

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE U	PAGE OF PAGES 1   22
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 14-Dec-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. N39430-16-R-1802	
		X	9B. DATED (SEE ITEM 11) 12-Nov-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 the amendment is to: 1) Provide Government responses to Offerors questions; and 2) Revise sections of the solicitation as necessary.  Other questions submitted prior to the date of this amendment are pending. Responses to these questions will be reflected in a subsequent amendment.  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  14-Dec-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:

AMENDMENT 0002

<b>ESTS Q&amp;A 2</b>			
<b>Questions &amp; Answers</b>			
	<b>Page #</b>	<b>Section Number and Title</b>	<b>Question &amp; Answer</b>
<b>Q29</b>	27, 76, 82	Section H.7 Key Personnel & Section L. Key Personnel	<b>Question:</b> Section H.7 page 27 and Section L.4.(2) page 76 specifies Corporate Health and Safety Officer (or Equivalent) as key personnel, however, Section L.4.(6)(e)(iii) page 82 specifies in the cost submittal requirement that pricing be provided for a Health and Safety Specialist and not a Corporate Health and Safety Officer. Since the minimum qualifications more closely match a Health and Safety Specialist, can the government clarify if the key position should be a Health and Safety Specialist or a Corporate Health and Safety Officer. If the key position is intended for a Corporate Health and Safety Officer will a labor rate for this Key employee be required?
			<b>Answer:</b> Section L.2(2), Section L.4(2), and Section H.7 have been revised to remove the Corporate Health and Safety Officer as Key Personnel. The Health and Safety Specialist on Attachment J-8 will remain, but the position is not considered Key Personnel.
<b>Q30</b>	27, 28	Section H.7 Key Personnel	<b>Question:</b> Can additional relevant work experience and specialized credentials relevant to the area of expertise be used in lieu of an advanced degree? For example, relevant expertise required for the MRP can be gained through the U.S. Naval School for Explosive Ordnance Disposal (EOD) as defined in DDESB TP-18.
			<b>Answer:</b> An additional ten years of relevant work experience and appropriate specialized credentials relevant to the area of expertise shall be considered equivalent to an advanced degree. Section H.7 has been revised to include this language.
<b>Q31</b>	76; 82 and Attachment J-8	Section L.4(2)(i)a Key Personnel table; Section L.4(6)(e)(iii) Cost	<b>Question:</b> Is the "Corporate Health and Safety Officer" Key Personnel Position the same as the "Health and Safety Specialist" labor category included in the cost volume and Attachment J-8?
			<b>Answer:</b> Section L.2(2), Section L.4(2), and Section H.7 have been revised to remove the Corporate Health and Safety Officer as Key Personnel. The Health and Safety Specialist on Attachment J-8 will remain, but the position is not considered Key Personnel.
<b>Q32</b>	79	Section L.4(5)i. Past Performance	<b>Question:</b> Under Section L; L.4 Submittal Requirements for Each Factor; (5) Factor 5, Past Performance; i. Solicitation Requirements (pg. 79): Please confirm that the statement, "The Offeror should also include performance recognition documents received within the last three years..., and any other forms of performance recognition," allows the proposer to submit additional performance recognition documentation beyond the relevant projects submitted in Attachment J-1 "Project Data Sheet" and Attachment J-2 "IDIQ Contract Data Sheet," under Factor 1, Corporate Experience.

			<b>Answer:</b> Confirmed.
<b>Q33</b>	26	H.7 Key Personnel Attachment J-8	<b>Question:</b> The RFP lists a Corporate Health and Safety Officer as a Key Personnel in two separate places on page 27. Attachment J-8 lists a Health & Safety Specialist as a Key Personnel. Will the Government please clarify which title is correct?
			<b>Answer:</b> Section L.2(2), Section L.4(2), and Section H.7 have been revised to remove the Corporate Health and Safety Officer as Key Personnel. The Health and Safety Specialist on Attachment J-8 will remain, but the position is not considered Key Personnel.
<b>Q34</b>	27	H.7 Key Personnel	<b>Question:</b> The requirements of the program manager state they may be an engineer or scientist but then requires the individual to be a licensed Professional Engineer or Geologist. Most scientists will not meet this requirement. Can a qualified candidate with science degrees, who are not Professional Engineers or Geologist, satisfy the Program Manager qualifications?
			<b>Answer:</b> Refer to the revisions in Section H.7.
<b>Q35</b>	82	L.4 Factor 6 Cost: Basis of Estimate Narrative for Rates and Factors Proposed for the IDIQ Contract, Direct Labor Costs	<b>Question:</b> Per RFP, "Some labor categories may be subject to the Service Contract Act. For pricing purposes, utilize WD 05-2071 for determining minimum wage requirements for applicable labor categories." Will the Government please confirm which RFP categories they consider to be subject to SCA?
			<b>Answer:</b> Clause 52.222-42 in Section I has been revised to indicate the RFP labor categories that are subject to SCA. Additionally, Section L.4 Factor 6 Cost has been revised for clarification.
<b>Q36</b>	82	L.4 Factor 6 Cost: Basis of Estimate Narrative for Rates and Factors Proposed for the IDIQ Contract, Direct Labor Costs	<b>Question:</b> Per RFP, "Some labor categories may be subject to the Service Contract Act. For pricing purposes, utilize WD 05-2071 for determining minimum wage requirements for applicable labor categories." To maintain an even playing field amongst offerors, will the Government clarify how the SCA categories or Occupation Codes under WD 05-2071 are mapped to RFP labor categories?
			<b>Answer:</b> The Government will not map the WD 05-2071 to the RFP labor categories. The Government is aware that some firms may use different job titles, or varying levels within a job title, for personnel that essentially perform the same job function. The Government will not dictate the level of qualification required for non-key personnel since it is at the firm's discretion to select those individuals to fulfill the required functions.
<b>Q37</b>	N/A	N3943016R1802 J_Attachments_ESTS	<b>Question:</b> Is it permissible to remove the notes and comments found in the referenced Attachments that are there solely to provide additional direction to assist with filling out the forms?
			<b>Answer:</b> Yes.
<b>Q38</b>	77	L.4.(4) Subfactor 4.A.i Solicitation Submittal Requirements	<b>Question:</b> If SF1420 and DD2626 performance evaluation ratings are not available for projects referenced under Factor 5, Past Performance because they were not construction projects, should CPARs ratings of Small Business usage be included in its place if available?
			<b>Answer:</b> Yes.
<b>Q39</b>	N/A	Attachment J-5 (Small Business Subcontracting Plan)	<b>Question:</b> Section L.4(6-Factor 6 Cost).e.iii.6 as well as Attachment J-8 (Summary Schedule), includes assumed values for Subcontract(s) of \$3M per year or \$15M for the contract. With respect to Attachment J-5 (Small Business Subcontracting Plan), are offers allowed to assume a total small business subcontracting value that is different than the \$15M assumed in

			Attachment j-8?
			<b>Answer: Yes.</b>

**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

The following have been modified:

SECTION H

**H.1 HOLIDAYS**

(a) All or a portion of the effort under this contract will be performed on a Government installation. Listed below are the holidays observed by the Federal Government. The Contractor will not be allowed to work on the Government installation on these days.

<u>NAME OF HOLIDAY</u>	<u>TIME OF OBSERVANCE</u>
New Year's Day	1 January
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

(b) In the event any of the above holidays occur on Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

(c) If the Contractor is prevented from performance as the resulting of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the contractor's accounting practices.

**H.2 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS**

If performance of any work under this contract is required at a Naval facility, the Contractor shall contact the Navy Occupational Safety and Health Office prior to performance of work at ANY Navy facility.

Contractors are responsible for following all safety and health related State and Federal statues and corresponding State, Federal, and/or Navy regulations protecting the environment, contractor employees, and persons who live and work in and around contractor and/or federal facilities.

Contractor shall monitor their employees and ensure that they are following all safety regulations particular to the work area. Contractor shall ensure that their employees (a) wear appropriate safety equipment and clothing; (b) are familiar with all relevant emergency procedures should an accident occur, (c) have access to a telephone and telephone number, to include emergency telephone numbers, for the facility when work is performed.

### **H.3 GOVERNMENT FURNISHED/CONTRACTOR ACQUIRED PROPERTY**

In accordance with FAR 52.245-1, the Government may furnish to the Contractor or direct the Contractor to purchase for use in connection with this contract, various properties to be identified on the individual contract task orders. Each contract task order, as applicable, will identify the property, quantity, original or estimated acquisition value, and place of delivery.

### **H.4 LIABILITY INSURANCE**

Within fifteen (15) days after award of this contract, the Contractor shall furnish the Contracting Officer a Certificate of Insurance as evidence of the existence of the following required insurance coverage in amounts not less than the amount specified below in accordance with the FAR clause “52.228-7 – Insurance – Liability to Third Persons” (FAR 52.228-7, incorporated by reference in Section I) and shall be maintained in the minimum amount shown:

(a) *Workers’ compensation and employer’s liability.* Contractor shall comply with applicable Federal and State workers’ compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer’s liability section of the insurance policy, except when contract operations are so commingled with a contractor’s commercial operations that it would not be practical to require this coverage. Employer’s liability coverage of at least \$100,000 shall be maintained, except in States with exclusive or monopolistic funds that do not permit workers’ compensation to be written by private carriers.

(b) *General liability.*

(1) Contractor shall maintain bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

(c) *Automobile liability.* Contractor shall maintain automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

### **H.5 IDEMNIFICATION**

As of the date of contract execution, the Contractor will not be indemnified for third party liability. If the Navy changes its policy to indemnify Contractors for third party liability on hazardous waste contracts of this type, such policy will apply to this contract. An equitable adjustment shall be negotiated in exchange for the inclusion of such indemnification.

### **H.6 WAGE DETERMINATIONS, MINIMUM WAGE RATES FOR INDIVIDUAL TASK ORDERS**

The various locations, where the work will be performed, are unknown at this time. Therefore, minimum wage rates have not been requested from the Department of Labor (DOL) for incorporation into the contract at the time of award. A Wage Determination will be incorporated into each Individual Task Order as required under the Service Contract Act. The minimum wages to be paid for work performed under the Individual Task Order will be as required for that locale. Either a Wage Determination, or the DOL Area Wage Determination, for a given locale will be incorporated into the Individual Task Order.

### **H.7 KEY PERSONNEL**

a. The key personnel listed in paragraph b below are considered to be critical to the successful performance of this contract. Prior to replacing any of these key personnel, the Contractor shall obtain written consent from the Contracting Officer. In order to obtain this consent, the Contractor must provide advance notice of the proposed changes and must provide a complete resume that demonstrates that the qualifications of the proposed

substitute personnel are equivalent to or better than the minimum key personnel qualifications described in paragraph c below.

b. Key Personnel List:

<u>NAME</u>	<u>POSITION</u>
	Program Manager (or Equivalent)
	Sr. Project Engineer/Manager (or Equivalent)
	Sr. Technical Advisor (or Equivalent)

(This list shall be negotiated by the parties. Personnel identified as key individuals in the Offeror's proposal shall be candidates for this list; however, it is not intended that all proposed key individuals be considered as key personnel and subject to the requirements of this clause.)

c. Minimum Key Personnel Qualifications: Key personnel shall meet the minimum qualifications indicated below:

\*NOTE: An additional ten years of relevant work experience and appropriate specialized credentials relevant to the area of expertise shall be considered equivalent to an advanced degree.

**Program Manager:**

Responsibilities (not a qualification requirement) include: managing all Contract Task Orders (CTOs); monitoring and controlling project costs and quality control; assigning personnel consistent with contract requirements; understanding and assuring compliance with Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Toxic Substances Control Act (TSCA), Safe Drinking Water Act (SDWA), Clean Water Act (CWA), and Clean Air Act (CAA) regulations; and performing as the Contractor's chief representative.

Education: Doctorate or Master's degree in the field of engineering or science from a U.S. accredited college or university.

Work Experience: Minimum ten years functioning as a Program Manager with duties relevant to those described above.

Other Credentials: In addition, if the qualified individual for this position is an engineer or geologist they must demonstrate professional registration in their field with a minimum of six years of experience working with innovative technologies, environmental restoration studies, and remedial action projects.

\*Note: The six years of experience working with innovative technologies, environmental restoration studies, and remedial action projects may overlap with the ten years of experience as a Program Manager.

**Senior Project Engineer/Manager:**

Responsibilities (not a qualification requirement) include: ensuring that elements of project plans and specifications can be implemented within schedule and budget; recommending and justifying change orders; developing or modifying work; coordinating Subcontractor's work; and complying with normal health and safety procedures.

Education: Bachelor's degree in the field of engineering, science, or construction management from a U.S. accredited college or university.

Work Experience: Minimum ten years of experience, which includes six years of construction management experience or actual worksite project management experience and four years of experience in managing remedial action projects where some innovative technologies have been implemented.

Other credentials: None.

**Senior Technical Advisor:**

Responsibilities (not a qualification requirement) include: consulting with the Program Manager and Senior Project Engineer/Manager on scientific issues related to innovative environmental technologies.

Education: Master's degree in field of engineering or science from a U.S. accredited college or university

Work Experience: Minimum of ten years' experience working with environmental restoration projects that included some direct experience utilizing innovative technologies.

Other Credentials: None

**H.8 TASK ORDER LIMITATION OF COST/FUNDS**

In accordance with the FAR Clause 52.232-20 "Limitation of Cost", the Government shall not be obligated to reimburse the Contractor for work performed, items delivered, or any costs incurred under orders issued under the resultant contract, except as authorized by the Contracting Officer. The cost factors utilized in determining the estimated costs under any order placed hereunder shall be the applicable rates current at the time of issuance of the Task Order, not to exceed, however, any ceilings established by the terms of this contract.

If at any time 75% of the estimated cost specified in the Task Order is reached and it appears that additional funds and/or additional effort is required to complete performance, the Contractor shall promptly notify Ordering Officer in writing. Such notification shall include the cost and level of effort expended and that which will be required to complete performance. The Government shall have the right to modify the Task Order accordingly.

If the Contractor exceeds the estimated costs authorized by Task Order placed hereunder, the Government will be responsible only for reimbursement of the costs and payment of fee in an amount up to that established by the Task Order.

The total amount of all Task Orders issued shall not exceed the estimated costs and fee set forth in this contract.

**H.9 NMCARS 5237.102-90 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)**

This language incorporated into Section H applies to the basic contract and all delivery orders awarded under this contract on or after 1 OCT 2012.

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract **for the NAVFAC EXWC N39430** 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>.

**H.10 INDIRECT EXPENSE RATE CEILING**

*(The Government may require the below special clause to be included in the basic contract to negotiate and establish an equitable ceiling covering the prospective awardee’s proposed and final indirect cost rates)*

As part of the terms and conditions of this task order, the Contractor shall not bill in excess of the following capped rates and shall not request additional funds solely to cover higher final indirect expense rates.

Schedule of  
Indirect Expense Rate Ceilings

	Fiscal Year 20__	Fiscal Year 20__	Fiscal Year 20__	Fiscal Year 20__	Fiscal Year 20__
<i>Name of the Indirect Expense</i>	%	%	%	%	%
<i>Name of the Indirect Expense</i>	%	%	%	%	%
<i>Name of the Indirect Expense</i>	%	%	%	%	%
<i>Name of the Indirect Expense</i>	%	%	%	%	%
<i>Name of the Indirect Expense</i>	%	%	%	%	%

*(Schedule to be completed prior to award, if applicable)*

The Government will not be obligated to pay any additional amount should the final indirect expense rates exceed the above negotiated ceiling rates, and in the event the final indirect expense rates are less than the above specified negotiated ceiling rates, the negotiated rates will be reduced to conform with the lower rate. Any indirect expenses incurred by the Contractor in excess of the above capped rates are determined unallowable by the Contracting Officer under this task order. All costs directly associated with these unallowable costs are also unallowable. In accordance with FAR 31.201-6, these costs shall be excluded from any billing, claim, or proposal applicable to individual task order(s).

**SECTION I - CONTRACT CLAUSES**

The following have been modified:

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:  
It is not a Wage Determination*

**Employee Class**

**Monetary Wage -- Fringe Benefits**

Technician/Environmental Technician (GS-7)	\$16.61 – \$4.27
Administrative Support/Admin Assistant (GS-7)	\$16.61 – \$4.27
Graphics/Graphic Artist (GS-9)	\$20.32 – \$4.27
Editor/Technical Writer II (GS-9)	\$20.32 – \$4.27

(End of Clause)

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

The following have been modified:

### SECTION L

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

Questions concerning any aspect of this solicitation shall be submitted via electronic mail to Elizabeth.Corder@navy.mil and Geralyn.Castro@navy.mil using the following in the email subject line: **N39430-16-R-1802 ESTS Questions**. Please submit questions by December 09, 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. All questions will be answered via written amendment to the solicitation.

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

(1) Organization. The 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. Standard Form 33, Solicitation, Offer, and Award and all its Amendments in Standard Form 30
- c. Confirmation of VETS-4212 report(s) filing
- d. Requirements of Section K
- e. Volume I – Technical Proposal
- f. Volume II – Price Proposal

(2) Content.

- a. Each volume of the proposal shall be separately bound in a three-ring loose-leaf binder that shall permit the volume to lie flat when open. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to volume number, title, copy number, solicitation identification and the Offeror's name.
- b. The technical proposal should address the evaluation factors in Section M and include all of the required documentation outlined in Section L. The documentation should be provided in volumes that are formatted as described below:

VOLUME/TAB	FACTOR	MAX NO. OF PAGES	TITLE
I	1	40	Corporate Experience
I	2	27	Key Personnel
I	3	3	Safety
I	4	-	Small Business Utilization
I	5	-	Past Performance
II	6	-	Cost

Each section shall start on a new page and pages shall be sequentially numbered and identified with the name of the Proposer and the RFP number. The Cover Letter, blank pages, tables of contents, and indexes are not considered a "page" for purposes of the above page limits. **No cost information shall be contained in your technical proposal.**

- c. Each volume shall contain a detailed table of contents to outline the subparagraphs within that volume. Tab indexing shall be used to identify sections.
- d. Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against page limitations.
- e. The proposal shall be typewritten, and shall be presented on Standard 8.5 x 11 inch paper, one-inch margins, single-spacing using 10-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 which exceed the limits in the chart above will not be considered in the evaluation. The Cover Letter, blank pages, table of contents, glossaries, and indexes are not considered a "page" for page limit purposes. The font requirement for tables and graphics may be either Times New Roman or Calibri, but must be no less than font size 10. Offerors may only submit 11x17 page foldouts in lieu of 8.5 x 11 pages to accommodate graphics and tables.
- f. A copy of the Standard Form 33, "Solicitation, Offer, and Award," with blocks 12 through 18 completed, signed by an authorized representative of your company by the closing date and time indicated on the face page of the RFP, shall be included with the proposal.
- g. A copy of the email confirmation of VETS-4212 report(s) filing at [www.dol.gov/vets/vets4212.htm](http://www.dol.gov/vets/vets4212.htm), as required by regulation (41 CFR Part 61-300). Upon the successful submission of a VETS-4212 report(s), federal contractors will receive an email confirmation of receipt notification for their records. These confirmation notifications will be used as verification of submission by the Contracting Officer. A copy of a submitted report is NOT required to suffice for a confirmation / validation of submission.
- h. Offerors shall include an additional section that addresses the requirements in Section K; statement that representation and certifications are current in SAM. Finally, offerors shall provide identification of any Organizational Conflict of Interest.
- i. Volume I – Technical Proposal; and one cover letter (Original proposal and 3 hard copies separately bound and organized by evaluation factor). A cover letter shall accompany the technical proposal to include the solicitation number, name, address, DUNS and Cage Code, telephone number and facsimile number of the offeror. This page will not be included in the page count. The Technical Volume shall consist of the following sections:

Factor 1 – Corporate Experience  
Factor 2 – Key Personnel  
Factor 3 – Safety  
Factor 4 – Small Business Utilization

Sub-factor 4.A. – Past Performance in Utilization of Small Business Concerns  
Sub-factor 4.B. – Small Business Participation  
Factor 5 – Past Performance

- j. Volume II – Cost Proposal; and one cover letter (one copy of the signed Original proposal and 1 copy separately bound and organized). A cover letter shall accompany the cost proposal to include the requirements indicated in Factor 6 of Section L. The cost proposal includes completed cost schedules, as well as, the other attachments and requirements indicated in Section L of the solicitation.
- k. Modifications, amendments, or withdrawal of proposals and other written non-electronic communications should also be made to the address indicated below.

### **L.3 SUBMISSION OF OFFERS**

Offeror(s) shall submit proposal packages in paper (hard copy) and CD (electronic) format as follows:

- (1) Page limits, if stipulated, must be adhered to. Electronic page size shall be 8.5” x 11”. Font size shall be 10 or larger.
- (2) **HARD COPY AND ELECTRONIC INSTRUCTIONS:** The proposals shall be submitted to the address cited below. The package(s) shall be marked with the name of the offeror, the solicitation number, and the date and time specified for receipt of proposals. No other markings shall be used on the package(s). Proposals not received at the address below 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.

Submit your technical and cost proposal in the following format:

- ... Volume I – Technical Proposal: Submit one (1) original technical proposal and three (3) copies separately bound and organized by evaluation factor in paper (hard copy) format, as well as, on four (4) CD electronic copies in PDF format.
  - ... Volume II – Cost Proposal: Submit one (1) original signed cost proposal and one (1) copy separately bound and organized in paper (hard copy) format, as well as, on two (2) CD electronic copies in PDF format.
- (3) Submit all of the requested paper (hard copies) and CDs (electronic) to the following address, no later than the date and time specified on the first page of the SF33, Block 9:

NAVFAC EXWC Acquisitions Department  
Code ACQ72  
Naval Base Ventura County  
Attn: Elizabeth Corder, ESTS N39430-16-R-1802  
1100 23rd Avenue Bldg. 1100 Room B105  
Port Hueneme, CA 93043-4301

- (4) Offerors are advised to be aware of FAR 15.208 and take proper steps to ensure timely receipt of their proposals at NAVFAC EXWC Acquisitions Department (Code ACQ72), Naval Base Ventura County, Port Hueneme.

### **L.4 SUBMITTAL REQUIREMENTS FOR EACH FACTOR**

For purposes of this solicitation, scope, magnitude and complexity are defined as follows:

- ... Scope – Tasks that are described in Section C, Part 3.
- ... Magnitude – The dollar value of the project
- ... Complexity – (1) Depth and diversity of technical experience performing the tasks described in Section C, Part 3, and (2) Management of multiple task orders under IDIQ contracts for Navy/DOD/federal agencies.

(1) **Factor 1, Corporate Experience:**

This factor evaluates the volume of work completed by the Offeror that are comparable to the types of work described under the definition of recent, relevant projects, in terms of scope, magnitude, and complexity; and the Offeror's ability and approach for controlling and managing the entire project.

In the evaluation of this factor, the Government will generally focus on the entity submitting the proposal (single corporation, individual joint venture partners, or the LP or LLC identified on the SF33). If the Offeror is a Joint Venture (JV), relevant project experience should be submitted for projects completed by the Joint Venture entity, if available. If the Joint Venture does not have shared experience, projects may be submitted for any of the Joint Venture members. Offerors are still limited to the number of projects specified below. The Offeror shall submit a signed copy of the Joint Venture agreement.

If an Offeror is relying on the experience performed under a previous JV, the Offeror shall demonstrate what portion of the work was performed by the entity offering on this contract under the prior JV and shall not include work performed by the JV as a whole unless all members of the prior JV are being proposed under this solicitation.

If an Offeror is utilizing experience information of affiliates / subsidiaries / parent / LLC / LP member companies (name is not exactly as stated on the SF33), the proposal shall clearly demonstrate that the affiliate/subsidiary/parent firm will have meaningful involvement in the performance of the contract.

**i. Solicitation Submittal Requirements:**

- a. Provide an Organizational Chart showing lines of authority and functional areas of responsibility for key personnel and management personnel defined in the solicitation.
- b. Provide all current office locations along with the number of professional staff at each location that the Offeror plans to utilize in the execution of work under this contract. Include the plan for handling multiply taskings in various different locations simultaneously.
- c. Using Attachment **J-1** "Project Data Sheet," Offerors shall provide detailed information on at least five (5), but not more than ten (10) recent, relevant projects that demonstrate work similar in scope, magnitude, and complexity to those anticipated under this contract. For this element of the factor, projects are defined as **standalone contracts** and **task orders** under an IDIQ contract. Recent projects are considered to be work completed or substantially (80%) completed within the past three (3) years of the solicitation closing date.
- d. Using Attachment **J-2** "IDIQ Contract Data Sheet", Offerors (Prime/Joint Venture) shall provide up to a maximum of three (3) IDIQ contracts that demonstrate the ability of the Offeror to manage a contract of the type and magnitude contemplated under this solicitation. Submitted IDIQ contracts must have been awarded within the last five (5) years, and there must have been work performed under the contract within the last three (3) years.
- e. Provide all information as specifically instructed on the appropriate forms, using Attachment **J-1** for projects offered under element (c) above and Attachment **J-2** for contracts offered under element (d) above. Additional spaces may be added to the forms as needed, but must not exceed the following page limits: three (3) pages maximum per project for Attachment J-1 and two (2) pages maximum per project for Attachment J-2. Offeror(s) shall not deviate from the basic format of the form. **PROJECTS/CONTRACTS NOT SUBMITTED ON THE APPROPRIATE FORM WILL NOT BE EVALUATED.**

(2) **Factor 2, Key Personnel:**

This factor evaluates the Offeror's proposed key personnel qualifications and experience in undertaking projects of similar scope and complexity within the last three (3) years. The Offeror shall complete the provided form for all key personnel specified in Section H of the solicitation. Proposed key personnel shall be available to start work

upon contract award. The Offeror is required to submit a current, signed “Letter of Intent” for all key personnel that are contingent hires. The letter must be signed by the employee and the Offeror. The meaning of “current” as used in this factor is defined as “within 30 days prior to submission of proposal”. A “Letter of Intent” shall state that personnel working other contracts in various global locations are willing and ready to support the contract (signed by the company employee).

**i. Solicitation Submittal Requirements:**

- a. For each Key Personnel who will be assigned to work on this contract, use Attachment **J-3**, Key Personnel Experience/Qualifications, to detail his/her education and experience. Key Personnel must be employees of the Prime and must meet the minimum qualifications indicated in Section H of the solicitation to be considered for this contract. The Offeror shall not submit more than three (3) pages single-sided for each individual submitted as Key Personnel. Offeror shall adhere to the submission limit specified below for each Key Personnel position. Experience that is not related to the work described in Section C of this solicitation should not be included in Attachment **J-3**. Offerors shall not submit Attachment **J-3** for personnel who will not be assigned as Key Personnel under this contract. Key Personnel experience may include experience gained while not employed by the Offeror.

The following table indicates the maximum limit of individuals submitted by Key Personnel position:

<b>Key Personnel Position:</b>	<b>Maximum amount of individuals per position:</b>
Program Manager (or equivalent)	1 individual
Senior Project Engineer/Manager (or equivalent)	3 individuals
Senior Technical Advisor (or equivalent)	5 individuals

**(3) Factor 3, Safety:**

**i. Solicitation Submittal Requirements:**

The Offeror shall submit the following information: (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 safety narrative is required. EMR and DART Rates shall not be submitted for subcontractors.)

(1) Experience Modification Rate (EMR): For the *three* previous complete calendar years [**2012, 2013, 2014**], 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. Any extenuating circumstances that affected the EMR and upward or downward trends should be addressed as part of this element. Lower EMRs will be given greater weight in the evaluation.

(2) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the *three* previous complete calendar years [**2012, 2013, 2014**], 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 cannot submit an OSHA DART Rate, affirmatively state so, and explain why. Any extenuating circumstances that affected the OSHA DART Rate data and upward or downward trends should be addressed as part of this element. Lower OSHA DART Rates will be given greater weight in the evaluation.

(3) Technical Approach for Safety: Describe the plan that the Offeror will implement to evaluate safety performance of potential subcontractors, as a part of the selection process for all levels of subcontractors. Also, describe any innovative methods that the Offeror will employ to ensure and monitor safe work practices at all subcontractor levels. The Safety Narrative shall be limited to three pages.

**(4) Factor 4, Small Business Utilization:**

**Factor 4 consists of two Subfactors, 4A, Past Performance in Utilization of Small Business Concerns, and 4B, Small Business Participation.** The evaluation of Subfactors 4A and 4B are of equal importance to the determination of Factor 4 Rating.

**Definitions:** “SB” as used herein, is intended to include Small Business concerns, Small Disadvantaged Business concerns (SDB), Women-Owned Small Business concerns (WOSB), Historically Underutilized Business Zone Small Business concerns (HUBZone), Veteran-Owned Small Business concerns (VOSB), and Service-Disabled Veteran-Owned Small Business concerns (SDVOSB). All small business programs are self-certifying programs with the exception of HUBZone certifications, see HUBZone SB Certifications below. Small Business Program requirements and definitions may be found in the Federal Acquisition Regulations (FAR), Part 19.

**HUBZone SB Certifications:** Offerors are reminded that HUBZone SB concerns must obtain formal certification from the Small Business Administration (SBA) if they expect to receive the evaluation benefits associated with the HUBZone SB programs either as a prime or subcontractor(s). For more information on the HUBZone SB certification requirements and available benefits, contact your local SBA representative. Certified HUBZone SB firms are listed on the U.S. Small Business Administration’s Dynamic Small Business Search (DSBS) website at [http://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](http://web.sba.gov/pro-net/search/dsp_dsbs.cfm). It is the responsibility of the prime contractor to periodically check the DSBS as certifications are subject to change.

#### **SUBFACTOR 4.A – PAST PERFORMANCE IN UTILIZATION OF SMALL BUSINESS CONCERNS**

- i. Solicitation Submittal Requirements:** Proposals that do not include responses addressing ALL elements of the requirements stated below (a. through d.) must include an explanation why that element is not addressed.
- a. Provide performance evaluation ratings (i.e., SF1420, DD2626, or equivalent) obtained on the implementation of small business subcontracting plans for all of the Offeror’s projects referenced under Factor 5, Past Performance. Recently completed project evaluations are desired, however, in the absence of recently completed project evaluations, interim ratings for projects that are 80% complete may be considered. In addition, the Government may consider past performance information on other projects as made available to the Government from other sources (such as the Construction Contractor Appraisal Support Systems (CCASS)), Architect-Engineer Contract Administration Support System (ACASS) and Contractor Performance Assessment Reporting System (CPARS)).
  - b. Provide small business subcontracting history. Large businesses with Federal prime contracting experience shall provide final or current Subcontracting Report for Individual Contracts (SF294) or Individual Subcontracting Reports (ISR’s) on prime (only) contracts submitted under Factor 5, Past Performance. If Factor 5 submitted contracts are not prime contracts, submit SF294s or ISRs for contracts of similar scope performed as the prime contractor. If goals were not met on any submitted contracts, an explanation for each unmet goal is required. Large Businesses with no documented SF294/ISR history shall submit a subcontracting history on Attachment **J-4**, Small Business Past Performance.
  - c. Small Business proposers shall provide a subcontracting history on Attachment **J-4**, Small Business Past Performance.
  - d. If an Offeror is utilizing past performance information of affiliates / subsidiaries / parent / LLC / LTD member companies (name is not exactly as stated on the solicitation), the proposal shall clearly demonstrate that the affiliates / subsidiaries / parent / LLC / LTD member companies will have meaningful participation of all members in the management of the subcontracting program/plan by identifying the personnel or resources from the member companies that will be dedicated to managing the plan, and an organization chart which demonstrates the reporting chain within the membership.

**If the Offeror is a Joint Venture, Partnership LLC or other entity consisting of more than one entity, provide past performance information, elements a. through d., for each individual business entity(ies) that will be responsible for managing the subcontracting program/plan.**

Proposals including information on any of the following additional elements may be rated higher, based on the evaluated extent to which the information addresses the basis of evaluation in Section M of the solicitation:

- a. Provide information on national-level, and industry-issued awards that Offerors received for outstanding support to SB concerns within the past five (5) years. Include purpose, issuer, and date of award(s). National and industry-issued awards received beyond five (5) years will not be considered.
- b. Provide information on previous, existing, planned or pending mentor-protégé agreements (MPA) under any Federal Government, or other, program held within the last five years. Information should include, at a minimum, the members, objectives, period of performance, and major accomplishments during the MPA.
- c. Provide information on past use of Community Rehabilitation Program (CRP) organizations certified under the AbilityOne Program by SourceAmerica, or the National Industry for the Blind (NIB). Information should include the contract type, type of work performed, period of performance, and number of employed severely handicapped persons.

#### **SUBFACTOR 4.B – SMALL BUSINESS PARTICIPATION**

##### **i. Solicitation Submittal Requirements:**

Identify in terms of dollar value and percentage of the total acquisition, the extent of work you will perform as the prime contractor. If submitting an offer as a Joint-Venture, identify the percentage of work each member will be responsible for and indicate the size status of each member, e.g., LB, SB, SDB, WOSB, HUBZone SB, etc.

If you are a Large Business, submit a Small Business Subcontracting Plan for this project in the format provided in Attachment **J-5** for this factor, to include all information required in the attachment. If you are a Small Business, submit a subcontracting participation breakdown in the format provided in Attachment **J-6** for this factor. All proposers: To demonstrate commitment in using small business concerns, the Small Business Subcontracting Plan or subcontracting participation breakdown may list all subcontractors by name. If the proposed Small Business Subcontracting goals do not meet the minimum NAVFAC Small Business Subcontracting Targets, include a detailed explanation describing the actions taken to arrive at that determination, along with an explanation for the goals that actually were proposed. For proposals submitted on design-build solicitations, the proposer must identify its designer/design team in its Subcontracting Plan or Small Business Participation Breakdown.

Firm commitments to subcontract to multiple companies: The Offeror may provide a demonstration of commitments in planned subcontracts by listing multiple names of companies that will be used to support specific small business category (i.e., SB, SDB, WOSB, HUBZone SB, VOSB and SDVOSB).

##### **(5) Factor 5, Past Performance:**

This factor pertains to both the relevance of recent efforts and how well the Offeror has performed on projects that are similar in scope, magnitude, and complexity to those anticipated under this contract. For this element of the factor, projects are defined as **standalone contracts** and **task orders** under an IDIQ contract. In accordance with FAR 42.1503(g), recent past performance is considered to be work completed or substantially (80%) completed within the past three (3) years of the solicitation closing date.

In the evaluation of Past Performance, the Government will generally focus on the entity submitting the proposal (single corporation, individual joint venture partners, or the LP or LLC identified on the SF33). If the Offeror is a Joint Venture (JV), relevant past performance should be submitted for projects completed by the Joint Venture entity, if available. If the Joint Venture does not have shared past performance, projects may be submitted for any of the Joint Venture members. Offerors are still limited to the number of projects specified below. The Offeror shall submit a signed copy of the Joint Venture agreement.

If an Offeror is relying on the past performance under a previous JV, the Offeror shall demonstrate what portion of the work was performed by the entity offering on this contract under the prior JV and shall not include work performed by the JV as a whole unless all members of the prior JV are being proposed under this solicitation.

If an Offeror is utilizing past performance of affiliates / subsidiaries / parent / LLC / LP member companies (name is not exactly as stated on the SF33), the proposal shall clearly demonstrate that the affiliate/subsidiary/parent firm will have meaningful involvement in the performance of the contract.

**i. Solicitation Submittal Requirements:**

Offerors shall provide **PAST PERFORMANCE EVALUATION FORMS** for EACH of the recent, relevant projects submitted in Attachments **J-1** and Attachment **J-2** under Factor 1, Corporate Experience.

Past Performance Evaluation Forms

For each project reference, 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 for the contract, the Offeror must submit the CPARS evaluation. If a CPARS evaluation has NOT been completed for the contract, a PPQ must be submitted. A PPQ form is included as Attachment **J-7** of this solicitation. **AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.**

If a CPARS evaluation is not available, Offerors must submit the PPQ form to the client for completion. Offerors should ensure correct phone numbers and email addresses are provided for the client on the PPQs. If submitting a PPQ for a Subcontractor, the PPQ must be completed by the client, not by the Prime Contractor. Completed Past Performance Questionnaires should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) 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 for the respective project(s). Offerors should follow-up with clients to ensure timely submittal of the questionnaires. If the client requests, questionnaires may be emailed directly to the Government's point of contacts: [Elizabeth.Corder@navy.mil](mailto:Elizabeth.Corder@navy.mil) and [Geraldyn.Castro@navy.mil](mailto:Geraldyn.Castro@navy.mil), prior to the RFP closing date/time. In order for the reference to be considered and evaluated, the PPQs completed by the Offeror's client must be received by the Contracting Officer by the above deadline; and if received after the date/time specified, will be handled as a late proposal modification in accordance with FAR 15.208.

The Offeror should also include performance recognition documents received within the last three years, such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

The requirement to submit these forms cannot be satisfied by directing the Government to consider forms or information submitted on other procurements. However, the Government may utilize previously submitted PPQ information or any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the Offeror's proposal, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the Offeror. While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror.

**(6) Factor 6, Cost:**

- (a) The Contracting Officer has determined that certified cost or pricing data is not required to be submitted by the Offeror for the solicitation for the indefinite delivery indefinite quantity (IDIQ) contract due to the exception at FAR 15.403-1 for adequate price competition. However, other than certified cost or pricing data is required to be submitted for the solicitation for the contemplated IDIQ contract.
- (b) The cost proposal shall be submitted in a separate volume from the technical proposal. No technical information shall be submitted as part of the cost proposal.

- (c) The Offeror's cost proposal volume should be organized as follows:
- (i) Cover letter
  - (ii) Completed Schedules of IDIQ Total Estimated Cost Plus Fixed Fee, Attachment **J-8** of the solicitation.
  - (iii) A narrative describing the Offeror's basis of estimate for the following cost elements proposed for the contemplated IDIQ contract as follows:
    - ... Labor Hourly Rates
    - ... Annual labor Escalation
    - ... Indirect Expense Rates
    - ... Facilities Capital Cost of Money (FCCOM), if any
  - (iv) The Company Compensation Plan for only those professional employees identified by the Government on the IDIQ pricing schedules as potentially working on task orders issued against the IDIQ contract.
  - (v) The company operating financial budget for the current fiscal year and the company forecasted operating budget for next fiscal year.
  - (vi) A completed Schedule of the Current Year-to-Date (YTD) Accounting Recorded and 3-Year Historical Indirect Expense Pools, Allocation Bases, and Rates. Reference Attachment **J-9** of the solicitation.
  - (vii) The company financial statement for the most recent completed 12-month financial accounting year.
  - (viii) Financial Institution/Bank Information for the Prospective Contractor. Reference Attachment **J-10** of the solicitation.
  - (ix) A completed Preaward Survey of Prospective Contractor Accounting System Checklist. Reference Attachment **J-11** of the solicitation.
  - (x) If Offeror is a joint venture, a complete copy of the Joint Venture Agreement.
  - (xi) If offeror has a Government approved purchasing system, a copy of the Administrative Contracting Officer (ACO) letter granting approval.
- (d) The Government may require an equitable ceiling covering the final indirect cost rates be negotiated and specified in the contract. If implemented, the Government will not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates; and in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates will be reduced to conform with the lower rates.
- (e) Content of the Cost Proposal (Volume II)

**IDIQ Proposal Submission Requirements:**

- (i) **Cover Letter:** The first page or two of the proposal (e.g., cover letter) shall include:
- ... Date
  - ... The solicitation number

- ... Company Name
- ... Cage Code, Duns #, TIN #
- ... Physical address
- ... Mailing address if different than the physical address
- ... Company Point of Contact (PoC)
- ... PoC Telephone number, fax number, and email address
- ... Name of the contract administration office (if available)
- ... Type of contract action (that is new contract, change order, price revision/redetermination, letter contract, unpriced order, or other)
- ... Proposed IDIQ Cost, Fee, and Total
- ... Whether you will require the use of Government property in the performance of the IDIQ contract, and, if so, what property
- ... Whether your organization is subject to cost accounting standards; whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate; whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS (other than a noncompliance that the cognizant Federal agency official has determined to have an immaterial cost impact), and, if yes, an explanation; whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, Cost Principles, and, if not, an explanation,
- ... Whether your organization has a Government approved purchasing system. “Approved Purchasing System” means a contractor’s purchasing system that has been reviewed and approved in accordance with FAR Part 44 Subcontracting Policies and Procedures.
- ... A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all services and items upon which prices are offered.
- ... Date of the submission, and,
- ... Name, title, and signature of the person authorized to negotiate on the Company’s behalf with the Government in connection with this solicitation.

- (ii) **Schedules of IDIQ Total Estimated Cost Plus Fixed Fee** – Offeror shall submit with their cost proposal a completed Schedule of IDIQ Total Estimated Cost Plus Fixed Fee, Attachment **J-8**. The Offeror shall supply the most currently available forecasted annual rates for direct labor, overhead expense, general and administrative expense, and any other factors used in developing the cost proposal. The Offeror shall use the Government estimated annual amounts delineated below for labor category hours, direct material, equipment, supplies, other direct cost (ODC), and subcontracts in developing the cost proposal.

The IDIQ Base Period and Option Periods each have a 12-month period of performance. For proposal purposes, assume an IDIQ contract date of April 1, 2016. The actual effective date shall be established at contract award.

The Schedule of IDIQ Total Estimated Cost consists of six separate schedules to be completed and submitted by the Offeror – one schedule for the base period, one schedule for each of the four options, and a summary schedule which combines pricing included in the base and option schedules. All elements of price shown on the Schedule of Total Estimated Cost must be consistent with the separate IDIQ schedules.

Offeror may tailor the IDIQ schedule to be consistent with the company’s established cost rate structure or use their own format for the Schedule of IDIQ Total Estimated Cost, 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.

(iii) **Basis of Estimate Narrative for Rates and Factors Proposed for the IDIQ Contract:**

The Offeror shall submit a narrative describing its basis of estimate for each of the direct and indirect rates and factors proposed for the contemplated IDIQ contract. The requirements are:

a. **Direct Labor Costs**

Hourly Rates - Provide written narrative describing the basis of estimate for all proposed direct labor rates (unburdened). Offeror may propose individual wages or category average rates for key and non-key labor category. Despite the estimating method employed, Offeror's supporting narrative and justification shall provide the current actual hourly wage rate for each key and non-key labor category proposed. Identify the date as of which the actual wage rate is current. If proposed direct labor rates vary from actual wages of key and non-key personnel, explain the basis for those rates. If the Offeror proposes/invoices category average rates, the Offeror must provide the detail of employees and wage rates within each labor category and the average rate computational methodology. Any proposed "new hires" should be identified and provide justification for the wage rate (e.g., letter of intent to hire, company compensation policy). The proposed direct labor rates should trace to supporting justification. Some labor categories may be subject to the Service Contract Act. Utilize WD 05-2071 for determining minimum wage and health and welfare requirements for the applicable labor categories. The Offeror should submit any information reasonably required to explain the estimating process, including the judgmental factors applied and the mathematical or other methods used in the hourly rate estimate.

Annual Labor Hours by Labor Category - The Offeror shall use the Government estimated annual labor hours delineated, below, to develop its proposal and prepare the Schedule of IDIQ Total Estimated Cost.

Labor Category	Base Year Hours	Option 1 Hours	Option 2 Hours	Option 3 Hours	Option 4 Hours
Program Manager	1500	1500	1500	1500	1500
Senior Project Engineer/Manager	20000	20000	20000	20000	20000
Health & Safety Specialist	1000	1000	1000	1000	1000
Engineer/Scientist	40000	40000	40000	40000	40000
Senior Technical Advisor	4000	4000	4000	4000	4000
Technician	2500	2500	2500	2500	2500
Administrative Support	20000	20000	20000	20000	20000
Graphics	20000	20000	20000	20000	20000
Editor	10000	10000	10000	10000	10000
Total Level of Effort	119000	119000	119000	119000	119000

b. **Annual Escalation**

Offeror must support any proposed escalation factor with convincing rationale, factual data (including actual direct labor rates for at least three years) and complete supporting data and rationale for out-year escalation projections. Supporting documentation may include management approved or human resources approved policy or memo relative to employee raise information.

Offeror not proposing labor increase/escalation must clearly state so. Offeror must provide rationale and or justification sufficient to convince the Government that the company will not provide employee raises/merit increases for the given year.

c. **Indirect Expense Rates**

Provide written narrative describing the basis of estimate for all proposed indirect expense rates. The Offeror should submit any information reasonably required to explain the estimating process, including the judgmental factors applied and the mathematical or other methods used in the estimate.

Provide an overview of the company’s indirect cost rate structure used for estimating purposes. We suggest that the Offeror’s proposal include a summary schedule similar to that below, which identifies the name of each cost burden center and related allocation base. Offer must describe each indirect cost pool. Describe or list the major cost components that make up the indirect cost pool. Offer must describe the allocation bases used in the computation of indirect cost rates. Describe or list the cost elements that comprise each allocation base.

Summary of the Cost Burden Centers Name of the Burden Center	Allocation Base (i.e., the cost base to which the rate is applied)
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If formal Forward Pricing Rate Agreement as defined in FAR 15.407-3 has been negotiated, provide a complete copy. Identify the company’s cognizant DCMA and DCAA office and provide current contact information for each.

Provide copies of recent DCAA correspondence, if any, that approves proposed indirect rates.

- d. For Facilities Capital Cost Of Money factor(s) proposed, provide the supporting CASB-CMF form, Facilities Capital Cost of Money Factors and Computation. The Offeror should submit any information reasonably required to explain the average net book values and judgmental factors applied and the mathematical or other methods used in the estimate.

If formal Forward Pricing Rate Agreement as defined in FAR 15.407-3 has been negotiated, provide a complete copy. Identify the company’s cognizant DCMA and DCAA office and provide current contact information for each.

Provide copies of recent DCAA correspondence, if any, that approves proposed FCCOM factors.

- e. Other Direct Costs (ODCs) and Subcontract Costs – The Offeror shall use the Government estimated annual ODC and subcontract amount delineated below, to develop its proposal and prepare the Schedule of IDIQ Total Estimated Cost:

	Base Year	Option 1	Option 2	Option 3	Option 4
Direct Materials, Equipment, Supplies, and Other Direct Costs	\$1,760,000	\$1,760,000	\$1,760,000	\$1,760,000	\$1,760,000
Subcontract	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000

- f. Fixed Fee

The Offeror shall propose a fixed fee amount to develop and prepare the Schedule of IDIQ Total Estimated Cost. Profit/Fixed fee will be negotiated on individual task orders based on project risk and complexity. The fee shall be dispensed in accordance with Section B of the solicitation.

(iv) **Company Compensation Plan**

Offeror shall submit for evaluation a total compensation plan setting forth proposed salaries and fringe benefits for only those professional employees identified by the Government on the IDIQ pricing schedules as potentially working on task orders issued against the IDIQ contract. Supporting information will 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.

(v) **Current and Forecasted Company Operating Financial Budget**

The cost proposal should include a copy of the company (i) operating financial budget for the current fiscal year and (ii) the forecasted operating budget for next fiscal year. Each budgetary report should include the company's name and the applicable accounting/operating year.

- The budgetary report should present annual amounts projected by general ledger account and/or account short description. The budgetary report should include the company's projections for sales/revenue, cost of sales (direct costs inputs), operating expenses (overhead), general and administrative expenses and marketing and sales expenses.
- If the budgetary report does not identify general ledger accounts, then Offeror must also provide a copy of its financial chart of accounts
- If a forecasted operating budget for next fiscal year is not prepared, then state so.

(vi) **Current Year-to-Date and 3-Year Historical Rate Data**

Offeror shall submit with their cost proposal a completed Schedule of the Current Year-to-Date (YTD) Accounting Recorded and 3-Year Historical Indirect Expense Pools, Allocation Bases, and Rates, included in the solicitation. Offeror must provide current YTD and a three-year history for each proposed indirect cost center. The Offeror should tailor the schedule (Template) as necessary to reflect the company's actual cost rate structure. Offerors may use their own format for the Schedule of the Current Year-to-Date (YTD) Accounting Recorded and 3-Year Historical Indirect Expense Pools, Allocation Bases, and Rates, if the Offeror's format provides in substance the same level of detail and information reflected on the Government's schedule format.

- a. Historical Data - The historical data must be based on the Offeror's Final Annual Indirect Cost Rates proposal submitted to the Defense Contract Audit Agency (DCAA). If the Offeror submission is not yet due, is past due, or the Offeror was not required to submit an annual final indirect cost rates proposal, then the historical data must be based on company's actual amounts and rates as accounted for on the official accounting books and records, adjusted for amounts considered unreasonable or unallowable per FAR Part 31 Cost Principles. Offeror's should provide an explanation for any significant high or low rate within the three-year history. If three years of historical data is not available, the Offeror must provide the reason or explain why.
- b. Current YTD – The current YTD data must be based on the Offeror's actual amounts and rates as accounted for on the company's official accounting books and records, adjusted for amounts considered unreasonable or unallowable per FAR Part 31 Cost Principles.

(vii) **Company Financial Statement Report**

The cost proposal should include a company financial statement (F/S) for the most recent completed 12-month financial accounting year. If the Offeror prefers, the requested company financials may also be submitted via separate email from the company's Chief Financial Officer or via separate sealed envelope. Include the balance sheet, income statement, and related notes or

management discussion and analysis, if any. Include the cash flow statement if prepared. The submission requirement in descending order of preference is:

- F/S compiled, reviewed, or audited by an independent external auditor.
- Company prepared F/S.
- Accounting system generated F/S.

(viii) **Financial Institution/Bank Information of Prospective Contractor**

Offeror shall submit with their cost proposal the completed form included in the solicitation. This information will be utilized to verify Financial Responsibility as required by FAR Part 9.

(ix) **Preaward Survey of Prospective Contractor Accounting System Checklist**

Offeror shall submit with their cost proposal a completed Preaward Survey of Prospective Contractor Accounting System Checklist.

- a. If the Defense Contract Audit Agency (DCAA) performed an audit or review of the adequacy of the Offeror's accounting system design and for performing on cost reimbursable contracts within the past 36-months, then Offeror need only complete checklist Part 1-DCAA Audit Report Information.
- b. If a DCAA accounting system audit or review is currently "in-process", then Offeror need only complete checklist Part 1, item c.
- c. If the subparagraph (f)(i) and (f)(ii) above do not apply, the Offeror must complete Part 2-Preaward Survey of the Prospective Contractor Accounting System Checklist. The checklist contains instructions and information.

(End of Summary of Changes)