# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

| 1. CONTRACT ID CODE | PAGE OF PAGES | |
|---|---|---|
| J | 1 | 10 |

| 2. AMENDMENT/MODIFICATION NO. | 3. EFFECTIVE DATE | 4. REQUISITION/PURCHASE REQ. NO. | 5. PROJECT NO.(If applicable) |
|---|---|---|---|
| 0007 | 31-May-2016 | | |

6. ISSUED BY CODE N62742

NAVFAC PACIFIC
GCSC/POS CONTRACTS BR (ACQ23)
258 MAKALAPA DRIVE STE 100
JBPHH HI 96860-3134

7. ADMINISTERED BY (If other than item 6) CODE

**See Item 6**

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)

CODE FACILITY CODE

| | |
|---|---|
| X | 9A. AMENDMENT OF SOLICITATION NO. N62742-16-R-3580 |
| X | 9B. DATED (SEE ITEM 11) 04-Mar-2016 |
| | 10A. MOD. OF CONTRACT/ORDER NO. |
| | 10B. DATED (SEE ITEM 13) |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [ ] is extended, [X] 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 _____ 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 [ ] is not, [ ] 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.)

N62742-16-R-3525, PHILIPPINES OPERATIONS SUPPORT CONTRACT (POSC)

Incorporate revisions to the Solicitiation. The proposal date remains unchanged at 13 June 2016; 4:00 PM (HST).

Continued on page 2.

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 31-May-2016 |

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 0007

A. The purpose of this Amendment 0007 is to incorporate the revised Performance Work Statement (PWS) Annex sections/attachments that help clarify requirements based on questions received and incorporated into the solicitation. The revisions are annotated with a vertical line on the right hand border of the page. Existing sections/attachments shall be removed and replaced in its entirety and are listed as follows:

1. Delete DFAR Clause 252.234-7001, Notice of Earned Value Management System (APR 2008)

2. Delete DFAR Clause 252.234-7002, Earned Value Management System (MAY 2011)

3. Delete DFAR Clause 252.237-7023, Continuation of Essential Contractor Services (OCT 2000).

4. RFP Section H.2, Contractor Acquired Equipment Costs dated 31 May 2016

5. RFP Section L.6, Volume II – Non-Cost/Price Proposal, Factor 4: Staffing and Key Personnel dated 31 May 2016

6. Section J, Revised Table of Contents. Changes include JL-7 Questions to Answers (Amendment 0007).

B. The following sections/attachments have been incorporated into the solicitation and provided as attachments to this amendment.

7. Attachment JL-7, Questions and Answers (Amendment 0007)

C. All other sections/attachments remain unchanged.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

The following have been modified:

H.2

CONTRACTOR ACQUIRED EQUIPMENT COSTS

(a) Unless authorized in writing by the Contracting Officer, the government wishes to avoid taking title to contractor-acquired equipment. The Contractor shall not treat any item as fully expensed (direct item of cost) unless that item is identified in its proposal as a direct item of cost. Furthermore, the Contractor shall not incur costs associated with the acquisition or fabrication of any item of equipment to be treated as fully expensed (direct item of cost), whether as identified as such in its proposal or not, without prior written approval of the Contracting Officer.

(b) The preferred accounting/billing method for contractor-acquired equipment is through depreciation or a use rate. The government shall not assert any claim of title to any equipment expensed under the contract through depreciation or a use rate. Costs for contractor owned equipment and "capital lease" equipment (Capital lease is defined in Financial Accounting Standards No. 13) shall be accounted for and billed in accordance with FAR 31.205-11 (Depreciation) and applicable Cost Accounting Standards (CAS). Depreciation shall distribute the cost of the asset, less estimated residual value, over the estimated useful life of the asset in a systematic and logical manner. Costs for equipment acquired under an "operating lease" (as defined in Financial Accounting Standards No. 13) shall be accounted for and billed in accordance with FAR 31.205-36 (Rental Costs).

SECTION I - CONTRACT CLAUSES

The following have been deleted:

| | | |
|---|---|---|
| 252.234-7001 | Notice of Earned Value Management System | APR 2008 |
| 252.234-7002 | Earned Value Management System | MAY 2011 |
| 252.237-7023 | Continuation of Essential Contractor Services | OCT 2010 |

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

TOC

SECTION J
LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

TABLE OF CONTENTS

| **ATTACHMENT NO.** | **TITLE** |
|---|---|
| JB-1 | Cost Summary Worksheet |
| JB-2 | Labor and Fringe Benefits Worksheet |
| JB-3 | Incentive Fee Percentages and Pools |
| JB-3a | CPIF examples |
| JC-1 | Performance Work Statement |
| JC-2 | Definitions and Acronyms |
| JC-3 | References, Instructions, Directives |
| JH-1 | Incentive Fee Plan |
| JH-2 | Indirect Rates Submission Maximum (Ceiling) Indirect Rate Ceilings |
| JL-1 | Written Question Form |

| | |
|---|---|
| JL-2 | NAVFAC Past Performance Questionnaire (Form PPQ-0) |
| JL-3 | JB2 Form 0-180 Application for personnel and vehicle passes |
| JL-4 | Pre-Performance Conference Attendance Sheet & Slides |
| JL-5 | Questions and Answers (Amendment 0005) |
| JL-6 | Questions and Answers (Amendment 0006) |
| **JL-7** | **Questions and Answers (Amendment 0007)** |

| **EXHIBIT NO.** | **TITLE** |
|---|---|
| Exhibit A-H | Exhibit Line Item Numbers (ELINS) |

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:
L.6
PROPOSAL REQUIREMENTS

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

Volume I – Cost Proposal
Volume II – Non-cost/price Proposal (Factors 1, 2, 3, 4, and 5)

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.

The principal evaluation factors for this procurement are non-cost/price (technical) and cost. The relative order of importance of the non-cost/price evaluation factors is the technical Factors 1, 2, 3, 4, and 5 are of equal importance to each other respectively, and when combined, are equal in importance to the past performance evaluation/performance confidence assessment Factor 1. When the proposal is evaluated as a whole, the technical factors and past performance/performance confidence assessment factor combined (i.e. the non-cost/price evaluation factors) are considered approximately equal to cost.

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

(1) 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”.
(2) Text shall be a font of Arial with a type size no smaller than 11 point and single line spacing.
(3) Graphic text shall be legible and no smaller than 8 point text.
(4) 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/Financial Management Systems
(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** and accompanying exhibits from Section J of the solicitation with all Contract Line Item Number (CLIN) and Exhibit Line Item Number (ELIN) unit pricing and amounts completed that 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/Financial Management Systems**, offerors shall submit the date, results, and the reporting Government office for the most recent reviews performed of its accounting, billing, estimating, purchasing, and Government property systems. Provide a listing of information to support the Government's determination of the degree to which the offerors accounting/financial management systems are 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(h) and FAR 16.301-3(a), 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.

**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:

(1) The relationship of the team/partners/parties in terms of business ownership, capital contribution, profit distribution or loss sharing.

(2) The management approach in terms of who will conduct, direct, supervise, control and the controlling partner's authority to obligate the entity.

(3) 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.

(4) Identify the personnel having the authority to legally bind the offeror.

(5) 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**, cost 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; travel/relocation; other direct cost (ODC); overhead; and general and administrative. 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. 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 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:

**a. 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); JB-1 Staffing levels shall include all FTEs (prime and all subcontractors) required to perform the effort for each Annex. The FTEs and labor hours shall reconcile with the information submitted under Technical Proposal Factor 4, 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. Offerors shall submit Attachment JB-2 for each contract period. **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.**

**b. Material.** Provide material cost by Annex/sub Annex and the basis of estimate.

**c. Equipment.** Offerors are required to provide for all the equipment necessary to perform the requirements of the contract. Because the Government does not want to take title to contractor furnished equipment, the preferred accounting/billing method would be through depreciation or a use rate of contractor provided equipment. Offerors who propose depreciation or a use rate will be evaluated more favorably than those who propose reimbursement of equipment as a direct item of cost. 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 2.101which defines depreciation 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.

**d. 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. The indirect rate ceiling provisions (see Part 8f) apply to proposed **cost-reimbursable subcontractors** and the applicable ceiling rates will be included in the contract resulting from this solicitation.

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

**f. Indirect Costs (Fringe Benefits, Overhead, G&A, etc.)**. Provide a table that summarizes 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. For cost control, the Government is seeking to establish maximum or ceiling rates for each separate indirect rate category. For JVs, the Government is seeking to establish maximum, or ceiling rates, for the JV entity as well as the partners comprising the JV. Offerors should identify its proposed ceiling rates applicable to the various contract periods in **Attachment JH-2, Indirect Rate Submission Maximum (Ceiling) Indirect Rate Ceilings**.

**g. Incentive Fee Available Pool**. A multiple-incentive contract with cost incentive and performance incentive will be used. **The total target fee percentage shall be at the discretion of the Offeror. The proposed total target fee percentage shall be divided equally between cost and performance incentive fee** because cost and technical performance are of equal importance to the Government. For example, if an Offeror proposes an 8% total target fee (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 fee adjustment formula; a maximum fee (for cost incentive pool only) of an additional 2% over the proposed cost incentive pool percentage; and a minimum fee (for cost incentive pool only) of 1%. Offerors shall include the appropriate information in **Attachment JB-3, "Schedule of Incentive Fee Percentages and Incentive Pool Amounts" and the appropriate Section I clause, FAR 52.216-10**. Examples of earned fee 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".

**VOLUME II - NON-COST/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 1). Volume II page limit is 250 pages.

The printed format of Volume II should be as follows:

(1) Offerors are strongly encouraged to limit the information submitted to pertinent information that responds to the non-cost/price evaluation factors.

(2) 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".

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

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

(5) Binder covers and spine inserts shall contain the following:
(a) Solicitation Number and Title
(b) Offeror's Name
(c) Volume Title: Non-cost/price Proposal, Volume II and if applicable, Book 1 of 2, etc.

(6) 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 non-cost/price factors and corresponding subfactor(s):

**FACTOR 1: PAST PERFORMANCE**

The Offeror and team members (e.g., subcontractors, JV partners, Mentor Protégé Partners, etc.) shall demonstrate past performance in at least three (3) recent relevant projects, performed within the last 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).

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, Ms. Valerie Kop-Choy via email at NFPACQ23-Box5@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.

**A copy of the blank Past Performance Questionnaire to be used for requesting client references is included as Attachment JL-2.**

**FACTOR 2: CORPORATE EXPERIENCE**

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 similar in size, scope, and complexity as the proposed effort.

**FACTOR 3: TECHNICAL APPROACH (ANNEXES 3-18):**

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), including but not limited to Annex 16, Spec Item 3.3 Potable Water, compliance with Chapter 3, Drinking Water, of the DoD 4715.5-G, OEBGD.

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.

**FACTOR 4: STAFFING AND KEY PERSONNEL**

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 binding 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), Manila Embassy Expediter (Spec Item 2.7.1.4), Security Manager (Spec Item 2.7.1.5).

Note: Site Safety and Health Officer (SSHO)( Spec Item 2.7.1.3) will be evaluated as part of Factor 5, Occupational Safety.

(3) Provide overall management and administration resources to manage and accomplish work on this contract that is outside the host country (i.e. Headquarters or Home Office level resources) and methodologies that will be used to cap or minimize cost while still providing timely contract support.

**FACTOR 5: OCCUPATIONAL SAFETY:**

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, 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 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 two (2) pages.

(4) Provide resume and binding letter of intent for the proposed key personnel: Site Safety and Health Officer (SSHO)( Spec Item 2.7.1.3).

(End of Summary of Changes)