall not exceed those proposed for Option Year 4.

5.3.16 Softcopy. Offeror shall provide a complete softcopy of its cost proposal. Softcopy shall be in word format for proposal narrative, and excel format for schedules. All excel schedules shall contain working equations and links.

5.4 Submission of Cost or Pricing Data

5.4.1 It is expected that this contract will be awarded based upon a determination that there is adequate price competition; therefore, the offeror is not required to submit or certify cost or pricing data (SF 1411) with its proposal.

5.4.2 If, after receipt of proposals, the Contracting Officer determines that adequate price competition does not exist in accordance with FAR 15.403-1, the offeror shall provide certified cost or pricing data as requested by the Contracting Officer.

5.5 Additional Required Information

5.5.1 Offeror shall provide the following additional information as an appendix/enclosure to the cost proposal. If the information is already provided elsewhere in the proposal, identify page and section number of the information's location:

5.5.1.1 DCAA office, Supervisory Auditor POC, phone number, email address, street address

5.5.1.2 DCMA office, ACO POC, phone number, email address, street address

5.5.1.3 DUNS number

5.5.1.4 CAGE Code

5.5.1.5 TAX ID

5.5.1.6 Fiscal Year (e.g., calendar year; year ending 31-July-20xx)

5.5.1.7 Brief description of company organization, parent organization if applicable, number of divisions, number of employees, annual revenues for the past three years, share of revenues provided by Govt vs Commercial, product lines, customers

5.5.1.8 Date the accounting system was considered acceptable or approved by DCAA/DCMA

5.5.1.9 Copy of letter from DCAA/DCMA regarding acceptability of accounting system

5.5.1.10 Date the billing system was considered acceptable or approved by DCAA/DCMA

5.5.1.11 Copy of letter from DCAA/DCMA regarding acceptability of billing system

5.5.1.12 Date the purchasing system was considered acceptable or approved by DCAA/DCMA

5.5.1.13 Copy of letter from DCAA/DCMA regarding acceptability of purchasing system

5.5.1.14 Date of the latest financial capability audit by DCAA/DCMA

5.5.1.15 Copy of letter/report from DCAA/DCMA regarding financial capability

5.5.1.16 Date of Disclosure Statement

5.5.1.17 Date of Disclosure Statement approval by ACO

5.5.1.18 Copy of latest Forward Pricing Rate Agreement or Forward Pricing Rate Proposal

5.5.1.19 Copy of latest approved Billing Rate letter

5.5.2 Offeror will provide discussion of its financial capability to perform the contract. The discussion will identify the results of any DCAA/DCMA financial capability reviews, ability to obtain financing, current financial status, etc

5.5.3 Offeror shall demonstrate that it maintains an adequate accounting system in accordance with DFARS 252.242-7006

(End of provision)

CLAUSES INCORPORATED BY REFERENCE

52.207-1	Notice Of Standard Competition	MAY 2006
52.215-1 Alt I	Instructions to Offerors--Competitive Acquisition (Jan 2004) - Alternate I	OCT 1997
52.216-1	Type Of Contract	APR 1984
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993
52.237-10	Identification of Uncompensated Overtime	MAR 2015

CLAUSES INCORPORATED BY FULL TEXT

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from _____ . (Contracting Officer designate the official or location where a protest may be served on the Contracting Officer.)

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-3 ALTERATIONS IN SOLICITATION (APR 1984)

Portions of this solicitation are altered as follows:

Section M - Evaluation Factors for Award

EVALUATION FACTORS FOR AWARD

Section M - EVALUATION FACTORS FOR AWARD

1.0 Basis for Award:

1.1 The award resulting from this solicitation will be a single IDIQ cost plus fixed fee, contract resulting from this solicitation. Award will be made on an competitive small business set-aside basis, using a best value methodology for source selection. Offerors are advised that the Government reserves the right to make award to other than the lowest price offeror, or to the offeror with the highest technical rating if the Government determines that to do so would result in the overall best value to the Government. As indicated below, the two non-cost factors [Factor I (Technical Capability), Factor II (Past Performance)] are listed in descending order of importance. When combined, the non-cost factors [Factor I (Technical), Factor II (Past Performance)], are significantly more important than Factor III (Cost). A rating of "Unacceptable" in any factor or sub-factor may render the entire proposal ineligible for award.

1.2 To be eligible for award, the offeror must fully comply with the PWS, and address all solicitation requirements. As such, offers that take exception to any term or condition of this solicitation, propose any additional term or condition, or omit any required information, may not be considered for award. Alternate proposals are NOT authorized and will be rejected. An offeror must propose in accordance with the directions set forth in Section L to be considered for award.

1.3 The Government intends to award this contract without discussions. Notwithstanding this intent, the Contracting Officer reserves the right to conduct discussions, a matter within his discretion. If this occurs, the Contracting Officer shall establish, in accordance with FAR 15.306, a competitive range. The Government also reserves the right to limit the number of offerors in the competitive range for purposes of efficiency. In accordance with FAR 15.307, at the conclusion of discussions, the Contracting Officer shall give each offeror an opportunity to revise their proposal as appropriate.

2.0 Evaluation Factors and Grading Criteria. The Government will evaluate proposals based on the following four Factors and Sub-factors, listed in descending order of importance:

2.1 Factor I – Technical Capability

2.1.1 Sub-factor (1) - Technical Approach

2.1.2 Sub-factor (2) – Management Approach

2.1.3 Sub-factor (3) – Resume

2.1.4 Sub-factor (4) – Staffing Plan

2.2 Factor II – Past Performance**2.3 Factor III – Cost**

3.0 Relative Weights:

3.1 Factor I (Technical Capability) and Factor II (Past Performance Confidence) are listed in descending order of importance. When combined, the non-cost factors [Factor I (Technical Capability) and Factor II (Past Performance Confidence), are significantly more important than Factor III (Cost). A rating of “Unacceptable” in any factor may render the entire proposal ineligible for award.

3.2 There are four sub-factors under Factor I (Technical Capability): Sub-factor (1) Technical Approach, Sub-factor (2) Management Plan, Sub-factor (3) Resumes and Sub-factor (4) Staffing Plan. These four sub-factors are in descending order of importance and shall be used to establish an overall rating for Factor I. An unacceptable in any sub-factor may result in an overall Factor I rating of unacceptable, rendering the entire proposal ineligible for award.

3.3 Award will be made to that offeror whose proposal contains the combination of those criteria offering the best overall value to the Government. In making this comparison the Government is more concerned with obtaining superior Technical Capability (Factor I), Past Performance Confidence (Factor II), than making the award to the lowest cost (Factor III) to the Government. However, the Government may not make an award at a significantly higher cost to the Government to achieve slightly superior technical capability or past performance, see 6.1 below.

4.0 **Factor I – Technical Capability Grading Criteria –** : Inherent in a greatest value evaluation is the fact the Contracting Officer, while always mindful of Price, encourages strengths and/or innovative approaches. Accordingly, to the extent an offeror provides strengths to its proposal, the offeror may receive a higher rating. Offerors are on notice that innovations, well documented technical capability, improved management approach and extensive staffing plan will be considered “strengths.” However, Offerors are advised that the Government may give a higher rating only if the strength(s) represent a real value or benefit to the Government.

4.1 The following Factor (I) Sub-factors shall be rated individually with these ratings used to determine and overall rating for Technical Capability. In descending order of importance, the Technical Capability sub-factors are:

4.1.1 Sub-factor (1) Technical Approach: The Government will evaluate technical approach to determine offeror’s overall understanding and capability to successfully provide required services in accordance with the performance work statement. The contractor will be rated on their ability to carry out CHDS’ requirements to provide Instruction for all Educational Programs, Logistical support, Purchasing support and support for CHDS’ Communications and Alumni. In determining which rating to apply to the technical approach Sub-factor, the Government will evaluate the Instructional approach, Programmatic Support, Instructional Design Solutions, Web and Media Development to meet stated objectives. The government shall also evaluate the approach and determine how well it aligns with graduate level educational standards and maintaining those standards through the period of performance.

4.1.2 Sub-factor (2) Management Approach: The Government will evaluate the management approach sub-factor based on the degree the proposed approach addresses management of a CHDS program. The government will evaluate the proposal in terms of the offeror’s ability to provide an effective approach to perform, manage, maintain quality, and coordinate various elements of the PWS. The government will evaluate the degree to which the organization shows clear and effective delineation of functional roles and responsibilities. The evaluation will include the effectiveness of the offeror’s organization lines of authority and ability to perform on day one of contract. The Government will determine how the proposed work force phase-in plan allows for smooth transition of contract requirements.

4.1.3 Sub-factor (3) Resumes: The Government will evaluate the key personnel resumes for experience/skills and education/knowledge. In determining which rating to apply, the

significant, relevant, and recent. The Government will also consider the extent to which the described experience and education contribute to successful performance of the PWS and/or the mission. The PWS sets forth a description of the education and experience for each key labor category that is required in order to successfully perform the contract. To the extent the contractor proposes an individual for a key personnel labor category who exceeds this description and whose resume reflects a higher caliber of experience, skills or education, it may be viewed as a strength. Government will consider the extent, to which the described experience and education are in-depth,

The offeror must provide a “Letter of Intent” for each resumed individual that is not a current (at the time it submits its offer) employee. It must propose a “Letter of Intent” for any subcontractor employee. This Letter of Intent must be signed and dated. Without the Letter of Intent, the Government considers the resume incomplete and may not further evaluate the resume in accordance with Sections L and M.

4.1.4 Sub-factor (4) Staffing Plan: The Government will evaluate the staffing plan to determine the offeror’s ability to support the management and technical approach set forth under sub-factors (1), (2) and (3). Offers should include a staffing chart and discuss the ability of the proposed instructors to meet performance objectives.

4.2 The following table of Ratings/Definition/Description shall be used for the Technical/Risk Rating for each Sub-factor and for Factor (I). The overall Factor I (Technical Capability) rating will be determined by evaluating the ratings for each of the sub-factors. The overall rating will be used for tradeoff analysis. Inherent in the Factor (I) rating definition is a component for risk, reflecting the projected risk of the proposed approach to successfully perform the contract.

Table 1	Combined Technical/Risk Rating
Rating	Description
Outstanding	Proposal 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	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offset or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is un-awardable.

4.3 Unacceptable Rating. Any proposal receiving a score of “unacceptable” in a factor or any sub-factor may render the entire proposal ineligible for award.

5.0 **Factor II – Past Performance Grading Criteria**

5.1 Each offeror will be given two ratings- one for relevancy and one for confidence. The relevancy rating will be incorporated in the confidence rating. The more relevant the past performance data submitted is to this work effort, the higher the government's confidence in the offeror's ability to successfully perform will be.

5.2 The assessment of offeror's past performance will be used by the government as a means to evaluate the relative capability of the offeror and other competitors to successfully meet the requirements of the PWS and as a measure of performance risk for contract award. The government's assessment of performance risk is not intended to be the product of a mechanical or mathematical analysis of an offeror's performance on a list of contracts, but rather the product of subjective judgment of the Government after it considers all available relevant and recent information.

5.3 The government intends to verify past performance information on contracts listed by the offerors. The government may contact some or all of the references. 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.

5.4 In the case of an offeror without a record of relevant past performance, or for whom information on past performance is not available, the government will not evaluate the offeror favorably or unfavorably on past performance. Such offerors will receive a neutral rating for past performance. However, the proposal of an offeror with no relevant past performance history, while rated Neutral in past performance, may not represent the most advantageous proposal to the government, and thus, may be an unsuccessful proposal when compared to the proposals of other offerors.

5.5 The government shall evaluate the offeror's past performance on similar or directly-related work performed within the past three years (similar in scope, magnitude, and complexity to that detailed in the Statement of Work). Past performance shall be evaluated based on Relevancy (the less relevant the past performance, the lower the score), as well as Confidence (timeliness, quality, cost control, and customer satisfaction as indicated by the questionnaire). Past Performance references may include federal, state, or local government and private contracts performed by the offeror that were similar in nature for this effort being evaluated.

5.6 Past performance may be demonstrated from an individual prior contract or effort, or by aggregating multiple prior contracts or efforts of same or similar scope to that which is described in the solicitation. However, the government will give greater consideration to individual prior contracts or efforts of the same or similar scope, magnitude and/or complexity to that which is described in the solicitation.

5.7 The government may take into account past performance information regarding predecessor companies, key personnel who have relevant experience, and teaming partners/subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the procurement.

5.8 In accordance with FAR 15.305 (a) (2) (i), the government may consider in its evaluation, the currency and relevance of the information, source of the information, context of the data, and general trends in the offeror's performance.

5.9 In determining Confidence, the Government shall consider how well the contractor has performed on previous contracts in areas such as timeliness, quality, cost control, and customer satisfaction.

5.10 Each offeror shall submit past performance that can be given a rating for both Relevancy and Confidence or affirmatively state that it possesses no relevant past performance. If the offeror does neither of the foregoing, the proposal may not be eligible for award.

Table 2	Past Performance Relevancy Rating
Rating	Definition
Very Relevant	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Relevant	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Somewhat Relevant	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
Not Relevant	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.

5.11 Past Performance Relevancy Rating

5.12 Factor II Grading Criteria – Past Performance Confidence Assessment

Table 3	Performance Confidence Assessment
Rating	Description
Substantial Confidence:	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence:	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence:	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence:	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will successfully perform the required effort.
Unknown Confidence	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

(Neutral):	
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6.0 Factor III – Cost

6.1 Although cost is less significant than the other factors, it should not be ignored. The degree of its importance will increase with the degree of equality of proposals in relation to Technical Capability. Conversely, the significance of cost will decrease when it is so significantly high as to diminish the value of the technical superiority to the government.

6.2 The evaluation of Cost will be based on a cost realism evaluation of specific elements of each offeror's proposed cost to determine whether the proposed cost elements are realistic for the work to be performed, reflect a clear understanding of the requirement, and are consistent with any unique method of performance proposed by the offeror. The purpose of the analyses shall be to determine the probable cost of performance. The probable cost will reflect the government's best estimate of the cost for that particular proposal being evaluated. This probable cost will be used for purposes of determining best value. The Government will use Defense Contract Audit Agency audited rates, if available, and other means available to determine validity of direct and indirect rate elements. The Government will likewise review the costs proposed for various labor categories and compare those to the qualifications of personnel proposed; it reserves the right to evaluate the costs at a higher rate to match the caliber of personnel proposed, as represented in the minimum qualifications.

6.3 The burden of proof for cost credibility rests with the offeror. Offerors are cautioned that to the extent proposed costs appear unrealistic; the Government may infer either a lack of understanding of the requirements, increased risk of performance, or lack of credibility on the part of the offeror.

6.4 The Government will evaluate offers for award purposes by adding the total evaluated costs for the base year to the total evaluated costs for the four option years. Evaluation of the options WILL NOT obligate the Government to exercise the options.

6.5 The Government will evaluate offers for award purposes only by adding the 6 month option in accordance with FAR Clause 52.217-8, Option to Extend Services. This 6-month option will only be incorporated into the contract should Clause 52.217-8 be exercised.

6.6 Contractors accounting system shall be evaluated to determined adequacy in accordance with DFAR 252.242-7006. Any Offeror that fails to demonstrate an "Acceptable accounting system" as defined in DFARS 252.242-7006 may render the entire proposal ineligible.

(End of provision)

52.217-5

Evaluation Of Options

JUL 1990