

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   21
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE 14-Mar-2015	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVFAC EXWC CODE ACQ / NAVAL BASE VENTURA COUNTY 1100 23RD AVE BLDG 1100 PORT HUENEME CA 93043-4301	CODE N39430	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N39430-15-R-1605	
		X	9B. DATED (SEE ITEM 11) 04-Mar-2015	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  The purpose of this amendment is to: 1) Provide Government responses to offeror questions; and 2) Remove and replace sections C and L.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		14-Mar-2015

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

Q&A 3

QUESTION #1: In reference to RFP #: N3940-15-R-1605, page 31 of 55, paragraph (g), please confirm that if Offeror has current reps and certs in SAM, that no other reps and certs documentation is required with offer.

RESPONSE: Correct. All required representations and certifications shall be entered in SAM in accordance with FAR 52.204-7 and 52.219-28 and DFARS 252-204-7007, Alternate A. The Contractor shall validate or update all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status.

QUESTION #2: Reference page 48 of 55, paragraph 2. (1), please provide estimated time between notice of award selection and notice to proceed.

RESPONSE: Notice of award (i.e., Offeror receipt of the Government-signed contract) is the notice to proceed.

QUESTION #3: Reference page 13 of 55, paragraph 5.7, in a number of other places in the solicitation reference is made to all Key Persons being full time employees and yet in this paragraph, part time employees are allowed. What are examples of "special knowledge or skill required by the contract" that are not elucidated in the solicitation, and why can't that be satisfied by FT employees? Please resolve this apparent contradiction. Request no part time employees be allowed. This seems inserted to favor specific incumbent employees.

RESPONSE: Section C has been updated to clarify that ALL contractor employees are anticipated to be full time. This is an indefinite delivery, indefinite quantity contract. Therefore, it is possible the Government task order requirement may change in terms of labor hours by category. However, as stated in section L, all proposed Key Personnel must be available full time.

QUESTION #4: Reference page 48 of 55, paragraph 2. (1), with regard to contact information for references for Key person resumes: how far back shall we go given how very difficult if not impossible it can be to locate references on jobs far in the past? Can it please be 5 years and not less than 2 engagements (federal contracts) minimum? That seems a sufficient period of time to check references to discern if proposed key person is a good performer etc. In industry we never go back more than that.

RESPONSE: Any references without limitation may be used for Key Personnel in order to provide the Government with enough information to evaluate Factor 1. The Government reserves the right to verify the performance on other contracts of Key Personnel identified by the Offeror in their proposal. The Government may query contract references and other end user representatives regarding the experience of proposed Key Personnel.

QUESTION # 5: Reference page 49 of 55, paragraph (3)(a), we have a CPARS rating. What format would you like it in please? Just printed out of CPARS?

RESPONSE: If a completed CPARS evaluation is available on the CPARS website for the contract, the Offeror must submit the CPARS evaluation for the contract. A printout of the CPARS evaluation from the website will suffice.

QUESTION #6: Reference page 53 of 55, paragraph B. (iii)a) ,as it appears one past performance is the minimum required, will an offeror be penalized for just one past performance if very relevant or does the government favor

multiple past performance submissions? Would appreciate some guidance in that regard please. For example does one very relevant past performance outweigh multiple relevant past performances?

**RESPONSE:** For the past performance factor, Offerors may submit materials on up to five contracts that demonstrate the Offeror's ability to successfully deliver services that are similar to the work described in the performance work statement. The Government will conduct a relevancy assessment of each contract submitted by the Offeror to determine how close the work performed under those contracts relates to the work described in this solicitation in terms of scope, magnitude, and complexity. Relevancy is only one part of the overall performance confidence assessment rating for the past performance factor. Taking into account the Relevancy Assessment and the quality of performance on the past contract(s), the Government will assign an overall performance confidence assessment rating. For example, an Offeror could submit a CPARS evaluation or PPQ for one or more contracts and be evaluated "Very Relevant", but have "Marginal" or "Unsatisfactory" past performance ratings for that experience. Based on the Relevancy Assessment ("Very Relevant") and the quality of performance ("Marginal" or "Unsatisfactory"), the Offeror could receive an overall performance confidence assessment rating of "Limited Confidence" or "No Confidence". Similarly, an Offeror could submit "Relevant" experience with "Exceptional" or "Very Good" quality of performance and receive an overall performance confidence assessment rating of "Substantial Confidence" or "Satisfactory Confidence".

**QUESTION #7:** Reference Amendment 0002 on page 18 of 22, paragraph 5, states "The Offeror shall clearly state in their proposal how they intend to execute this contract. Mere acknowledgment or restatement of a requirement or task is not acceptable. Relevance to the effort listed herein is critical". The original RFP had no requirement for a Technical Approach. This new requirement is potentially very significant. Please provide more specific guidance - how many pages, do you want management approach, technology competency, QA approach, etc. If more than a few pages required please consider a time extension for when solicitation is due.

**RESPONSE:** Section L.3 has been updated to remove this statement as it is not applicable to this solicitation. There is no requirement or evaluation factor for Technical Approach.

**QUESTION #8:** Reference page 9 through 12 of 55 Section 4. Qualifications: Would the Government accept similar US Army Corps of Engineers (USACE) experience in lieu of Naval Facilities Engineering Command (NAVFAC) experience?

**RESPONSE:** The Program Manager, Engineer, Lead FECTL, and FECTLs are required to have specialized experience with NAVFAC AT/FP Technologies and NAVFAC Processes.

**QUESTION #9:** We are interested in responding to the below solicitation, but it appears that the NECO site does not have the recommended safety certifications and both Internet Explorer and Firefox browsers post a warning message when trying to access the site, and recommend NOT to access the site. Can you please forward the solicitation documents via email to me, or kindly advise if/when the NECO site has the compliant safety certifications and can be accessed?

**RESPONSE:** You may try to access the solicitation through the Federal Business Opportunities website ([www.fbo.gov](http://www.fbo.gov)) if you are unable to view via NECO. The solicitation documents cannot be directly emailed.

## SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

### PERFORMANCE WORK STATEMENT

PERFORMANCE WORK STATEMENT (PWS)  
NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC)  
ANTI-TERRORISM/FORCE PROTECTION (AT/FP) ASHORE

## PROGRAM MANAGEMENT OFFICE (PMO) SUPPORT

### 1. OVERVIEW

The NAVFAC Headquarters (HQ) AT/FP Ashore PMO is responsible for the management, coordination and implementation of appropriate procurement, installation and sustainment strategies for physical security equipment (PSE) at Navy shore facilities. As a result, the NAVFAC AT/FP Ashore Program has developed the AT/FP Ashore program roll-out plan (ROP) to provide ashore force protection capabilities to Navy bases worldwide supporting over 900 projects and 71,000 individual components. NAVFAC HQ AT/FP Ashore PMO does not have sufficient staff to fully support the enterprise wide workload associated with technical oversight responsibilities. The responsibilities to be contracted out in support of this program include NAVFAC AT/FP Ashore program plan execution support, PSE sustainment support, and HQ operations execution support.

### 2. OBJECTIVES

The objective of this contract is to provide programmatic, technical and administrative support to the NAVFAC AT/FP Ashore Program. This work can be categorized into two main areas:

- a. Support personnel that are located in the Washington Navy Yard (WNY) / NAVFAC HQ AT/FP Ashore offices (currently staffed at 6 full-time equivalents (FTEs)), including one Program Manager, one Senior Program Analyst, two Program Analysts, one Engineer, and one Lead Facilities Engineering Command (FEC) Team Lead (FECTL); and
- b. Support personnel that are forward deployed throughout the Commander, Navy Installations Command (CNIC) Regions (currently staffed at 8 FTEs), including one Program Analyst at NAVFAC Engineering and Expeditionary Warfare Center (EXWC) in Port Hueneme, CA, and one FECTL each in the following regions: Jacksonville, FL, Norfolk, VA, Kitsap-Bangor, WA, Naples, Italy, Yokosuka, Japan, San Diego, CA, and Pearl Harbor, HI.

Due to the volatile nature of the program, priorities may quickly shift and contractor personnel should be able to adapt and manage multiple requirements.

### 3. SCOPE OF WORK

3.1. Contractor personnel will perform their daily duties in accordance with the requirements of this Performance Work Statement, and NAVFAC Business Management Processes (BMS). Documents that are required to be prepared under this task order shall be prepared in accordance with BMS or locally established policies and procedures. The Contractor shall be responsible for all human resource needs of personnel; including, but not limited to, planning and coordinating personal leave and conducting employee reviews and appraisals.

3.2. General. The contractor's personnel shall be responsible for project management, technical oversight support, administrative support and forward deployed liaison support for the NAVFAC AT/FP Ashore program. This will be accomplished by providing personnel that are familiar with the NAVFAC mission, the support role that NAVFAC AT/FP Ashore provides to various departments of CNIC such as: security department for force protection (N3AT), operations department for emergency management (N3EM), and information systems department for information technology (N6) along with the products that the AT/FP Ashore program provides on an enterprise wide level.

3.2.1. Project Management. The contractor shall provide personnel that are capable of writing and reviewing draft program policy documents, conducting specialized studies to evaluate the effectiveness of the program and making recommendations based on those studies, preparing program summaries and reports that will be read by senior leadership, both internal and external to the program. Additionally, they shall assist with the planning of out-year projects that are based on CNIC requirements, which includes the development of budget estimates and the prioritization of the identified projects.

3.2.1.1. Standard: The services shall be performed with accuracy, clarity, consistency, in accordance with the NAVFAC BMS. All documents shall be prepared within 30 calendar days, unless otherwise specified.

3.2.2. Administrative: The contractor shall provide personnel that are capable of updating program presentations, flowcharts and documents. They shall develop combined MS Project timelines and schedules to assist with project and contract status tracking.

3.2.2.1. Standard: The services shall be performed with accuracy, clarity, consistency, in accordance with the NAVFAC BMS. Updates should be completed within 5 calendar days.

3.2.3. Technical: The contractor shall provide personnel capable of assisting in the evaluation and oversight of work that is being performed on the AT/FP Ashore PSE installation projects. Additionally, input will be required regarding potential technology refreshment for aging equipment and the lifecycle support plans to maintain installed equipment. They shall develop construction requirements, Site Approval Requests (SARs), PMO-FEC checklist support agreements, generate statements of work and independent cost estimates for proposed work and generate DD Form 1391s, Military Construction Program Data. The contractor shall develop operational requirements and identify opportunities for technology insertion. Documentation shall be developed that shows the sustainment impacts of different equipment /component options.

3.2.3.1. Standard. The services shall be performed with accuracy, clarity, consistency, in accordance with the NAVFAC BMS. Reports and documentation should be completed within 30 calendar days.

3.2.4. FEC Support: The contractor shall provide personnel that are capable of providing liaison expertise at the local installations, where work is being performed by the program. The personnel will provide support to all the local Facilities Engineering Acquisition Departments (FEADs) and Resident Officer in Charge of Construction (ROICC) offices within the FEC in which each individual is assigned as a FECTL for a specific region. The FECTL will serve as the local reach-back support for the installations that are performing the administration of the AT/FP Ashore contracts at the local level. The duties will include coordinating site visits for contractors performing work, coordination support to local agencies (e.g., Public Works Offices (PWOs), Safety, Environmental) to facilitate work performance, document reviews, and most importantly performing Quality Assurance reviews of work being performed in the field, in conjunction with the local Contracting Officer's Representative (COR). The FECTL will also serve as the AT/FP Ashore point of contact (POC) for the region, which includes educating the region regarding program policies and standards, communicating problems to the AT/FP Ashore leadership and ensuring that all facets of the program are running smoothly.

3.2.4.1. Standard: The services shall be performed with accuracy, clarity, consistency, in accordance with the NAVFAC BMS. All required work should be accomplished within 10 calendar days.

#### 4. QUALIFICATIONS

The contractor shall provide the appropriate personnel who have education and experience in the labor categories listed below:

##### 4.1 Program Manager (PM)

4.1.1. General: This individual must have demonstrated technical writing capability. The individual must have a minimum of 10 years engineering experience, including management experience, at least 4 years of which comes from work on contracts of similarly complex nature and financial magnitude.

4.1.2. Daily Tasks: Supports the AT/FP Ashore PMO by acting as a senior advisor. The individual's experience must also include 4 years performing the following:

- a. Reviewing and approving the work of project managers, engineers, support staff, and contract administrative personnel; and
- b. Financial management including management information systems, reporting, and negotiations for supplies and services.

4.1.3. Qualifications: Significant experience working within a program office at a senior level. B.S. in Engineering or a B.A. in a technical area from an accredited college or university is required. Professional Engineer (PE) preferred. Commercial equivalent of the Defense Acquisition Workforce Improvement Act (DAWIA) Acquisition Community Level II or Level III certification in Program Management or related specialty preferred or 10+ years of experience in a senior program management role.

4.1.4. Specialized Experience: The PM shall have experience in these specific areas:

- a. NAVFAC AT/FP Technologies;
- b. NAVFAC Processes; and
- c. Government Contracting Procedures.

#### 4.2. Senior Program Analyst

4.2.1. General: The incumbent performs the duties as described in section 3.2.2 by developing timelines and schedules to assist with tracking the status of the projects executed by the AT/FP Ashore program.

4.2.2. Daily Tasks: Provides executive program support, sustainment support, schedules and coordinates formal program evaluations and reviews for projects and task orders, develops and distributes the agenda for weekly program meetings, records / drafts / distributes meeting minutes, follows up on action items, maintains and updates the program ROP, ensures that all documentation that is required at program meetings are submitted and completed, prepares presentations and other documentation as required for program briefings, meetings and data calls.

4.2.3. Qualifications: Minimum of 5 years professional level experience in business financial systems, program / project management.

4.2.4. Specialized Experience: The incumbent shall have experience in these specific areas:

- a. MS Project; and
- b. MS Office Suite.

#### 4.3. Program Analyst

4.3.1. General: The incumbent performs the duties as described in section 3.2.2 by developing timelines and schedules to assist with tracking status of the projects executed by the AT/FP Ashore program.

4.3.2. Daily Tasks: Assists the senior program analyst, sustainment support, schedules and coordinates formal program evaluations and reviews for projects and task orders, develops and distributes the agenda for weekly program meetings, records / drafts / distributes meeting minutes, follows up on action items, maintains and updates the program ROP, ensures that all documentation that is required at program meetings are submitted and completed, prepares presentations and other documentation as required for program briefings, meetings and data calls.

4.3.3. Qualifications: Minimum of 3 years professional experience in business financial systems, program / project management.

4.3.4. Specialized Experience: The incumbent shall have experience in these specific areas:

- a. MS Project; and
- b. MS Office Suite.

#### 4.4. Engineer

4.4.1. General: The incumbent performs the duties as described in section 3.2.3 by developing requirements, providing technical evaluations and oversight of the work that is being performed on the AT/FP Ashore PSE installation projects.

4.4.2. Daily Tasks: Updates and develops multiple task order templates, cost estimates and timelines for program office review. Also updates other documentation required for task order awards (e.g., DEDs); reviews contract deliverables requirement lists (CDRLs) and provides recommendation to the program office regarding acceptance; coordinates with FEC support to schedule and conduct site surveys, produce Site Survey Documentation packages, provide assistance for the construction requirements, develop SAR, draft DD Form 1391s, and coordinate/attend/document any and all meetings as required by the program office.

4.4.3. Qualifications: B.S. in Engineering / Science or Technical Field. Professional Engineer (PE) registration and commercial equivalent of DAWIA Level II or III certification in Program Management or Facilities Engineering preferred. Minimum of 10 years of professional level experience in systems installation, project management and Department of Defense (DoD) 5000 systems acquisition; Operational Test and Evaluation; and Research, Development, Test and Evaluation work.

4.4.4. Specialized Experience: The incumbent shall have experience in these specific areas:

- a. NAVFAC AT/FP Technologies;
- b. NAVFAC Processes; and
- c. Government Contracting Procedures.

#### 4.5 Lead FECTL

4.5.1. General: The incumbent performs the duties as described in section 3.2.4 by providing liaison expertise between HQ and FECs where work is being performed by the AT/FP Ashore program. The Lead FECTL also performs duties specified in paragraph 4.6 for the Area of Responsibility (AOR) including Naval District Washington.

4.5.2. Daily Tasks: Provides executive support to advise program leadership of issues that are impacting projects within the regions and provide recommended courses of action, when required will represent the program's Operation Manager at meetings, oversees the development, submission and tracking of Program Deviation Requests (PDRs) that are sent up by the regions, provide leadership to all regional FEC support staff and act as a liaison between the regions and the program office.

4.5.3. Qualifications: Minimum of 5 years of supervisory level experience with AT/FP, military public safety, facilities management and public works.

4.5.4. Specialized Experience: The incumbent shall have experience in these specific areas:

- a. NAVFAC AT/FP Technologies;
- b. NAVFAC Processes;
- c. Government Contracting Procedures;
- d. MS Office Suite; and
- e. MS Project.

#### 4.6 FECTL

4.6.1. General: The incumbent performs the duties as described in section 3.2.4 by providing liaison expertise between the FEADs and ROICCs within the regions to which they are assigned, where work is being performed by the AT/FP Ashore program.

4.6.2. Daily Tasks: Provides support to advise the Lead FECTL of issues that are impacting projects within their AOR / Region and provide recommended courses of action, developments and submits PDRs to the Lead FECTL, act as liaison between the region and the program office, assist with all project coordination requirements within AOR, attend meetings as required.

4.6.3. Qualifications: Requires a minimum of 5 years of experience with AT/FP, military public safety, facilities management and public works.

4.6.4. Specialized Experience: The incumbent shall have experience in these specific areas:

- a. NAVFAC AT/FP Technologies;
- b. NAVFAC Processes;
- c. Government Contracting Procedures;
- d. MS Office Suite; and
- e. MS Project.

## 5. OTHER PERFORMANCE REQUIREMENTS

5.1. Non-Personal Services: Contractor employees performing work under this contract will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees comply with the performance standards outlined in this PWS. Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work. Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

5.2. Management of Position Vacancies: Contractor shall ensure there is no significant disruption to the Government as a result of position vacancies due to contractor personnel leaving the position, taking extended leave, training; or any combination thereof. Contractor shall take necessary action to recruit for and fill vacancies as quickly as possible. Positions shall not be left vacant in excess of 15 consecutive calendar days.

5.3. Unacceptable Performance by Contractor Personnel: In the event of poor performance by an individual member of the contractor workforce, the contractor shall immediately correct the situation at no additional cost to the Government. The employee shall be retrained or replaced and the contractor shall provide the Contracting Officer with periodic updates of steps taken to correct poor performance. Replacement employees shall meet all the qualifications required of their labor category.

5.4. Equipment: The government will not provide the following support/equipment: mobile telephone and office supplies.

5.5. Government Furnished Equipment: The Government will furnish the necessary facility requirements to maintain an office environment, including a workspace, NMCI computer and monitor, fax, telephone service, and documentation reproduction capabilities for work conducted on site in government spaces. Note that access to the Government computer's and network is contingent upon the individual's ability to obtain a Common Access Card (CAC) card and subject to the Department of the Navy restrictions on appropriate use of a Government computer and network.

5.6. Work Hours: Unless otherwise approved by the AT/FP Ashore PMO, contractor personnel shall be available during NAVFAC core business hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of Federal Government holidays. There are no restrictions on contractor working hours at the contractor's facility. Work schedules shall be coordinated with the AT/FP Ashore PMO.

5.7. Productive Direct Labor Hours: The contractor shall charge the Government only for "Productive Direct Labor Hours." "Productive Direct Labor Hours" are defined as those hours expended by contractor personnel in performing work under the task orders issued against this contract. Productive Direct Labor Hours does not include costs that are normally included as part of indirect costs, such as: sick leave, vacation, Government or contractor holidays, jury duty, military leave, etc. The Government will not pay for work that is not performed

due to unanticipated Government closures due to events such as earthquakes, hurricanes, snow storms, tornadoes, etc. It is anticipated that all of the contractor employees will be full time. A Full-time employee is defined as 80 hours/two weeks for exempt employees and 8 hours a day for non-exempt employees.

5.8. Government Holidays. The following Government holidays are normally observed by Government personnel: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation.

5.9. Payment for Unauthorized Work. No payments will be made for any unauthorized supplies and/or services or for any unauthorized changes to the work specified herein. This includes any services performed by the contractor of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

5.10. Contractor Personnel. The contractor shall be responsible for managing and overseeing the activities of all contractor personnel, as well as subcontractor efforts used in performance of this effort. The contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in this performance work statement. Resumes submitted for employees assigned to perform under this PWS that are considered key personnel shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

5.11. Maintaining Satisfactory Performance. The contractor's PM shall meet with the Contracting Officer and/or COR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government and/or contractor procedures. At these meetings, a mutual effort will be made to resolve and problems identified. Written minutes of these meetings shall be prepared by the contractor, signed by the contractor's designated representative, and furnished to the Government within 2 workdays of the subject meeting.

5.11.1. Program Manager. The contractor shall provide a PM to facilitate Government-contractor communications. The PM is considered key personnel and shall be the primary technical and managerial interface between the contractor and Contracting Officer. The name of this person, and an alternate or alternates, who shall act for the contractor when the PM is absent, shall be designated in writing to the Contracting Officer. The PM or alternate will have full authority to act for the contractor on all contract matters relating to daily operations. The PM or alternate must be available during normal duty hours, as specified herein and to meet with Government personnel within 24 hours to discuss issues.

5.11.2. Physical Security. The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the end of normal duty hours and/or after normal duty hours, all government facilities, equipment and materials must be secured.

5.12 Orientation Briefing. Within 10 days of award, the contractor shall conduct an orientation briefing for the Government. The Government does not want an elaborate orientation briefing nor does it expect the contractor to expend significant resources in preparation for this briefing. The intent of the briefing is to initiate the communication process between the Government and the contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives.

The Orientation Briefing will be held at NAVFAC EXWC, Port Hueneme, CA or another designated location or by teleconference, date and time to be mutually agreed upon by both parties.

The completion of this briefing will result in the following:

- a. Introduction of both contractor and Government personnel performing work under this contract; and
- b. The contractor will demonstrate confirmation of their understanding of the work to be accomplished under this PWS.

5.13 Contractor Interface. The contractor and/or subcontractors may be required as part of the performance of this effort to work with other contractors working for the Government. Such other contractors shall not direct this contractor or its subcontractors in any manner. Also, this contractor and/or its subcontractors shall not direct the work of such other contractors in any manner.

5.14. Security Requirements. This contract is unclassified, see paragraph 5.15, for requirements. The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this contract. Contractor personnel shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and government personnel work products, which are obtained or generated in the performance of this contract. Contractor personnel must obtain a favorable National Agency Check with Law and Credit (NACLC).

The performance of this contract may involve information up to Secret. Access to classified information is the responsibility of the Contractor. The Program Manager and FECTL positions shall be U.S. citizens and will be required to obtain and maintain a U.S. SECRET security clearance.

Obtaining visit requests, base access and security clearances is the responsibility of the Contractor. OCONUS site visits; country or theater clearance requirements apply and may require long lead times. Specific requirements can be found in the DoD Electronic Foreign Clearance Guide (eFCG): <https://www.fcg.pentagon.mil>.

Contractor shall submit clearance requests online via the Synchronized Pre-deployment and Operational Tracker (SPOT) system and Aircraft and Personnel Automated Clearance System (APACS) as required. DoD contractors planning to travel on official government business to certain locations may be required to register in SPOT and possess a SPOT-generated Letter of Authorization.

5.15. Trustworthiness Security – Navy Contract/Task Orders. Purpose: Reference is hereby made to Navy awarded contracts requiring Contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although this contract is not classified Contractor employees (except those identified in 5.14) are required to obtain a favorable NACLC. Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. A Contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, the Contractor shall provide acceptable substitute(s) for those personnel that are found unfavorable.

If the Contractor personnel currently have a favorably adjudicated NACLC, the Contractor will notify the Command Security Manager by providing a visit request for the contracting personnel. The Visit request must be submitted via Joint Personnel Adjudication System (JPAS) or by utilizing the OPNAV 5521/27 Visit Request Form if JPAS is not available. The visit request will be renewed annually or for the duration of the contract if less than one year.

If a favorable NACLC or equivalent investigation does not exist, the Contractor personnel will be required to complete an SF86 (NACLC), Questionnaire for National Security Positions.

No Foreign National shall be used for this Contract.

The NACLC is processed through the Command Security Manager. The Contractor shall provide the completed SF-86, two applicant fingerprint cards (FD 258), and Declaration for Federal Employment (OF 306) within 10 business days after contract award. The Security Manager will review the form for completeness, accuracy and

trustworthiness issues. The completed SF-86 along with required attachments will be forwarded to (OPM) who will conduct the NACLC.

The Department of the Navy Central Adjudication Facility will provide the completed investigation adjudication to the requesting Command Security Manager for the Trustworthiness determination.

5.16. Disclosure of Information. Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

The contractor agrees to assume responsibility for protecting the confidentiality of Government records and other records disclosed or made available to the contractor in connection with the performance of this contract, which is not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein. The contractor and all employees having access to information shall be required to execute a non-disclosure agreement and provide all original signatures to the orientation briefing identified in Section 5.13.

5.17. Transition. The PMO support contractor will maintain its existing staff on-site throughout the transition period. No additional staffing requirements are anticipated to complete the transition to the new PMO support contractor. The transition is expected to take up to 60 days to complete. Immediately prior to the transition, the incumbent will stand up its transition team in order to facilitate the activities necessary for successful transition. It is assumed that the new PMO support contractor will have its staff on site at the beginning of the transition period and will establish a similar team to work with incumbent to coordinate the contract's transition. It is also assumed that Government will provide adequate workspace for both contractors throughout the duration of the transition.

## 6 PLACES OF PERFORMANCE

Onsite work will be performed at NAVFAC HQ, AT/FP Ashore PMO, Washington, DC, or the applicable FEC/Region as follows:

- a. CNR Hawaii - Joint Base Pearl Harbor - Hickam
- b. CNR Mid-Atlantic - Naval Base Norfolk
- c. CNR Northwest - Naval Base Kitsap-Bangor
- d. CNR Southwest - Naval Station San Diego
- e. CNR Southeast - NAS Jacksonville
- f. CNR Europe Southwest Asia Africa - NSA Naples
- g. Commander Naval District Washington - Washington Navy Yard, DC
- h. Commander Fleet Activities Naval Base Yokosuka
- i. NAVFAC EXWC – Port Hueneme, CA

Travel may be required to conduct local and/or long distance trips in support of the requirements outlined in this PWS. For all trips, the points of departure are Washington, DC; Port Hueneme/Oxnard, CA; Yokosuka, Japan; Naples, Italy; Oahu, Hawaii; San Diego, CA; Seattle, WA; Norfolk, VA or Jacksonville, FL, unless otherwise required by the COR.

Additional Places of Performance may include, but are not limited to, the following locations:

CNR Hawaii – NAVSTA Pearl Harbor, HI  
CNR Mid-Atlantic – NAVSTA Norfolk, VA  
Commander Naval District Washington – Washington, DC  
CNR Northwest – NSB Bangor, WA  
CNR Southwest – NAVSTA San Diego, CA  
CNR Europe Southwest Asia Africa – Naval Support Activity (NSA) Naples  
NAS Jacksonville, FL  
Commander, Fleet Activities Yokosuka, Japan

CNR Mid-Atlantic – NAVSTA Norfolk includes:

NAB Little Creek  
NAS Oceana  
NAVSTA Norfolk  
NSB New London  
NSB Groton

Commander Naval District Washington includes:

NAS Patuxent River  
NSA South Potomac  
USNA Annapolis

CNR Northwest-NSB Bangor includes:

NAS Whidbey Island  
NAVSTA Bremerton (Including NSY Puget Sound)  
NAVSTA Everett

CNR Southeast – NAS Jacksonville includes:

NAF Key West  
NAVSTA Mayport  
NAVBASE Guantanamo Bay  
NSB Kings Bay

CNR Southwest-NAVSTA San Diego, CA includes:

NAS Lemoore  
NAVBASE Coronado  
NAVBASE Point Loma  
NAVBASE Ventura County  
NAVBASE San Diego  
NAWS China Lake  
NWS Seal Beach

CNR Europe Southwest Asia Africa-NSA Naples, Italy includes:

NSA Djibouti  
NSA Bahrain

FTEs assigned to perform in specific areas tasked in this PWS are not limited to performance in those areas alone, but may assist in other tasks with the concurrence and documentation from both the COR and the contractor's PM. New work requirements that may evolve outside the PWS through maturation or development of the program will be individually assessed for completion of work within the current scope or requirement for task order modification.

## 7 ORDERING PERIODS

This contract includes a base ordering period of 1 year from the date of contract award and 4 one-year option periods, which may be unilaterally exercised by the Government. All terms and conditions applicable to the base period shall extend to the options unless otherwise agreed upon in writing.

## 8 DELIVERABLES/DELIVERABLE SCHEDULE

In fulfillment of this effort, the contractor shall provide the following deliverables. All deliverables shall be submitted to the designated Government points of contact, unless otherwise agreed upon.

Unless otherwise specified, the Government will have a maximum of 10 workdays from the day the draft deliverable is received to review the document, provide comments back to the contractor, and approve or disapprove the deliverable(s). The contractor will also have a maximum of 10 workdays from the day Government comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be workdays unless otherwise specified.

Deliverables shall follow the contractor's format. Contractor shall provide one copy of the final deliverables in MS Office compatible electronic media on CD ROM in a required software format specified by the designated point of contact.

8.1 Communication Plan. Contractor shall provide a plan outlining the processes to be used by the contractor to assure effective and timely communication with its employees.

8.2 Monthly Status Report. Contractor shall document the efforts performed under this PWS in a detailed Monthly Status Report. The report shall be complete, accurate, clear, concise, edited, formatted, and submitted or before the 10th of each Month. The status report shall include, at a minimum:

- a. Progress for the period: detailed progress report of findings, activities and accomplishments during the reporting period, and summary of work accomplished during the reporting period and percent complete;
- b. Activities planned for the next reporting period: planned activities, as well as the status of any/all deliverables, including planned delivery date(s) and actual and/or anticipated delivery date(s);
- c. Problems encountered: identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems;
- d. Strategy revisions: recommended changes to include any lessons learned; and
- e. The expected date for completion.

8.3 Final Report. Contractor shall provide a final report, to the designated point of contact, at the conclusion of this contract. The report will summarize tasks accomplished, turnover of project files, unresolved ongoing projects and issues, objectives achieved, significant issues, problems and recommendations to improve the process in the future.

8.4 Contract Deliverable Table.

Reference	Milestone/Deliverable	Responsibility	Date
5.11	Meeting Minutes	Contractor	2 workdays after meeting
5.13	Orientation Briefing	Government/Contractor	10 workdays after award
8.1	Communication Plan	Contractor	5 workdays after award
8.2	Monthly Status Report	Contractor	10 <sup>th</sup> of each month
8.3	Final Report	Contractor	30 days prior to contract completion

8.5 Inspection and Acceptance Criteria. Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the designated point of contact. Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the contract.

8.6 General Performance Standards. General quality measures, as set forth below, will be applied to each work product received from the contractor under this PWS:

- a. Accuracy. Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- b. Clarity. Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
- c. Consistency to Requirements. All work products must satisfy the requirements of this PWS.

- d. File Editing. All text and diagrammatic files shall be editable by the Government.
- e. Format. Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- f. Timeliness. Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

## 9 QUALITY ASSURANCE

The Government designated point of contact will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the designated point of contact will not relieve the Contractor of the responsibility for complying with the requirements of this work statement.

Final approval and acceptance of documentation required herein shall be by written approval and acceptance by the designated point of contact. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

## 10 ADMINISTRATIVE CONSIDERATIONS

10.1. Correspondence. To promote timely and effective administration, correspondence shall be subject to the following procedures:

- a. Technical correspondence (technical issues relating to compliance with the requirements herein) shall be addressed to the designated point of contact with an information copy to the Contract Administrator (CA); and
- b. All other correspondence (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this PWS) shall be addressed to the CA with an information copy to the designated point of contact.

### 10.2. Government Points of Contact

#### 10.2.1. Administrative Contracting Officer

Name: Michael D. Thompson  
Address: NAVFAC EXWC, 1100 23<sup>rd</sup> Avenue, Port Hueneme, CA 93043-4301  
Phone: (805) 982-2565  
Email: michael.d.thompson4@navy.mil

#### 10.2.2. Contracting Officer's Representative (COR)

Name: Deb Albright  
Address: NAVFAC HQ, 1332 Patterson Avenue SE, Suite 1000, Washington Navy Yard, DC 20374-6056  
Phone: (202) 685-9355  
Email: Deborah.albright@navy.mil

#### 10.2.3 Designated Points of Contact

A list of additional points of contact will be provided to the contractor 10 days after award.

## 11 POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE

Final evaluations of contractor performance will be prepared on this effort in accordance with FAR Subpart 42.15. A final performance evaluation will be prepared, by the designated point of contact, at the time of completion of work for the basic contract and each task order issued above the threshold of \$1,000,000.00.

Final evaluations will be provided to the contractor as soon as practicable after completion of the evaluation. The contractor will be permitted to review the document and to submit additional information or a rebutting statement in accordance with FAR Subpart 42.15. Any disagreement between the parties regarding an evaluation will be referred to an individual one level above the Contracting Officer, whose decision will be final.

Copies of the evaluations, contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

## 12 PERSONNEL REQUIREMENTS

12.1 Key Personnel Definition/Designation. Certain skilled experienced professional and/or technical personnel are essential for accomplishing the work to be performed. These individuals are defined as "Key Personnel" and are those persons whose resumes were submitted and marked by the offer as "Key Personnel". No substitutions shall be made of accepted key personnel except for sudden illness or death, or termination of employment. Substitutions shall only be accepted if in compliance with "Substitution of Key Personnel" provision identified below.

12.2 Substitution of Key Personnel. All Contractor requests for approval of substitutions hereunder shall be submitted in writing to the designated point of contact and the Contracting Officer at least two weeks (14 calendar days) in advance of the effective date, whenever possible, and shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer necessary to approve or disapprove the proposed substitution.. The designated point of contact and the Contracting Officer will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing.

12.3 Key Personnel Designation. For the purpose of the overall performance of this effort, the Contractor's Program Manager, Engineer, Senior Program Analyst, Program Analysts, Lead FECTL, and FECTLs shall be designated as key personnel.

12.4 Additional Contractor Employee Requirements. Additional contractor employee requirements include:

- a. Valid driver's license;
- b. Strong communication skills in the English language, both written and oral;
- c. U.S. citizenship or resident alien. Proof of US Citizenship or resident alien card will be required with three years residency; and
- d. Ability to perform work in an office setting, with occasional visits to construction sites. Work involves moderate risks of discomforts that require adherence to safety precautions.

12.5 Access to NAVFAC EXWC and NAVFAC HQ: A Common Access Card (CAC) pass is required for base access. Contractors without a valid CAC will have to be escorted. Contractor personnel who require access to the NAVFAC HQ facility must obtain building access via the NAVFAC HQ Security Office. NAVFAC HQ civilian or military personnel may sponsor a contractor for a building access card.

Base access requirements and procedures may change during the term of a contract. The contractor shall comply with all changes, and such compliance shall not be grounds for a request for an equitable adjustment or other contract modification.

## 13 NMCARS 5237.102-90 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

This portion of section C applies to the basic contract and all delivery orders awarded under this contract.

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Naval Facilities Engineering and Expeditionary Warfare Center 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) S, Utilities ONLY;
- (5) 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>.

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

### INSTRUCTION TO OFFERORS

#### **L.1 INQUIRIES BY PROSPECTIVE OFFERORS**

Questions concerning any aspect of this solicitation shall be submitted via email to the Contract Specialist, Dyanne Van Der Kamp at [dyanne.vanderkamp@navy.mil](mailto:dyanne.vanderkamp@navy.mil) with copy to Michael Thompson at [michael.d.thompson4@navy.mil](mailto:michael.d.thompson4@navy.mil). Please submit questions by March 18, 2015, at 2:00 P.M. Pacific and allow 4-5 business days for responses. The questions should include the page number and paragraph number or identifier, which pertains to the offeror's question. The email must reference the solicitation number. All questions will be answered via written amendment to the solicitation.

#### **L.2 ORGANIZATION OF OFFER**

1. Organization and Content. Each offer shall contain all pertinent information in sufficient detail to conduct an effective evaluation. The information shall be organized as follows:

- a. Cover Letter. A letter containing the following:
  - i. Name and address of offeror;
  - ii. The name of the person or persons authorized to represent the offeror in contractual matters, including final negotiations; and
  - iii. The address and telephone number for the authorized representative of the offeror.
- b. SF 33
- c. Volume I - Technical Proposal
- d. Volume II – Price Proposal

The technical proposal must address the evaluation factors in Section M and include all required documentation outlined in Section L. The documentation shall be provided in volumes formatted as described below:

VOLUME	FACTOR	PAGE LIMITATION	TITLE
I	1	45	Key Personnel
I	2	N/A	Past Performance
I	3	2	Safety Narrative
II	4	N/A	Price Proposal

2. Each factor of the proposal shall be a separate PDF clearly marked as to volume number, title, copy number, solicitation identification, the offeror's name and technical factor. The cover letter, SF 33, Volume I, and Volume II shall be submitted as four (4) separate PDFs.
3. The proposal shall contain a detailed table of contents to outline the subparagraphs within that volume.
4. The proposal shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against page limitations.
5. Submission of the proposal shall be typewritten and shall be presented on Standard 8.5 x 11 inch page size, one-inch margins, single-spacing using not less than 12-point Times New Roman font print. Each section shall start on a new page; pages shall be sequentially numbered and identified with the name of the offeror and the RFP number. Pages submitted that exceed the limits in the chart above will not be considered in the evaluation. The cover letter, blank pages, tables of contents, glossaries, and indexes are not considered a "page" for page limit purposes.

### L.3 PREPARATION OF OFFERS

For the purposes of this request for proposal, the terms "offeror", "contractor", and "Prime Contractor" are used synonymously. These instructions provide guidance to the offeror in preparing the proposal and describe the approach for development and presentation of the proposed data in response to this solicitation.

1. Offerors are expected to examine and comply with all instructions. Failure to do so will be at the Offerors risk and may cause the proposal to be eliminated to be considered for award. Alternate proposals are not allowed and will not be considered or evaluated by the Government.
2. Each Offeror shall furnish the information required by the solicitation. The Offeror shall sign the offer and print or type its name on the Schedule and each continuation sheet on which it makes an entry. **THE PERSON SIGNING THE OFFER MUST INITIAL ERASURES OR OTHER CHANGES.** Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
3. Each volume shall be marked with the name of the prime proposer, the solicitation number, and the date and time specified for receipt of proposals. Offers not received at the email address shown in paragraph L.4 on or before the hour and date set forth for receipt of proposals shall be subject to the provisions of FAR 52.215-1, INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION (JAN 2004).
4. To aid in evaluation, proposals shall be clearly and precisely written as well as neat, indexed, and/or cross-referenced, if appropriate, and logically assembled consistent with the selection criteria.
5. Unclassified proposals are required.
6. Legible tables, charts, graphs, diagrams, schematics and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, design drawings, and plans. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inches in size. **The 11 x 17 inch page size shall only be used for large tables, charts, graphs, diagrams and schematics, not for pages of text.** For tables, charts, graphs and figures, the font shall be no smaller than 12 point Times New Roman. Design drawings may be in offeror's format,

provided standard commercial policies and practices are followed. All information (except documentation numbers, classification markings, and page numbers) shall be contained within an image area of 9 x 15-1/2 inches.

7. The contractor's response shall be in the English language.

#### **L.4 SUBMISSION OF OFFERS**

The proposals shall be submitted electronically to [dyanne.vanderkamp@navy.mil](mailto:dyanne.vanderkamp@navy.mil). Multiple emails may be necessary due to file size limitations. Confirm receipt of your proposal. Proposals not received on or before the hour and date set forth for receipt of proposals shall be subject to the provisions of 52.215-1 INSTRUCTIONS TO OFFERORS-- COMPETITIVE ACQUISITION (JAN 2004). Modifications, amendments, or withdrawal of proposals should also be submitted to the above email address.

#### **L.5 EVALUATION METHODOLOGY FOR SUBMISSION OF PROPOSALS**

1. Non-Cost/Price Factors and Price: Non-Cost/Price and Price will be evaluated as set forth in Section M of this solicitation and includes the following evaluation factors for award:

A. Non-Cost/Price Factors:

Factor 1 – Key Personnel

Factor 2 – Safety

Factor 3 – Past Performance

B. Factor 4- Price

2. In order to be properly evaluated against the criteria set forth in Section M, Offerors are required to prepare and submit offers/proposals to address the evaluation criteria, as follows:

(1) **Factor 1, Key Personnel:** Submit resumes for the individuals proposed to fill each of the Key Personnel positions listed in the solicitation. Offerors may also submit a summary narrative to accompany the Key Personnel resumes. The summary narrative is included in the page limit. If subcontractors are to be used to fill any of the Key Personnel positions, resumes shall be included with the present company affiliation clearly identified. Each resume shall not exceed three pages in length. Each resume shall include, at a minimum: the individual's job title; relevant work experience, education and qualifications; contract numbers of any work experience performed under Government contract, if available; references with current email addresses and phone numbers; and state whether the individual is presently employed with the Offeror, a proposed subcontractor, or whether they are proposed under a "Letter of Intent". The Offeror shall certify that the proposed personnel shall be available within two weeks of notice to proceed. The Offeror is required to submit a current, signed "Letter of Intent" for all personnel that are contingent hires and whose resumes are submitted as part of the proposal. The "Letter of Intent" must be signed by the company and the employee and is not included in the page limit. The meaning of "current" as used in this factor is defined as within 30 days prior to submission of proposal. A "Letter of Intent" that states that personnel working on other contracts in various global locations are willing and ready to support the contract is acceptable. The work history of each Key Personnel must contain experience on work performed for like, or similar, requirements to that described in the PWS and the depth of relevant experience in years. All key personnel must be available full-time.

(2) **Factor 2, Safety:** For a partnership or joint venture, the following submittal requirements are required for each contractor who is part of the partnership or joint venture; however, only one subcontracting safety narrative is required. EMR and DART Rates shall not be submitted for subcontractors.

(a) Experience Modification Rate (EMR)

For the three previous complete calendar years, submit your EMR (which compares your company's annual losses in insurance claims against its policy premiums over a three year period). If you have no EMR, affirmatively state so,

and explain why. You may address any extenuating circumstances that affected your EMR subject to the two page limit applicable to this factor.

(b) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate

For the three previous complete calendar years, submit your OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate, as defined by the U.S. Department of Labor, Occupational Safety and Health Administration. If you do not have an OSHA DART Rate, affirmatively state so, and explain why. You may address any extenuating circumstances that affected your OSHA DART Rate subject to the two page limit applicable to this factor.

(c) Subcontracting Safety Narrative

Describe the plan that the Offeror will implement to evaluate the safety performance of potential subcontractors, as a part of the subcontractor selection process. Also describe any innovative methods that the Offeror will employ to ensure subcontractors apply safe work practices and to monitor subcontractor safety performance. All information submitted under this factor including the Subcontracting Safety Narrative is limited to two pages.

(3) **Factor 3, Past Performance:** Offerors may submit materials on up to five contracts that demonstrate the offeror's ability to successfully deliver services that are similar to the work described in the performance work statement. If proposing a Joint Venture (JV), contracts from any offeror that is part of the JV may satisfy this submittal requirement. Offerors may submit contracts from key subcontractors for this factor, provided that offeror submits a binding instrument stating that the subcontractor will be utilized on the contract should an award be made to the offeror. Offerors may not submit contracts in which they were a subcontractor unless the offeror can clearly delineate the tasks and quality of work performed by the offeror for said contract. For each contract, there are two submittal requirements: (1) past performance evaluation forms; and (2) a narrative statement.

(a) Past Performance Evaluation Forms

For each contract, the offeror must submit a completed Contractor Performance Assessment Reporting System (CPARS) evaluation or a Past Performance Questionnaire (PPQ). If a completed CPARS evaluation is available on the CPARS website for the contract, the offeror must submit the CPARS evaluation for the contract. If there is not a completed CPARS evaluation for the contract, a PPQ must be submitted. A PPQ form is included as an attachment to the solicitation. Offerors must submit the PPQ form to the client for completion. Offerors should take care to ensure correct phone numbers and email addresses are provided for the client point of contact on the PPQs. Offerors should follow-up with clients/references to ensure timely submittal of the questionnaires. If the offeror is unable to obtain a completed PPQ from a client for a contract before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ which will provide contract and client information. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Dyanne Van Der Kamp via email at [dyanne.vanderkamp@navy.mil](mailto:dyanne.vanderkamp@navy.mil) prior to proposal closing date. An offeror should not submit a PPQ when a completed CPARS evaluation is available.

The Government will only consider recent past performance. Recent is defined as contracts completed no more than five years from the posting date of this RFP. In other words, contracts which were completed more than five years before the posting of this RFP will not be evaluated.

The requirement to submit these forms cannot be satisfied by directing the Government to consider forms or information submitted on other procurements. The Government may utilize previously submitted PPQ information or any other information available in the past performance evaluation.

(b) Narrative Statement

Offerors must submit a statement for each contract submitted that provides an overview of each contract and how the contract is relevant to the work described in the performance work statement of this solicitation. The statement for each contract may not exceed one page.

(4) **Factor 4, Price:** The Contracting Officer has determined that certified cost or pricing data is not required for this solicitation. If, after receipt of proposals, the Contracting Officer determines that there is insufficient

information available to determine price reasonableness, the Contracting Officer may require data other than cost or pricing data in accordance with FAR 15.403-1(b) and 15.403-3(a) or certified cost or pricing data in accordance with FAR 15.403-4.

Offerors shall submit the following information for this factor:

(a) Cover Letter

(b) Compensation Plan

The Offerors shall submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. Supporting information shall include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure. Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(c) Completed Schedule of Total Estimated Price (See Attachment J-2 of the Solicitation)

Offerors shall submit with their price proposal a completed Schedule of Total Estimated Price, Attachment J-2. Attachment J-2 consists of two parts: Total Estimated Price by IDIQ CLIN and Total Estimated Price. Instructions for each section are as follows:

SCHEDULE OF TOTAL ESTIMATED PRICE BY IDIQ CLIN

Offerors shall complete and submit a separate schedule by CLIN (totaling 10 schedules) for all associated costs for each CLIN.

Offerors are instructed not to modify or submit alternate costs for the Other Direct Costs (ODCs) in the FFP CLINs 0002, 0004, 0006, 0008 and 0010. Offerors shall propose markup and profit rates applicable to the ODCs in the FFP CLINs 0002, 0004, 0006, 0008, and 0010. Offerors are instructed to use and incorporate the Government provided estimated ODCs with markup and profit applied into their completed Schedule of Total Estimated Price. Upon award, Offeror proposed markup and profit rates shall be binding as not-to-exceed rates on future FFP task orders.

For the FFP CLINs 0001, 0003, 0005, 0007, and 0009, Offerors are instructed to provide fully priced labor rates (inclusive of profit and any associated markups) for all labor categories. Upon award, Offeror proposed fully priced labor rates shall be binding as not-to-exceed rates on future FFP task orders. Offerors shall use the Government-provided labor categories and labor hours.

Annual Labor Hours by Labor Category - As indicated above, the offeror shall use the following Government estimated annual labor hours and labor categories on the FFP CLINs 0001, 0003, 0005, 0007, and 0009:

Labor Category	Base Year Hours	Option 1 Hours	Option 2 Hours	Option 3 Hours	Option 4 Hours
Program Manager – Washington, D.C.	1,920	1,920	1,920	1,920	1,920
Lead FECTL – Washington, D.C.	1,920	1,920	1,920	1,920	1,920
FECTL – Jacksonville, FL	1,920	1,920	1,920	1,920	1,920
FECTL – Norfolk, VA	1,920	1,920	1,920	1,920	1,920
FECTL – Kitsap-Bangor, WA	1,920	1,920	1,920	1,920	1,920
FECTL – Naples, Italy	1,920	1,920	1,920	1,920	1,920
FECTL – Yokosuka, Japan	1,920	1,920	1,920	1,920	1,920
FECTL – San Diego, CA	1,920	1,920	1,920	1,920	1,920
FECTL – Pearl Harbor, HI	1,920	1,920	1,920	1,920	1,920
Senior Program Analyst – Washington, D.C.	1,920	1,920	1,920	1,920	1,920
Program Analyst – Washington, D.C.	1,920	1,920	1,920	1,920	1,920
Program Analyst – Washington, D.C.	1,920	1,920	1,920	1,920	1,920

Program Analyst – Port Hueneme, CA	1,920	1,920	1,920	1,920	1,920
Engineer – Washington, D.C.	1,920	1,920	1,920	1,920	1,920
Total Level of Effort	26,880	26,880	26,880	26,880	26,880

**Other Direct Costs (ODCs)** - As indicated above, offerors shall use the following Government estimated annual ODCs on the FFP CLINs 0002, 0004, 0006, 0008, and 0010:

ODCs: Materials and Travel	Base Year	Option 1	Option 2	Option 3	Option 4
	\$288,238	\$294,003	\$299,883	\$305,880	\$311,998

**Markup** - The Offeror shall propose a markup rate to develop and prepare the Schedule of Total Estimated Price. The markup rate is applicable to ODCs only, including materials, travel, training, vehicles, fuel, and other pre-approved miscellaneous costs. The markup rate should include general and administrative expense and any other indirect rates. Do not include profit in the markup rate. Profit shall be proposed separately as instructed below. Upon award, Offeror proposed markup rates shall be binding as not-to-exceed rates on future FFP task orders.

**Profit** - The Offeror shall propose a profit rate to develop and prepare the Schedule of Total Estimated Price. The profit rate is applicable to ODCs only, including materials, travel, training, vehicles, fuel, and other pre-approved miscellaneous costs. Upon award, Offeror proposed profit rates shall be binding as not-to-exceed rates on future FFP task orders.

#### SCHEDULE OF TOTAL ESTIMATED PRICE

Offerors must also submit a separate schedule that provides the total IDIQ price. All elements of price shown on the Total Estimated Price schedule must be consistent with the separate IDIQ schedules.

Offerors may use their own format for the Schedule of Total Estimated Price, if (i) use of the Government's preferred format will cause an unreasonable burden on resources and (ii) the Offeror's format provides in substance the same level of detail and information reflected on the Government's pricing format.

(End of Summary of Changes)