Section L - Instructions, Conditions and Notices to Bidders

L.1 TIME FOR RECEIPT OF PROPOSALS

(a) Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor encouraged.

(b) Non-price and price proposals shall be submitted no later than the date and time provided in Block 9 of the Standard Form 33, "Solicitation, Offer and Award" Form, in sealed envelopes/boxes marked in the bottom right corner "RFP N62742-15-R-3600, DO NOT OPEN IN MAILROOM."

(c) Proposals shall be submitted to the following address:

If sent by regular mail/private courier:

Naval Facilities Engineering Command, Pacific
Services Contract Division, ACQ21
Contracting Officer, Stanley Louis
258 Makalapa Drive, Suite 100
Joint Base Pearl Harbor Hickam, HI 96860-3134

Annotate the solicitation number on the bottom of the envelope/box.

If hand-carried:

Naval Facilities Engineering Command, Pacific
Services Contract Division, ACQ21
Contracting Officer, Stanley Louis
258 Makalapa Drive, Suite 100
Joint Base Pearl Harbor Hickam, HI 96860-3134

NOTE: Delivery addressee is located on a secured military installation that requires a pass to enter the base. Anticipate delays in obtaining a base access pass. If a base pass is desired, provide the following information by email to NFPACQ21-SINGBOS@navy.mil no later than three workdays prior to the visit date:

Name of person dropping off proposal and citizenship
Company name, address, phone number
Date of visit

Failure to submit the required information prior to the date you are seeking access to the installation may result in denial of a pass and delay in the delivery of the proposal.

(d) Proposals not received at the above address on or before the hour and date set forth for receipt of proposals shall be subject to the provisions of FAR 52.215-1(c), "Submission, modification, revision and withdrawal of proposals."

(e) Offerors shall submit complete and accurate information. The Government may elect not to evaluate a proposal missing requested information rather than to request additional information to perform the evaluation.

L.2 INSTRUCTIONS FOR SUBMITTING QUESTIONS REGARDING THE SOLICITATION

Questions regarding the solicitation shall be submitted in writing via electronic mail to NFPACQ21-SINGBOS@navy.mil. Verbal queries will not be entertained. Questions shall be submitted in the format provided in Attachment JL-1.

L.3 PRE-PROPOSAL CONFERENCE / SITE VISIT

A pre-proposal conference will be held on October 19, 2015 in Singapore. The purpose of the conference will be to familiarize prospective offerors with the extent and nature of the project, as well as the unique features of the proposal requirements. Registration for the conference will begin at 8:00 a.m. and the conference will commence at 9:00 a.m. Please check the websites at www.neco.navy.mil or www.fbo.gov for any updates to the conference.

Parties interested in attending the pre-proposal conference shall submit a request via email to NFPACQ21-SINGBOS@navy.mil by 2:00 p.m. Hawaii Standard Time (HST), September 21, 2015 with the following information: company name, business size, point of contact, name of individuals with title, phone numbers, fax numbers, e-mail addresses.

A site visit will be held on October 19-20, 2015 in Singapore. Parties interested in attending the site visit shall submit the following to NFPACQ21-SINGBOS@navy.mil no later than 2:00 pm HST, September 21, 2015: attendee's full name, gender, citizenship and nationality, photocopy of passport, name of firm attendee is representing, position/title of attendee, telephone number and e-mail address of attendee. When necessary, prior to the site visit, the Government may request additional information for site visit attendees. The exact location of the site visit will be provided at a later date to the attendees via e-mail. Attendees for the site-visit are responsible for making their own travel arrangements. All costs for travel, meals and accommodations will be at the attendee's expense. Additional information will be provided to the registered site visit attendees.

The government will not provide answers to verbal questions submitted before, during or after the site-visit. Offerors are encouraged to submit written questions by e-mail to NFPACQ21-SINGBOS@navy.mil. The form for submitting written questions is provided in Attachment JL-1 of the solicitation. The deadline to submit written questions is no later than 06 November 2015 at 2:00 p.m. HST. Responses to the questions will be provided as an amendment to the solicitation. No hard copies will be sent. In addition, a list of attendees at the site visit will be available within three weeks following the site visit; the government will not issue minutes for the site visit.

IMPORTANT NOTE: Government remarks and explanations provided during the site visit shall not qualify or alter the terms and conditions of the solicitation. Only the Procuring Contracting Officer may amend the solicitation including the Performance Work Statement and will do so in writing.

Failure to submit registration information for the pre-proposal conference and site visit in a timely manner will preclude your firm's inclusion in the event(s).

L.4

AMENDMENTS AND NOTICES TO THE SOLICITATION

Amendments and notices will be posted to the website https://www.neco.navy.mil. It is the offeror's responsibility to check the website periodically for any amendments to the solicitation. Please note that notices do not change the solicitation. Changes to the solicitation can only be made by the issuance of amendments.

L.5

MULTIPLE AWARDS

The Government does not intend to make multiple awards. The Government intends to issue one contract resulting from this solicitation.

L.6

PROPOSAL REQUIREMENTS

The non-price proposal and the price proposal shall be submitted in separated volumes. Each volume, as described below, shall be appropriately tabbed and present a clear, concise offer.

Volume I – Price Proposal
Volume II – Non-Price Proposal (Factors A, B, C, D and E)

The price and non-price proposals should be submitted in two electronic copies compatible with IBM type CPUs and Word 2000-2007, Excel 2000-2007, and Adobe Acrobat software. The proposal will contain the number of printed copies specified in the following pages. The CD versions shall be used strictly to locate specific items of information. Should there be a discrepancy between the paper copies and the CD versions, the paper copies shall govern.

VOLUME I – PRICE PROPOSAL

Submit an original and one (1) paper copy of the following. In addition, submit two (2) CDs with editable documents (e.g. Excel files) of Section B and the supporting cost documentation.

The price proposal shall contain sufficient information to permit a detailed evaluation. The printed format of Volume I shall be as follows:

- Paper shall be white, 8-1/2" X 11" and have margins of 1-inch on all four sides with printing on one side only submitted in 3 D-ring binders. For charts, graphs, and spreadsheets, paper shall be no larger than 11"x17".
- Text shall be a font of Arial with a type size no smaller than 11 point and single line spacing.
- Graphic text shall be legible and no smaller than 8 point text.
- The original proposal shall be identified as "ORIGINAL" on the cover.

At a minimum, Volume I shall be provided in 8 parts and tabbed as follows:
(1) Standard Form (SF) 33
(2) Section B/CLIN & ELIN
(3) Authorized Personnel
(4) Representations & Certifications
(5) Accounting System/Cost Accounting Standards
(6) Financial Capability
(7) Teaming/JV/Mentor-Protégé Agreements
(8) Supporting Cost Data

Under part (1) SF33, offerors shall complete blocks 12 through 18.

Under part (2) Section B, offerors shall complete Section B and accompanying exhibits from Section J of the solicitation with all Contract Line Item Number (CLIN) and Exhibit Line Item Number (ELIN). Amounts shall be rounded to the nearest dollar and will become the costs effective at contract award.

Under part (3) Authorized Personnel, offerors shall provide name, title, email address, phone and facsimile number of the person or persons authorized to negotiate and bind your firm and points of contact within the company should proposal clarifications be required. Offeror shall provide phone numbers and points of contact at the cognizant Defense Contract Management Command Office responsible for contract administration functions (e.g. DCMA Office) and the cognizant Government audit office (e.g. Defense Contract Audit Agency).

Under part (4) Representations and Certifications, offerors shall provide Representations and Certifications and other Statements of Offerors, Section K, FAR Clause 52.204-8.

Under part (5) Accounting System/Cost Accounting Standards, offerors shall submit the date, results, and the reporting Government office for the most recent review performed of its accounting system. Provide a listing of information to support the Government's determination of the degree to which the offerors accounting system is adequate and compliant with Government regulations and standards. The Government is not asking for a description of your system, but is requesting supporting information that will allow the Government to determine the status of these systems. In accordance with FAR 16.104(i) and FAR 16.403-1(c), the offeror's accounting system must be deemed adequate for the timely development of all necessary cost data and determining costs applicable to the contract prior to contract award. If submitting a proposal as a joint venture, submit the listing only for the managing member who will implement and control the systems. The offeror should also submit documentation addressing compliance with applicable Cost Accounting Standards (CAS) requirements. Provide points of contact with phone numbers for the cognizant offices that can confirm the current status of these accounting/financial management systems.

Under part (6) Financial Capability, offerors shall provide evidence of financial capability. In accordance with FAR 9.104-1 responsibility determination, a contractor must have adequate financial resources to perform the contract. Offerors shall submit the company's Dun & Bradstreet number (DUNS) and provide the latest three years complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable or at least by an authorized officer of the organization. In addition to the above, submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements discuss the financial responsibilities among the companies and if the Joint Venture has been in existence for less than three years, also provide the latest three years complete fiscal year financial statements for each member of the Joint Venture.

Under part (7) Teaming/JV/Mentor-Protégé Agreements, offerors shall submit any Teaming, Joint Ventures (JV), Limited Liability Corporation (LLC) and Mentor-Protégé (MP) arrangements. Submit the following additional documentation regarding the business entities:

A copy of the Teaming, JV, LLC or MP agreement.

A detailed statement outlining the following terms or percentages where appropriate:

- The relationship of the team/partners/parties in terms of business ownership, capital contribution, profit distribution or loss sharing.
- The management approach in terms of who will conduct, direct, supervise, control and the controlling partner's authority to obligate the entity.
- The structure and decision-making responsibilities of the team/partners/parties in terms of who will control the manner and method of performance of work.
- Identify the personnel having the authority to legally bind the offeror.
- Set forth procedures to be followed in the event that the entity is dissolved due to unforeseen circumstances, such as the bankruptcy of a member.

A list of subcontractors/partners/parties, to include company names, DUNS, and CAGE numbers, address, point of contact, email address, phone number and facsimile number.

Under part (8) Supporting Cost Data:

a. **Recurring Fixed Price Incentive (Firm Target) (FPI-F).** The price proposal shall contain a complete detailed cost breakdown for mobilization, demobilization, and each contract period by cost element, by Annex, and by Exhibit Line Item Number (ELIN) to support the Section B CLIN amounts. Typical cost elements might include, but are not limited to, direct labor; direct material; equipment; subcontract; other direct cost (ODC); overhead; general and administrative; and Goods and Services Tax. Provide supporting worksheets and narrative explanations to fully explain the basis and rationale for the proposed amounts.

   The Cost Summary worksheets (Section J, Attachment JB-1) illustrate a sample format of the type of cost breakdown detail requested. In addition to submitting a cost summary worksheet for each contract period, offerors shall submit a Cost Summary Worksheet that provides a grand total roll-up combining all contract

periods including mobilization and demobilization. Back up details for the cost breakdown worksheets should be detailed by functions and cost elements that can be related to the various segments of your non-cost/price proposal. Provide tabs or dividers to organize the proposal and use cross-references as necessary to make the proposal easier to follow. Proposals should show escalation factors, if used, and how they are used to cost the submission. Offerors shall submit the supporting cost data in the same format for the mob/demob, base period and all option periods. For annexes including subcontract effort in excess of $700,000 annually, submit subcontractor information in same level of detail as prime contractor.

Additional information or requirements for individual cost elements are as follows:

(1) **Direct Labor and Fringe Benefits.** Identify, by labor classifications, the number of full time equivalents (FTEs), labor hours, and labor rates (for prime and all subcontractors) by Annex/sub-Annex (Section J, Attachment JB-1). The FTEs and labor hours shall reconcile with the information submitted under Technical Proposal Factor C, Staffing and Resources. Provide a crosswalk/reconciliation if this is not readily apparent. Identify proposed fringe benefits and labor burdens in sufficient detail to disclose all the elements included and the costs/rates proposed (e.g. FICA, FUTA, SUTA, Worker's Compensation Insurance, Health Insurance, etc.). The basis for proposed labor rates, fringe benefit rates and labor burdens must be disclosed. The Labor and Fringe Benefits Worksheet (Section J, Attachment JB-2) illustrates a sample format of the type of cost breakdown detail requested. For annexes including subcontract effort in excess of $700,000, prepare a schedule summarizing FTE's and direct labor hours, for the prime and subcontract effort.

(2) **Material.** Provide material costs by Annex/sub-Annex and the basis of estimate.

(3) **Equipment.** Offerors are required to provide for all the equipment necessary to perform the requirements of the contract. The Government does not want to take title to contractor furnished equipment which would occur if offerors propose equipment reimbursement as a direct item of cost. For contractor furnished equipment, offerors shall propose depreciation, a use rate, or lease costs. Furthermore, the successful offeror shall not be permitted to incur costs associated with the acquisition or fabrication of any item of equipment to be treated as fully expensed (direct item of cost) whether identified as such in its proposal or not, without prior written approval of the Contracting Officer. Proposals shall identify equipment cost by Annex/sub Annex. Prepare an itemized listing identifying the type of equipment, quantity, year of purchase (if appropriate), method of costing/reimbursement, and resulting unit costs. Details and pricing support shall distinguish between company-owned equipment, lease or rental costs. Depreciation charges will comply with FAR 31.205-11. In FAR 2.101, Depreciation is defined as "...a charge to current operations which distributes the cost of a tangible capital asset, less estimated residual value, over the estimated useful life of the asset in a systematic and logical manner." If equipment is leased under an operating lease (as defined by Financial Accounting Standards (FAS) No. 13), then costs will be accounted for and billed to the extent allowed under FAR 31.205-36, Rental Costs.

(4) **Subcontracts.** Provide a description of the efforts to be subcontracted and the type, fixed price or cost reimbursable. For subcontracts in excess of $700,000 per year provide a schedule detailing the proposed amounts by element (labor, materials, equipment, etc.) in the same level of detail as requested for the prime contractor.

(5) **Other Direct Costs (ODC).** Provide an itemized listing of cost elements you categorize as ODC and basis for pricing.

(6) **Indirect Costs (Fringe Benefits, Overhead, G&A, etc.).** Provide all indirect rates, by contract period, utilized in pricing the proposal. Provide a narrative explanation of the application base that each indirect rate is applied to. Provide the basis and supporting documentation for each rate. Include copies of any Forward Pricing Rate Agreements with the Government. For Joint Venture arrangements with no historical data, describe the nature of the indirect/support costs anticipated and the basis for estimate.

(7) **Incentive Available Pool**. A multiple-incentive contract with cost incentive and performance incentive

will be used. The Contractor shall propose the total target profit percentage. The proposed total target profit percentage shall be divided equally between cost and performance incentives because cost and technical performance are of equal importance to the Government. For example, if an Offeror proposes an 8% total target profit (on target cost), then 4% (of target cost) shall be the cost incentive pool; and 4% (of target cost) shall be the performance incentive pool. The Government has established a 50/50 share adjustment formula. Offerors shall include the appropriate information in **Attachment JB-3, "Schedule of Incentive Percentages and Incentive Pool Amounts".** Examples of earned incentive computations in target cost underrun and overrun situations are in Attachment JB-3a. Details on earning the performance incentive are in Attachment JH-1, "Performance Incentive Plan".

(8) **Price Ceiling.** The price ceiling is the maximum that may be paid to the Contractor, except for any adjustment under FAR clause 52.216-16 Incentive Price Revision – Firm Target. The government has established the price ceiling at 120% of the Total Target Cost. The price ceiling does not apply to Non-Recurring (IDIQ) Effort.

b. **<u>Recurring FPI-F Options (Annex 1503XXXX).</u>** Offerors shall price the specified COL 4 Base Measures and all related ELINs for the Base Year as part of Recurring FPI-F. For custodial, refer to PWS Section C, Annex 1503010 for customers and service class when pricing the ELIN schedule (e.g.: Army Vet Com, service class A). SUB-ELINS 020-030 for the base year are options and related to increases in services as defined in the applicable ELIN. **Offerors will price only the additional cost associated with the service increase above the level preceding it so that each amount builds on the one before it.** The below order of precedence is for the Annex 1503010 Custodial COL levels (please refer to the PWS for the other applicable annexes):

1. COL 4 Base Measures (FPI-F Minimum Award).
2. COL 4 Additional Measures Level 1 (Option)
3. COL 4 Additional Measures Level 3 (Option)
4. COL 3 Base Measures (Option)
5. COL 3 Additional Measures Level 1 (Option)
6. COL 3 Additional Measures Level 3 (Option)

These ELINs are optional and will be ordered sequentially to achieve the desired level of service. For each Option Period, the offeror shall price ELINs in the same manner explained above for the Base Year.

c. **<u>Non-Recurring (Indefinite Delivery Indefinite Quantity (IDIQ)) Effort.</u>**

(1) **Unit Priced Labor (UPL) Hourly Rates.** For the three UPL categories, (i) **Composite Professional UPL Rate Work** (composite professional labor hour of work-in-place performed by substantially and highly trained, certified, and/or licensed professionals, such as but not limited to engineers, Quality Control Specialist, Safety Specialists, and Accountants, per the scope and delivery schedule specified in the task order); (ii) **Composite Skilled UPL Rate Work** (composite skilled labor hour of work-in-place performed by substantially and highly trained, certified, and/or licensed craftsmen and technicians, such as but not limited to carpenters, painters, electricians, plumbers, equipment mechanics, electronics technicians, and pest controllers, per the scope and delivery schedule specified in the task order); and (iii) **Composite Unskilled UPL Rate Work** (composite unskilled labor hour of work-in-place performed by minimally trained or untrained workers, including but not limited to custodial and grounds maintenance workers, and common laborers per the scope and delivery schedule specified in the order), provide narrative explanations and supporting cost details describing the basis and rationale for the proposed composite hourly rates, such as (i) base hourly wage rates by labor classification, (ii) labor mix (i.e. proportionate share of effort per labor classification and skill), (iii) payroll burdens & fringes and (iv) identify and apply indirect cost percentages and any other costs (e.g. TCN support costs, overheads, and general & administration) to calculate the composite unit price. The UPL Hourly Rates shall include proposed Profit. The supporting worksheet and explanations must clearly identify the basis for the proposed wage rates, fringe benefits, labor burdens and overhead in sufficient detail to identify and permit evaluation of all individual components.

(2) **Unit Priced Tasks.** As shown in ELIN Exhibits, as required, the following specific tasks as outlined in

Spec Item 3 will be ordered on a non-recurring (IDIQ) basis for Annex 1401000 Family Housing: (i) **Change of Occupancy Maintenance (COM)**: The Contractor shall develop and implement a comprehensive COM program that will ensure quality housing is available to meet the needs of the Government. The requirements and performance standards for this UPT is identical to Spec Item 3.3.1.; (ii) **Change of Occupancy Services (COS)**: The Contractor shall develop and implement a comprehensive COS program that will ensure quality housing is available to meet the needs of the Government in a timely manner. The Contractor shall ensure that quarters are clean, fully equipped, operable and habitable. The requirements and performance standards for this UPT is identical to Spec Item 3.3.2.; (iii) **Drayage-Large (requiring more than 2 persons)**: Round Trip movement of Furnishings, Fixtures & Equipment (FF&E) to and from Housing units and storage warehouse. The requirements and performance standards for this UPT is identical to portions of Spec Item 3.2, FF&E Management; and (iv) **Drayage-Small (requiring 2 persons)**: Round Trip movement of FF& E to and from Housing units and storage warehouse. The requirements and performance standards for this UPT is identical to portions of Spec Item 3.2, FF&E Management.

Provide narrative explanations and supporting cost details describing the basis and rationale for the proposed unit prices. Proposed unit prices shall consider all costs of performance, provide detail for the individual components such as; (i) base hourly wage rates by labor classification (unburdened), (ii) labor burdens and fringes, amounts and percentages, (iii) all other direct costs such as materials, supplies, tools or equipment and (iv) identify and apply indirect cost percentages and any other costs (e.g. overhead, general & administration) required to calculate the composite unit price. The unit price shall include proposed Profit. The supporting worksheet and explanations must clearly identify the basis for the proposed wage rates, fringe benefits, labor burdens, materials, other direct costs and overhead in sufficient detail to identify and permit evaluation of all individual components. Proposals shall show escalation factors and how they were utilized to price the submission during the full term of the contract.

VOLUME II – NON-PRICE PROPOSAL

Submit an original and five (5) paper copies and 2 CDs (bookmark all sections the same as the tabs in the paper copies). At a minimum, Volume II shall be tabbed by major factor (e.g., Factor A). Volume II page limit, including all attachments, is 300 single-sided pages.

The printed format of Volume II should be as follows:

a) Offerors are strongly encouraged to limit the information submitted to pertinent information that responds to the technical evaluation factors.

b) Paper shall be white, 8-1/2” X 11” and have margins of 1-inch on all four sides with printing on one side only submitted in 3 D-ring binders. For charts, graphs, and spreadsheets, paper shall be 11” x 17”.

c) Text shall be a font of Arial with a type size no smaller than 11 point and single line spacing.

d) Graphic text shall be legible and no smaller than 8 point text.

e) Binder covers and spine inserts shall contain the following:

    i. Solicitation Number and Title
    ii. Offeror’s Name
    iii. Volume Title: Non-Cost/Price Proposal, Volume II and if applicable, Book 1 of 2, etc.

f) The original proposal shall be identified as “ORIGINAL” on the cover.

Each non-cost/price proposal shall be precise, detailed and complete. The offeror shall provide a narrative description in sufficient detail that addresses each of the following technical factors:

Factor A, Past Performance:

(a) Solicitation Submittal Requirements:

The Offeror and team members (e.g., subcontractors, JV partners, Mentor Protégé Partners, etc.) shall demonstrate past performance in recent, relevant projects, performed within the last 5 years, but submit no more than a combined total of ten (10) recent relevant projects, performed within the last 5 years, that demonstrate the ability to successfully perform the proposed effort. If the Offeror submits more than ten (10) projects for evaluation, the Government will evaluate the first ten (10) and disregard any other project information after the first ten (10). The Offeror will not be rated favorably or unfavorably if the Offeror does not have a record of relevant past performance or if a record of past performance is unavailable. In such a case, the Offeror will receive a "No Rating," or "Unknown Confidence (Neutral)" rating. However, an Offeror with a favorable relevant past performance may be considered more favorably than an Offeror with no past performance information.

IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor A, Past Performance. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs 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/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Tina Koike, via email at NFPACQ21-SINGBOS@navy.mil prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

In addition to the above, the Government may review any other sources of information for evaluating relevant past performance within the last five (5) years preceding the closing date for receipt of proposals. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE Codes/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the Offerors' proposal, inquiries of ownership representative(s), and any other known sources not provided by the Offeror. The Government will determine the relevance of the past performance information received on other projects, as well as consider the source, context and currency of such information in its evaluation. 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.

Notes for Factors A and B:

(1) The distinction between "corporate experience" and "past performance" is experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of size, scope , and complexity. Past performance relates to how well a contractor has performed.

(2) Definition of "recent relevant project" is as follows:

In order to be considered recent, a project must have involved work completed within the five (5) years preceding the closing date for proposals.

In order to be considered relevant, the ratings in the following table shall be used:

Past Performance Relevancy Ratings	
Rating	Definition
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

Elements of relevancy: product or service type(s), product or service complexities, contract type(s), contract dollar value, contract location, and the extent to which the entity performing the work is the same as the entity that will do the work under this solicitation.

(3) Evaluation preference will be given for demonstration of experience and favorable past performance with a multi-function support service (similar product or service type) in a foreign country as more relevant.

(4) Evaluation preference will be given for demonstration of experience and favorable past performance of fixed-price type contracts.

(5) Projects must be stand-alone contracts or task orders, performed within the past five (5) years preceding the closing date for receipt of proposals, which demonstrate its ability to perform the proposed effort. The offeror must demonstrate in its proposal how a project is relevant to this acquisition.

(6) The term "Offeror" typically refers to a single corporation submitting a proposal either as a prime contractor or a joint venture composed of multiple organizations submitting a proposal as joint-venture partners. "Offeror" may refer to other legal entities such as joint ventures (JV), Limited Partnerships (LTD), and Limited Liability Companies (LLC). In its evaluation of past performance and experience, the Government's evaluation will generally focus on the entities submitting the proposal (single corporation, individual joint venture partners, the LTD or the LLC).

(7) A subcontractor's past performance and experience will not be given the same weight as either a prime contractor or a joint venture partner because there is no direct legal relationship between the Government and the subcontractor. The Government will consider the past performance and experience of a subcontractor where the prime contractor provides, in its proposal, evidence of a binding teaming agreement or other contractual agreement which creates legal responsibility on the part of the subcontractor. However, the weight given to the experience will depend on the extent to which the proposal demonstrates the subcontractor's commitment to the project and legal accountability.

(8) If an Offeror is utilizing past performance or corporate experience information of affiliates/subsidiaries/parent/LLC/LTD member companies (name not exactly as stated on the SF33), the proposal shall clearly demonstrate that the affiliate/subsidiary/parent/LLC/LTD member companies will have meaningful involvement in the performance of the contract in order for the past performance or corporate experience information of the affiliate/subsidiary/parent/LLC/LTD member companies to be considered. The proposal shall state the specific resources (e.g., workforce, management, facilities, or other resources) that the affiliate/subsidiary/parent/LLC/LTD member companies will commit towards the performance of this contract. Prime contractor-subcontractor teams/Joint Ventures/LLCs/LTDs with a demonstrated history of working successfully together on prior projects may be considered more favorably than those without such history.

(9) The Offeror will not be rated favorably or unfavorably for Factor A, Past Performance, if the Offeror does not have a record of relevant past performance or if a record of past performance is unavailable. In such a case, the Offeror will receive a "No Rating," or "Unknown Confidence (Neutral)" rating. However, an Offeror with a favorable relevant past performance may be considered more favorably than an Offeror with no past performance information.

(b) Basis of Evaluation:

The degree to which past performance evaluations and all other past performance information reviewed by the Government (e.g., PPIRS, Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), performance recognition documents, and information obtained from any other source) reflect a trend of satisfactory performance considering:

- A pattern of successful completion of tasks;
- A pattern of deliverables that are timely and of good quality;
- A pattern of cooperativeness and teamwork with the Government at all levels (task managers, contracting officers, auditors, etc.);
- Recency of tasks performed that are identical to, similar to, or related to the task at hand; and
- A respect for stewardship of Government funds

Factor B, Corporate Experience:

(a) Solicitation Submittal Requirements:

Offerors shall submit a minimum of three (3) of their most recent, relevant projects for work performed within the past five (5) years, but submit no more than a combined total of ten (10) relevant projects that demonstrates its ability to successfully perform the proposed effort. If the Offeror submits more than ten (10) projects for evaluation, the Government will evaluate the first ten (10) and disregard any other project information after the first ten (10). Offerors shall provide a narrative regarding their relevant experiences, within the past five (5) years, on projects demonstrating ability to manage and coordinate work across multiple functional areas and demonstrating depth and breadth of experience in work covered by the Singapore BOS Annexes.

For purposes of this factor, the definition of recent relevant project from Factor A shall apply.

(b) Basis of Evaluation:

Offerors will be evaluated on recent, relevant experience within the past five (5) years to determine indicators of expected performance. The Government will take into consideration the complexity and quantity of experiences.

Evaluation of corporate experience will consider: (1) depth (extent of experience in each annex); (2) breadth (expertise across all Singapore BOS Annexes); and (3) multi-function management (experience managing/coordinating work across multiple functional annexes). The offeror shall be evaluated on its experience in planning and executing the required services to the Government.

Offerors possessing experience in foreign countries may be considered more favorably. Offerors that demonstrate depth and breadth of experience and multi-functional management experience in a greater number of Singapore BOS annexes may be considered more favorably. Lack of experience in one or more annexes may result in a lower rating for this factor. Limited multi-functional management experience may result in a lower rating for this factor.

Factor C, Technical Approach (Annexes 5-18):

(a) Solicitation Submittal Requirements:

Offerors shall clearly demonstrate their understanding of, and approach to, accomplishing the complexity and magnitude of the requirements set forth in the performance objectives/standards contained within the Performance Work Statement (PWS).

Offerors shall describe the approach, methods and techniques proposed to effectively achieve the performance objectives/standards. Offerors shall also identify any risk(s) they expect to encounter under the performance objectives/standards of this solicitation and how its technical approach and contingency plans will mitigate such risk(s). In addition, offeror's proposed approach shall include surge/contingency operations to allow the Government to meet fluctuations in mission requirements.

(b) Basis of Evaluation:

Offerors will be evaluated on their understanding of, and approach to, accomplishing the complexity and magnitude of the requirements set forth in the performance objectives/standards contained within the Performance Work Statement (PWS). The proposal will be evaluated on the demonstration of an efficient and effective technical approach to accomplishing the work and approach to mitigating risks. The evaluation will also include the Offeror's approach to handling surge/contingency operations and fluctuations in mission requirements. Approaches that demonstrate greater understanding of complexity and magnitude, lower risks to the government of substandard performance, and greater capacity to handle surge/contingency operations will be considered more favorably.

Factor D, Staffing and Key Personnel

(a) Solicitation Submittal Requirements:

Offerors shall submit a Staffing and Resource Plan identifying the proposed resources and workforce (full time, part time, local recruitment, subcontractors, etc.) including organizational chart and project management planned for each Annex/Sub-Annex. The Staffing and Resource Plan shall:

1) Discuss existing/in-place resources including methods and procedures to be used to effectively obtain additional required resources.

2) Provide resumes and letters of intent for the following proposed key personnel: Project Manager (Spec Item 2.7.1.1), Quality Manager (Spec Item 2.7.1.2), Environmental/Energy Manager (Spec Item 2.7.1.4), Business/Contract Manager (Spec Item 2.7.1.5), and Public Works Director (Spec Item 2.7.1.6). Site Safety and Health Officer resume and letter of intent should be included in Factor E. Demonstrate that key personnel meet or exceed required specifications, or how such specifications will be met prior to the start of contract performance.

(b) Basis of Evaluation:

The Offeror's staffing and Resource plan will be evaluated for adequacy to support proposed processes and methodologies, including:
1) Offeror's existing/in-place resources and ability to effectively obtain additional required resources quickly and efficiently.
2) Qualifications of proposed key personnel for managing multi-function support services in a foreign country.

Factor E, Safety:

(a) 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. DART Rates shall not be submitted for subcontractors.)

(i) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: Use the Data Safety Sheet provided in the solicitation under Section J to provide the following information for each of the three previous complete calendar years (2014, 2013 and 2012).

The Offeror shall submit their 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 the Offeror is unable to calculate and submit an OSHA DART Rate for each of the prior three years, the Offeror shall affirmatively state so, explain why, and submit the information that is available. 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 considered more favorably in the evaluation.

(ii) Technical Approach for Safety:

Describe the plan that the Offeror will implement to evaluate safety in performance of the contract, including the plan 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 contract and subcontractor levels. The Safety Narrative plan shall be limited to two (2) pages.

Offeror (or each member of a JV or partnership) shall provide a listing of any citations, fines, notices or findings of violations, or equivalent warnings or sanctions received from the U.S. Occupational Safety and Health Administration, Singapore Occupational Safety and Health Division, Japan Labor Standards Inspection Office, Korea Occupational Safety and Health Agency, or other government agency responsible for enforcing occupational health or safety standards for each of the past three full calendar years, or if there are none, a statement that three are none. A description of the underlying incident(s), the resultant time lost and any corrective action(s) taken shall also be provided for each incident resulting in such citation, fine, notice, finding, or equivalent warning or sanction. This document is not subject to the two (2) page limit of the Safety Narrative plan.

If the Offeror's safety record is less than satisfactory and/or includes a fatality or serious bodily injury, the Offeror shall address in detail the facts and circumstances that led to the fatality/serious bodily injury and describe the corrective actions taken and procedures in place to prevent repeat occurrences. This document is not subject to the two (2) page limit of the Safety Narrative plan.

(iii) Qualifications of the Site Safety and Health Officer (SSHO):

Provide resume and letter of intent for the proposed SSHO (PWS Annex 2, Spec. Item 2.7.1.3 for qualifications). Demonstrate that the SSHO meets or exceeds required specifications, or how such specifications will be met prior to the start of contract performance.

(b) Basis of Evaluation:

The Government is seeking to determine that the Offeror has consistently demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself and its subcontractors. The Government will evaluate the Offeror's overall safety record, the Offeror's plan to select and monitor subcontractors, any and innovative safety methods that the Offeror plans to implement for this procurement. The Government's sources of information for evaluating safety may include, but are not limited to, OSHA, NAVFAC's Facility Accident and Incident Reporting (FAIR) database, and other related databases. While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete safety information regarding these submittal requirements rests with the Offeror. The evaluation will collectively consider the following:

- OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate
- Offeror Technical Approach to Safety including Safety Citations and Corrective Actions taken
- Qualifications of the Site Safety and Health Officer (SSHO)
- Other sources of information available to the Government

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

The Government will evaluate the OSHA DART Rate to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward or downward trends and extenuating circumstances that impact the rates. Lower OSHA DART Rates will be considered more favorably in the evaluation.

DART Rate, as defined by the U.S. Department of Labor, Occupational Safety and Health Administration, is based on the following industry standard calculation:

$$\text{DART Rate} = (A/B) \times 200{,}000$$

Where A = the number injuries and/or illnesses with days away, restricted work, or job transfer
B = Total number of hours worked by all employees during the calendar year.

(ii) Technical Approach to Safety:

The Government will evaluate the narrative to determine the effectiveness of the Offeror's plan and evaluate safety in the performance of the contract, the degree to which subcontractor safety performance will be considered in the selection of all levels of subcontractors on the upcoming project. The Government will also evaluate the narrative to determine the degree to which innovations are being proposed that may enhance safety on this procurement. Those Offerors whose plan demonstrates a commitment to hire subcontractors with a culture of safety and who propose innovative methods to enhance a safe working environment may be considered more favorably in the evaluation.

(iii) Qualifications of SSHO:

The Government will evaluate the resume of proposed SSHO in accordance with the requirements within the Performance Work Statement (PWS) Annex 2, spec. item 2.7.1.3.