

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   7
2. AMENDMENT/MODIFICATION NO. 0007	3. EFFECTIVE DATE 24-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 Section 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  _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  24-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 5

**QUESTION #1:** We understand the question period has closed. But would you please provide clarification in relation to Amendment 5 Page 17 Section Section L.2.1.1 and L.2.1.2? Section L.2.1.2 shows four factors - Factors 1-4 - Key Personnel, Past Performance, Safety, and Price Proposal - respectively. While Section L.2.1.2 states: "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." We are not certain how we provide each "factor" in a separate PDF (total of four) and in addition the cover letter, SF 33, Volume I and Volume II as separate PDFs and still meet: "The cover letter, SF 33, Volume I, and Volume II shall be submitted as four (4) separate PDFs." requirement. It would seem that if three of the four factors together which comprise Volume I were submitted as separate PDFs and also a PDF each for a cover letter, SF 33, and Volume II (with separate cover letter incorporated into Volume II) that we would be required to submit a total of six (6) PDFs and potentially one separate Excel file for Attachment J2 yielding a total of seven (7) submitted files. Would you please clarify?

**RESPONSE:** Section L.2 has been updated to clarify as follows: "Each factor of the proposal shall be clearly marked as to volume number, factor number, title, copy number, solicitation number, and the offeror's name. The cover letter, SF 33, Volume I, and Volume II shall be submitted as four (4) separate PDFs. Offerors are required to submit a separate cover letter for each volume. The cover letter for Volume I shall be submitted as a separate PDF; the cover letter for Volume II shall be incorporated into the PDF for Volume II in addition to the Compensation Plan and Completed Schedule of Total Estimated Price. Offerors are permitted to submit Attachment J-2 in Excel format in addition to the PDF format for Volume II." In effect, the PDF for Volume I will contain Factors 1 through 3. A separate PDF is required for each volume, not each factor.

## 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
  - i. Cover Letter
  - ii. Compensation Plan
  - iii. Completed Schedule of Total Estimated Price (See Attachment J-2 of the Solicitation)

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 clearly marked as to volume number, factor number, title, copy number, solicitation number, and the offeror's name. The cover letter, SF 33, Volume I, and Volume II shall be submitted as four (4) separate PDFs. Offerors are required to submit a separate cover letter for each volume. The cover letter for Volume I shall be submitted as a separate PDF; the cover letter for Volume II shall be incorporated into the PDF for Volume II in addition to the Compensation Plan and Completed Schedule of Total Estimated Price. Offerors are permitted to submit Attachment J-2 in Excel format in addition to the PDF format for Volume II.
3. The proposal shall contain a detailed table of contents to outline the subparagraphs within that volume. Only one table of contents is required. The table of contents shall be submitted in sequence after the cover sheet for Volume I.
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. Only one glossary is required. The glossary shall be submitted in sequence after the cover sheet and table of contents for Volume I.
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)