

Each Task Plan shall address the following:

- Understanding of the disciplines necessary to perform the requirement.
- Methodology supporting the Offeror's approach to meeting the requirements.
- Efficiencies that the Offeror may build into its approach to meeting the requirements.
- Assessment of risk in performance of the requirement along with implementation of risk mitigation or elimination factors
- Rationale for the proposed labor hours, skill mix and subcontractor effort to perform task requirements based on the Offeror's analysis.
- Offerors shall enter Task Plan pricing and hours estimated to complete the work for each Task Plan in Volume III, Pricing, on the applicable Summary Pricing Workbook Template (Section J.1(a) Attachment 7).

(2) **Phase-In Plan Approach.** The Offeror's Phase-In Plan shall include approach and rationale for the following:

- Ensuring efficient continuation of operations during contract transition addressing issues typically encountered during the initial and ongoing transition of personnel.
- The proposed key or other personnel (by title and function), who will participate during Phase-In and their roles and responsibilities.
- Estimate of and supporting rationale for the number of incumbent contractor employees expected to be hired.
- Implementation schedule of tasks to be completed by the Offeror during Phase-In. The schedule shall include at a minimum, but not limited to, medical screening, physical agility testing, psychological screening, interviews, Government Furnished Property (GFP) inventory, GSA vehicle assessments, uniform fitting, equipment ordering, training, weapons systems qualifications, standard operating procedure development, and any other elements that create risk in the schedule.
- Certification (e.g., medical screening, psychological evaluations, etc.) that agreements are in place with the service provider(s) ensuring the processing by the service provider is sufficient to meet the schedule demands of the Phase-In plan.
- Schedule for ensuring 100% review of Government Furnished Property (GFP) and coordination with the Government Property Administrator and NASA managers to assess the condition and determine the appropriate disposition of the GFP including assessment of GSA vehicles condition and process for any necessary transfer of leases. See note to PWS regarding "Contractor-Owned Property" in the PWS Section 1.6.
- Policy for continuing and/or replacing the benefits of the incumbent contractor's employees expected to be hired (e.g., seniority, accrued sick and annual leave, compensatory time, health plans, 401k plans, etc.) and process for providing benefits information and support.
- Demonstration that a Facility Top Secret certification will be obtained by contract start.
- Schedule for certifying and training company personnel (including key personnel) to assume operational responsibilities and PWS requirements at contract start. Include approach to conducting required PWS fitness screening requirements to ensure personnel suitable at contract start.
- Identification of Phase-In risk areas and recommend approaches to minimize the probability and impact of those risks.

(3) **Key Personnel.** The Offeror shall provide the following:

- Description of Key Personnel positions including authority and responsibilities, and the rationale why the position is considered a Key Personnel position.
- Rationale for selection of personnel to fill key positions, including individual's background, education and experience, qualifications, and their proposed assignment/role in the contract.
- For each key personnel identified, discuss the actual time committed throughout the duration of the contract, the rationale for the level of commitment, and the impact thereof on contract performance. Include commitment letters and resumes with position descriptions.

(b) Past Performance Factor (Proposal Volume II).

The goal of this factor is to obtain information regarding the relevant past performance of the Offeror and its major subcontractors, specifically in the areas of technical performance, contract management, and corporate management responsiveness. For purposes of this solicitation, "major subcontractors", is defined as subcontracting dollars of \$1,000,000 or more covering a performance period of three (3) years. "Offeror" and "major subcontractor," for purposes of this solicitation includes predecessor companies. If the Offeror or major subcontractor does not have enough references to meet these requirements, references shall be provided to the maximum extent possible. As a minimum, the Past Performance Proposal shall include the following:

(1) A list of not more than four (4) relevant contracts (government and/or industry), each in excess of \$10,000,000 total contract value for the prime and each in excess of \$3,000,000 total contract value for the major subcontractor, received in the past three (3) years, or currently on-going, involving types of related effort. These contracts shall demonstrate the Offeror's and major subcontractor's capabilities to perform this requirement. Include the contract numbers; Government agency or industry placing the contract; Contracting Officer, telephone number, and email address; Contracting Officer's Technical Representative (COTR) telephone number and email address; and a brief description of Offeror's part of the work and the total dollar value of the Offeror's portion. Industry contracts involving subcontracting to another company that may have a prime contract with some area of the government may be included.

(2) Specific information is required from the Offeror and proposed major subcontractors, past and active customers as identified in subparagraph (4) A, below.

(3) Past performance information may also be obtained through the NASA Past Performance Information Retrieval System (PPIRS) or similar systems of other Government departments and agencies, questionnaires tailored to the circumstances of this acquisition, Defense Contract Management Agency (DCMA) channels, interviews with Program Managers and Contracting Officers, and other sources known to the Government, including commercial sources. Offerors are notified that, in conducting an assessment of past performance, the Government reserves the right to use both data provided by the Offeror and data obtained from other sources.

(4) A. Information Provided by Offerors and Major Subcontractors. The Offeror and its major subcontractors shall provide the below information regarding relevant Program Management, Uniform Operations, Infrastructure Security, Employee and Visitor Processing Offices; Export Control, Emergency Management, Fire Services and Other Information for the reference contracts that are identified in the paragraph (b)(1) above.

(i) Program Management

- Hours of Operation and Handling of normal workload fluctuations
- Contract Management

- Handling of special events (e.g., security, badging, etc.)
- Records management
- Effective and efficient vehicle management
- Security Services Program
- Access and Handling of Sensitive Information

(ii) Uniformed Operations

- Traffic Enforcement
- Canine (K-9) Operations
- Criminal Violation Enforcement
- Emergency Response Team (ERT)
- Security Armory
- Flag Protocol
- NASA ARC/Moffett Police and Fire Dispatch Center
- SPO/SO Training
- NASA Required Protective Services Training and Recertification
- State and local education requirements
- Firearms training, range operations and maintenance

(iii) Infrastructure Security

- Information Technology (IT) Security and Privacy
- Physical Security
- Resource Protection Program (RPP)
- Information Security (INFOSEC) and Communications Security (COMSEC)
- Technical Security
- Access Control Support
- Locksmith Services

(iv) Employee and Visitor Processing Offices

- Personnel Security Services Office
- Employee Badging Office, Visitor Registration and Pass Office
- International Visitors Office (IVO)

(v) Export Control

- Handling of export control

(vi) Emergency Management

- Emergency Preparedness
- Emergency Operations
- Continuity of Operations (COOP)
- Test, training and Exercise (TT&E)
- Disaster Assistance and Rescue Team (DART)

(vii) Fire Services

- Fire Operations and Firefighting
- Aircraft Rescue and Firefighting (ARFF)
- Tactical Rescue
- Hazardous Material Emergency Response Support
- Fire Services Training and Certifications

- Fire Prevention

(viii) Other

- Provide the amounts of and an explanation for any cost underrun or overrun, if any. Explain and describe the impact on overall performance
- Explain any serious performance problems, slips in schedules, any termination for default, or regulatory violations resulting from contractor performance.
- Explain examples of innovative methods implemented that resulted in cost savings to the customer.

B. Past Performance Questionnaires. The following information shall be supplied by each Offeror and major subcontractor(s). All information must concern contracts considered to be relevant in technical requirements, size and complexity to the contract expected to be awarded from this solicitation. This information shall concern only work performed by the Offeror's or major subcontractors' business entity that will perform the work under this contract, if awarded. Each Offeror shall ensure that the customers return questionnaires directly to the Government **10 days prior to the proposal due date**. **Late Questionnaires will not be accepted.** If the Offeror or major subcontractor(s) does not have enough references to meet these requirements, references shall be provided to the maximum extent possible. The questionnaires returned to the Government will not be counted against the proposal's page limitation.

- Each Offeror and major subcontractor(s) shall complete Section 1 of the Past Performance Questionnaire identified in Section J, "List of Documents, Exhibits, and Attachments," for each reference identified in paragraph 2 below.
- Each Offeror and any proposed major subcontractor(s) shall send a blank Past Performance Questionnaire to the cognizant Contracting Officer (CO) and the Contracting Officer's Representative (COR) of no more than four (4) relevant contracts (government and/or industry), each in excess of \$10,000,000 total contract value for the prime and each in excess of \$3,000,000 total contract value for the major subcontractor(s), received in the past three (3) years, or currently on-going, involving types of related effort. All Past Performance Questionnaires shall be drawn from the (b) Past Performance Proposal (Volume II) (1) list above.
- Twenty (20) days prior to the proposal due date**, each Offeror shall provide the NASA Ames Research Center Contracting Officer a list of contracts from whom the Offeror's team (Offeror and any proposed major subcontractor/s) have requested past performance information and shall send that list via email to kenneth.kitahara@nasa.gov.

(c) Cost/Price Factor (Proposal Volume III)

1. Introduction

The Government assumes that adequate cost/price competition will exist thereby negating the need for submission of certified cost and pricing data with this proposal submission (See FAR 15.403-1). To ensure that the Government is able to perform a fair assessment of the proposed pricing, each Offeror is required to submit a Cost/Price proposal that is suitable for evaluation. A cost/price volume that is suitable for evaluation shall:

- Explain in detail all pricing and estimating techniques;
- Disclose the basis of all projections, rates, ratios, percentages, and factors in sufficient detail to facilitate the Source Evaluation Board's (SEB's) understanding and ability to mathematically verify these estimating tools;
- Comply with FAR Clause 52.222-46, Evaluation of Compensation for Professional Employees;

- d) Comply with applicable Federal Acquisition Regulation (FAR) and NASA FAR Supplement (NFS);
- e) Include a narrative portion that explains all judgmental elements of cost/price projections and profit policies including any proposed price ceilings and team profit sharing arrangements; and
- f) Include all templates required in this Section of the RFP.

The Offeror's cost/price proposal shall be submitted in one volume labeled "Volume III Cost/Price Proposal."

Cost/Price proposals shall be submitted using Government provided pricing templates described below. The templates are included as Section J.1(b) Attachment 3, Pricing Template Workbook.

The RFP-specified formats provided herein are structured on a Contract Year (CY) basis. In preparing the proposal, summary level information is required on the templates, however, the Offeror's own format shall be used for submitting supporting information. Offerors are instructed to complete all applicable templates provided herein, and provide supporting information to explain the basis of estimate for the proposed amounts.

Major Subcontractors are defined by this solicitation as those subcontractors providing a total contract value of \$200,000.00 per year or \$1,000,000.00 for the five year inclusive effort.

In addition to the Prime Offeror submitting a Volume III, Cost/Price, any major subcontract that has a potential estimated total value in excess of \$200,000.00 per year or \$1,000,000.00 for the five year inclusive effort, a Volume III, Cost/Price, must be provided for that subcontract following the subsequently specified format Section J.1(b), Attachment3, Pricing Template Workbook.

Prospective subcontractors shall submit proprietary cost data in a sealed envelope through the Prime Offeror. The Prime Offeror is responsible for submitting no later than the date and time specified in this RFP a comprehensive proposal including all required subcontractor proposals in accordance with Section L.5(b).

A WYE (Work Year Equivalent) is a full time equivalent that is defined as follows: the proposed productive hours needed to comprise one average full time employee. A WYE may be comprised of one employee or several part time employees. A productive WYE is defined as follows: the total available hours for productive work in a year, excluding overtime and paid time off (vacation, holiday, etc.).

All dollar amounts provided shall be rounded to the nearest dollar. All IDIQ fully burdened labor rates shall be rounded to the nearest penny, \$xx.xx. All rates (indirect percentages) shall be to the second decimal place, xx.xx%.

Standard Labor Categories (SLCs): The Offeror will develop its proposed prices using its estimating system. For the Core Fire Services requirements (CLINs 02B, 05B, 08B, 11B, and 14B) and for the IDIQ sample tasks (CLINs 3, 6, 9, 12, 15), the Offeror shall map its labor categories to the SLCs using the guidelines provided (see Section J.1(b), Attachment 1. SLCs are intended to broadly group proposed labor into a manageable number of categories. These guidelines do not address all the possible specific skills, or requirements that any one occupation or profession may require. It is the Offeror's responsibility to acquire an understanding of the complexities of the work to successfully meet Protective Services requirements. Accordingly, the Offeror must propose the resources to successfully meet these requirements. The Offeror is allowed to include additional labor categories that do not easily map into the SLCs provided under the "other" SLC, **with the exception of SLCs "Security Police Officer (SPO)" and "Security Officer (SO)" which must be used with no substitutions.** The "other" categories should be limited if proposed.

For the Core Program Management requirements (CLINs 02A, 05A, 08A, 11A and 14A), the Offeror shall propose the resources necessary to meet Protective Services requirements.

Proposal Cover Sheet: A single page containing all the information specified in Section 1, General Instructions, Part A, Items 1 through 11 of Table 15-2 as shown in FAR 15.408 is required. JA Form 038, Section J.1(b), Attachment 2, must be completed and used to satisfy this requirement. The proposal cover letter shall be properly completed and signed by an official authorized to contractually bind your company. Proper completion includes identification of the cognizant Defense Contract Audit Agency (DCAA) office, and, in the reference columns, the pricing information submitted.

2. Electronic Pricing Model (EPM) File

Format: In order to achieve standardization, the Electronic Pricing Model includes one (1) workbook entitled Pricing Template Workbook. The worksheets located within the workbook contain the following:

1. Salary and Wages Exempt
2. Salary and Wages Non-exempt
3. Fully Burdened Rates Development Template Year 1 – Year 5
4. Fully Burdened Rates Summary Template Year 1 – Year 5
5. Summary Price Template Firm Fixed Price – Core Program Management-(PWS Section 2.0)
6. Summary Price Template Firm Fixed Price – IDIQ Sample Task Order A-Uniformed Operations (PWS Section 3.0)
7. Summary Price Template Firm Fixed Price – IDIQ Sample Task Order B- Infrastructure Security (PWS Section 4.0)
8. Summary Price Template Firm Fixed Price – IDIQ Sample Task Order C-Employee and Visitor Processing (PWS Section 5.0)
9. Summary Price Template Firm Fixed Price – IDIQ Sample Task Order D-Emergency Management (PWS Section 7.0)
10. Summary Price Template Firm Fixed Price – Core Fire Services-(PWS Section 8.0)
11. Summary Price Template Time and Materials (T&M)
12. Incumbency Assumptions
13. Phase-In Template
14. Minor Subcontracts Template
15. Schedule of Subcontracts

Formulas: All formulas used in the workbooks must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets or workbooks may be necessary, the use of external links (source data not provided to NASA) of any kind is prohibited. The workbooks must contain no macros or hidden cells.

Locks: The EPM shall not be locked/protected or secured by passwords.

3. Cost/Price Proposal Organization

The Government intends to use a personal computer with Microsoft Excel to aid in the evaluation of the cost/price proposal. In addition to the hardcopy requirements of the preceding section, each prime and subcontractor is required to submit its EPM and any other electronic cost data, including formulas, on CD(s) or USB stick.

Each CD provided is to have an external label indicating:

1. The name of the Offeror;
2. The RFP number; and

3. The files/workbooks or range of files/workbooks contained on the CD.

Labeling the CD case only does not fulfill this requirement. The CD itself must be labeled. The use of a permanent marker to label the CDs by hand is acceptable.

Workbook Acronyms:

All electronic file/workbook names included in the proposal shall begin with the appropriate workbook acronym, hyphen, followed by the first three letters of the company name. For example: Assume the company name is ABC Company and you have completed the IDIQ workbook; the file/workbook name would be IDIQ-ABC.xls. The Offeror shall use the Template Acronyms below in naming individual worksheets/tabs within an Excel file/workbook:

Template Acronyms:

SW-E: Salaries & Wages –Exempt Template

SW-NE: Salaries & Wages –Non-exempt Template

FBR-DT: Fully Burdened Rates Development Template (Yrs 1-5)

FBR-ST: Fully Burdened Rates Summary Template (Years 1-5)

SPT FFP-Core PM: Summary Price Template Firm Fixed Price - Core Program Management

SPT FFP-IDIQ STO A: Summary Price Template Firm Fixed Price – IDIQ Sample Task Order Uniformed Operations

SPT FFP-IDIQ STO B: Summary Price Template Firm Fixed Price – IDIQ Sample Task Order Infrastructure Security

SPT FFP-IDIQ STO C: Summary Price Template Firm Fixed Price – IDIQ Sample Task Order Employee and Visitor Processing

SPT FFP-IDIQ STO D: Summary Price Template Firm Fixed Price – IDIQ Sample Task Order Emergency Management

SPT FFP-Core FS: Summary Price Template Firm Fixed Price - Core Fire Services

SPT-T&M: Summary Price Template Time and Materials

IA: Incumbency Assumptions Template

PIT: Phase-In Template

MST: Minor Subcontracts Template

SoS: Schedule of Subcontracts

4. Pricing Template Instructions

a) Salaries and Wages Exempt Template - Contract Year 1: (SW-E)

The Offeror shall submit a completed SW-E for exempt personnel for Contract Year 1. This template is required of the Offeror proposed as Prime and all major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all labor classifications included in the proposal, by titles from the Offeror's estimating system. For labor categories proposed under the Core Fire Services and the IDIQ Sample Task Orders, each of the Offeror's Labor Categories shall be mapped to the Government Standard Labor Category.

For labor categories proposed under the Program Management Requirements, Offerors shall list their labor category titles in the "Other Categories" section of the template.

The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors or subcontractors. Incumbent contractors or subcontractors are to include the actual average current direct labor rate for each labor category. The "WYE" Column shall include all proposed WYE per labor category. The "Contract Year 1 Proposed Labor Rate" is the Offeror's proposed composite labor rate starting in Contract Year 1. The "Escalation rates for year 2-5" column shall include the Offeror's annual escalation percentage. Offerors shall provide adequate supporting rationale for the escalation rates proposed.

The "Actual Proposed Annual Salary" is the salary of the proposed labor category. A source column has been provided on the template for the Offeror to use to identify the supporting data for each labor category, which shall include the source data (Actual or Wage Survey) for exempt personnel. An example is included on the template for illustration purposes only.

(b) Salaries and Wages Non-exempt Template - Contract Year 1: (S(W-NE))

The Offeror shall submit a completed SW-NE for non-exempt personnel for Contract Year 1. This template is required of the Offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all proposed labor classifications included in the proposal, by titles from the Offeror's estimating system. For labor categories proposed under the Core Fire Services and the IDIQ Sample Task Orders, each of the Offeror's Labor Categories shall be mapped to the Government Standard Labor Category. For labor categories proposed under the Program Management Requirements, Offerors shall list their labor category titles in the "Other Categories" section of the template.

The DOL WD or CBA category shall be mapped to the LABOR CATEGORY – Offeror's. The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors or subcontractors. Incumbent contractors or subcontractors are to include the actual average current direct labor rate for each labor category. The "WYE" Column shall include all proposed WYE's per labor category. Depending on whether the category is DOL or CBA covered, include the wage rate in the appropriate column. The "Contract Year 1 Proposed Labor Rate" is the Offeror's actual proposed composite labor rate starting in Contract Year 1. A source column has been provided on the template for the Offeror to use to identify the supporting data for each labor category. An example is included on the template for illustration purposes only.

Note: In accordance with the clause at FAR Clause 52.222-43, Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multiple Year and Option Contracts), escalation shall not be applied to the direct labor rates for Contract Year 1 for Non-Exempt employees subject to the Acts. The contract unit price labor rates for these employees will be adjusted at the time of actual change to the rates (for example, when a new wage determination is issued or collective bargaining agreement is signed), in accordance with paragraph (d) of the clause.

(c) Fully Burdened Rates Development Template (FBR-DT)

A separate FBR-DT is required for phase-in as well as for each contract year of the effort from the prime and is also required from Major Subcontractors. Major Subcontractor is defined by this solicitation as a company that the Offeror anticipates providing a total contract value of \$200,000.00 per year or \$1,000,000.00 for the five year inclusive effort of contract value in support of the Statement of Work effort. This template is provided so that each Offeror may show how it arrived at its individually proposed fully burdened rates including profit. (See example in the template provided).

This template calculates a weighted average fully burdened labor rate for each Standard Labor Category (SLC). The Offeror's direct labor rates for each SLC for Contract Year 1 should come from and should match the direct labor rates developed in SW-E and SW-NE. The direct labor rates computed for Contract Year 1 for Exempt employees in SW-E should be escalated each year thereafter.

The third column is provided for each Offeror to provide its anticipated incumbent retention percentage. This column applies only to Contract Year 1.

Next, indirect costs are added to the direct labor cost to compute the fully burdened rate. This template includes some typical indirect cost categories that may be applicable; however, it may be modified to accommodate the Offeror's accounting system. You may add rows or columns to facilitate this. However, do not remove any SLCs in the submitted templates.

Offerors may submit additional supporting data showing the development of the proposed overhead, fringe or other indirect cost rates.

The Profit column is provided so the Prime Contractor can indicate the proposed profit based upon the Offeror's rationale. A detailed narrative should be provided explaining the rationale for the profit.

The Subcontractor Cost Input Area addresses the Subcontractor rates. In this area, the Subcontractor(s) is to provide the prime with their fully burdened labor rate and shall be one rate per SLC that shall be charged to the Prime Contractor.

The column titled "Subcontractor FBR" is for the fully burdened rates provided to the Offeror by the subcontractors.

The Prime Burdens Rate is what the Prime contractor may apply as a burden to the Subcontractor FBR, if applicable. The Prime contractor then combines the Subcontractor FBR with the Prime Burdens Rate to arrive at a total rate that includes the subcontractor.

The column entitled "Estimated Skill Mix" provides the comparative weighting for each of the Offeror's labor categories. Based upon this weighting, the Composite Prime and Sub FBR can be determined. For example, if the Percentage Usage Prime/Sub was 50/50, then 50% of the Prime's FBR and 50% of the Subcontractor's FBR can be used in determining the overall Composite Prime and Sub FBR. The "Estimated Skill Mix" percentage must total to 100% for each SLC.

The Weighted Average Overtime column is provided for the Prime Contractor to indicate the hourly rate for overtime by each SLC. This column is to be completed by the prime contractor only. A detailed narrative should be provided explaining the rationale for the overtime rate.

For its proprietary information proposal (to be submitted in sealed envelope), each Major Subcontractor shall complete this template in the same manner as the Prime Offeror, showing development of its fully burdened rates by SLC.

(d) Fully Burdened Rates Summary Template (FBR-ST)

This template is a summary of the fully burdened straight time and overtime labor rates, by contract year, from the FBR-DT template. This template, from the prime Offeror's proposal, will become Section J.1(a), Attachment 8 to the contract and the rates contained therein shall be used for pricing all task orders under the contract. The non-labor related indirect cost rates for each Contract Year, listed at the bottom of the template, shall be used for application to estimated non-labor direct costs, such as material, travel, training, etc., in pricing all task orders under the contract. Major subcontractors must provide their fully burdened straight time and overtime labor rates to the prime Offeror on this template, but need not provide the non-labor indirect rates and profit at the bottom of the template.

(e) Summary Price Templates (SPT)

These templates are for pricing out the Offeror's proposed hours for the FFP Core requirements and the FFP IDIQ Sample Task Orders. The purpose of this template is to determine the effect of the proposed rates for all years. These templates are divided into three sections:

The first section addresses the proposed productive hours.

The second section addresses the Contract rates that were determined in the Fully Burdened Rates Development Template– (FBR-DT).

The third section addresses the labor cost developed by multiplying the proposed productive hours by the fully burdened contract rates. This will be the fully burdened labor cost per labor category.

(f) Summary Price Template- Time and Materials (SPT-T&M)

This template is for pricing out the non-labor costs.

The costs shown in the SPT-T&M will be for evaluation purposes only and do not represent actual task orders.

Offerors shall base their proposed cost on the Government estimated amounts for non-labor related direct costs (materials, supplies, travel, training, equipment, uniforms,) shown in the template, plus any applicable indirect costs and profit.

The non-labor costs provided in the template are exclusive of any indirect expenses and profit. These costs should bear their applicable portion of material handling or G&A expense unless it is not the Offeror's normal accounting practice to do so. Profit on these costs is at the option of the Offeror.

The Offeror shall use the indirect rates (non-labor related) from the Fully Burdened Rates Summary Template (FBR-ST) to calculate the material handling and/or G&A expense and profit on non-labor costs.

(g) Incumbency Assumptions Template - Contract Year 1: (IA)

This template is required of the Offeror proposed as prime and all major subcontractors. This template provides visibility into any incumbency assumptions proposed by each Offeror pertaining to incumbency labor rates and incumbency seniority rights for fringe benefit purposes. The Offeror shall select only one option in each category.

In the area entitled, "Labor Rates," the Offeror shall pick one of the three options: (1) Proposing to pay current incumbent labor rates, (2) Proposing to not pay current incumbent labor rates or, (3) Other. The Government understands that a non-incumbent Offeror may be only able to estimate what the current incumbents are making; however, the SEB wants to understand the Offeror's intentions regarding pay for these employees if retained. The Offeror will provide a narrative explanation supporting or explaining the reason for selecting any of the options, particularly if option, "Other" is selected. Explain how the Offeror's proposed salary structure will allow the Offeror to capture the proposed percentage of the qualified incumbent workforce.

In the area entitled, "Seniority Rights," the Offeror shall pick one of the three options: (1) Proposing to maintain seniority rights for fringe purposes, (2) Proposing to not maintain seniority rights for fringe purposes, or (3) Other. The Government understands that a non-incumbent Offeror may be only able to estimate the current incumbent's seniority levels; however, the SEB wants to understand the Offeror's intentions regarding seniority for these employees if retained. The Offeror shall provide a narrative explanation supporting or explaining the reason for selecting any of the options, particularly if option, "Other" is selected. Explain how not maintaining seniority rights for fringe benefit purposes may affect your ability to capture and maintain the proposed percentage of the incumbent workforce.

(h) Phase-In Template (PIT)

The Phase-In Template is required of the prime only and is designed to show the total price (include all subcontractor phase-in costs and profit). This template must be supported by a narrative basis of estimate (BOE). Include all skills and hours on this template and add rows if needed to account for all labor required. Use the SLCs for skill mix, if appropriate, or

include the Offeror's labor mix on the template with a brief job description in the narrative. The BOE should include a discussion of labor skill mix and significant non-labor resources (materials/supplies, equipment, other, etc.) necessary for accomplishment of phase-in requirements. The phase-in template is to include ALL phase-in costs necessary for full contract implementation.

(i) Minor Subcontractor Template (MST)

The minor subcontractor template is required of the prime only. This template is intended to provide the Government a concise assessment of the substance of minor subcontracts. Minor subcontracts are those subcontracts that have an estimated total value of less than \$200,000.00 per year or \$1,000,000.00 for the five year inclusive effort. Two examples showing how this template is to be completed are included on this template. Examples should be removed from the exhibit when the Offeror's proposal is submitted.

(j) Schedule of Subcontracts (SoS)

This schedule summarizes the activity proposed to be subcontracted and includes all major subcontracts that have an aggregate cost of \$1,000,000 or more. These subcontractors are required to submit all applicable cost exhibits and schedules specified in this RFP. In addition, provide the following information:

- (i) A brief description of work to be subcontracted;
- (ii) Number of quotes solicited and received;
- (iii) Type of proposed subcontract (i.e., firm-fixed price, cost-plus-fixed-fee, labor hour, etc.);
- (iv) Subcontractor selected and basis for selection; and
- (v) Cost or price analysis performed by the offeror.

(k) Facilities Capital Cost of Money

The amount for Facilities Capital Cost of Money must be separately identified and computed in accordance with Cost Accounting Standards (CAS) 414. To claim this cost, the amount must be calculated using Forms CASB-CMF and DD 1861. (See Section J for attachments.) NOTE: When facilities capital cost of money is included as an item of cost in the offeror's proposal, it shall not be included in the cost base for calculating profit/fee.

(l) Profit

Provide a description of the proposed profit structure for both firm fixed price and time-and-materials task orders. If a profit pool sharing arrangement is proposed, include a discussion of the arrangement and the distribution of profit earned. Include a discussion of how the proposed profit was derived and why it is reasonable for the type of effort.

(m) Proposal Prime/Subcontractor Information Summary

All Offerors shall submit a completed Table 1 for the prime, each team member(s) and all subcontractors having a contract value of \$1 million or greater to provide information for use by NASA in the public contract award notification. Subcontractors valued at \$1 million or greater are to submit a completed Table 1 for all of their subcontractors with a value of \$1 million or greater.

It is important that all information be complete and accurate to include the identification of the 9 digit United States Postal Service (USPS) Zip Code for all prime and subcontractors.

Table 1

Offerors and Subcontractors are to fill-in the italic areas in column 2 with the required information	
Prime/ Subcontractor	<i>Identify name of the prime Offeror or a subcontractor</i>
Title:	<i>The title of the effort you have contracted or the program name Subcontracted</i>
Description:	<i>A brief non-technical description of the work, including identification of the program, project, and period of performance.</i>
Program:	Protective Services Office (PSO) Support Services
Project:	Provide Protective Services including: Program Management, Uniformed Operations, Infrastructure Security, Employee & Visitor Processing, Export Control, Emergency Management, and Fire Services
Period of Performance:	<i>The length from start date to completion date of the contracted effort.</i>
Type of Action:	New Contract
Contract Type:	Hybrid FFP Core, IDIQ/FFP and T&M Task Orders
Company:	<i>The name of the Prime, Team Member or Subcontractor</i>
Address:	<i>Full USPS street address to include suite or apartment numbers</i>
Performance Location:	<i>City and State of the principal work performance location(s)</i>
USPS 9 digit Zip Code	<i>Enter the 9 digit USPS Zip Code XXXXX-XXXX for performance location. <u>The 9-digit Zip code is a Mandatory Requirement.</u></i>
Estimated Price with Options	<i>\$ amount rounded to the \$1,000</i>
Subcontractors: (>1M)	<i>List all subcontractors and their business size status for each first tier subcontract worth \$1 million or more for the total contract performance.</i>
Small Business Subcontracting Goals:	<i>Small business and small disadvantaged business subcontracting goals both in dollars and percentage of the value of the action (including all options if any)</i>

Prime Offerors and Subcontractors shall perform and provide a copy of a cost or price analysis of their subcontractors as required by FAR 15.404-3(b).

(END OF PROVISION)

L.8 LIST OF AVAILABLE GOVERNMENT PROPERTY (NFS 1852.245-81)(JAN 2011)

(a) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-1, Government Property, included in this solicitation. The Offeror shall notify the Government, as part of its proposal, of its intention to use or not use the property.

Item Description	Acquisition Date	Acquisition Cost	Quantity	If equipment		
				Manufacturer	Model	Serial No.
SEE SECTION J.1(a), Attachment 4, Installation-Accountable Government Property List						

(b) The Government will make the Government property listed in Section J.1(a), Attachment 4 available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-2, Government Property Installation Operation Services as included in this solicitation. The Offeror shall notify the Government of its intention to use or not use the property.

Item Description	Acquisition Date	Acquisition Cost	Quantity	If equipment		
				Manufacturer	Model	Serial No.
N/A						

(c) The selected Contractor will be responsible for costs associated with transportation, and installation of the property listed in this provision.

(END OF PROVISION)

(END OF SECTION)

SECTION M - EVALUATION FACTORS FOR AWARD TO OFFERORS

M.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE (FAR 52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

FAR website: <http://acquisition.gov/far/index.html>

NFS website: <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>PROVISION NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.217-5	JUL 1990	EVALUATION OF OPTIONS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)

<u>PROVISION NO.</u>	<u>DATE</u>	<u>TITLE</u>
None		

M.2 EVALUATION APPROACH

(a) General. The contract award will be based on the evaluation of three factors: Mission Suitability (Volume I), Past Performance (Volume II), and Cost/Price (Volume III).

(1) This provision is intended to explain the rationale and precise criteria by which proposals will be assessed by the evaluation team. Offerors are to prepare proposals with these criteria in mind (i.e., in terms of both content and organization), in order to assist the team in determining the relative merit of proposals in relation to the requirements as defined in Section C.

(2) The Government may award a contract based solely on the initial offers received, without discussion of such offers. Accordingly, each Offeror shall submit its initial proposal to the Government using the most favorable terms from a price and technical standpoint.

(3) The Government will evaluate proposals in accordance with the requirements of FAR Subpart 15.3, "Source Selection," as supplemented by NFS Subpart 1815.3, "Source Selection." Offerors must recognize that the initial evaluation of proposals and the determination of the competitive range, if any, will be made upon a review of the proposals only, plus some independent investigations that may be made with regard to Past Performance. The Government reserves the right to hold discussions if award on the basis of initial offers is determined not to be in the Government's best interest. If written or oral discussions are conducted, the Government will seek revised proposals from Offerors within the competitive range.

(4) At the conclusion of discussions (if applicable), as stipulated in FAR 15.307, a Final Proposal Revision (FPR) will be requested from all Offerors still within the competitive range. The FPR shall be submitted in the form of a contractual document (including revisions to the original proposal) that has been executed by an individual with the authority to bind the Offeror. Selection will be made in accordance with the evaluation criteria herein. Contract award may be made without subsequent discussions or negotiation.

(5) The Source Evaluation Board (SEB) will present its findings to the Source Selection Authority (SSA). The SSA's decision shall be based on a comparative assessment of proposals against all source selection criteria in the solicitation. While the SSA may use reports and analyses prepared by others, the source selection decision shall represent the SSA's independent judgment. The Government intends to award a contract resulting from this solicitation to the responsible Offeror whose proposal represents the best value after evaluation in accordance with the criteria set forth in the solicitation.

(b) Evaluation Factors. There are three evaluation factors for this procurement: Mission Suitability, Past Performance, and Cost/Price. A general definition of these factors may be found at NFS 1815.304, "Evaluation factors and significant subfactors." Specific information regarding each factor is provided below:

(1) Mission Suitability Factor. The Mission Suitability factor indicates, for each Offeror, the merit or excellence of the work to be performed and the ability of the Offeror to accomplish what is offered, or the product to be delivered. The overall Mission Suitability Factor will be numerically scored, and the Mission Suitability Subfactors will be rated by adjective and numerically weighted and scored in accordance with NFS 1815.305(a)(3), "Technical Evaluation," and the following table:

ADJECTIVAL RATING	DEFINITIONS	PERCENTILE RANGE
Excellent	A comprehensive and thorough proposal of exceptional merit with one or more significant strengths. No deficiency or significant weakness exists.	91-100
Very Good	A proposal having no deficiency and which demonstrates over-all competence. One or more significant strengths have been found, and strengths outbalance any weaknesses that exist.	71-90
Good	A proposal having no deficiency and which shows a reasonably sound response. There may be strengths or weaknesses, or both. As a whole, weaknesses not off-set by strengths do not significantly detract from the Offeror's response.	51-70
Fair	A proposal having no deficiency and which has one or more weaknesses. Weaknesses outbalance any strengths.	31-50
Poor	A proposal that has one or more deficiencies or significant weaknesses that demonstrate a lack of overall competence or would require a major proposal revision to correct.	0-30

Overall, the Government will evaluate Offeror's Mission Suitability proposal based on the Offeror's ability to fulfill the technical requirements while meeting quality, schedule, and safety requirements. The compatibility between the proposed technical and management approaches and the proposed total compensation to accomplish the work will be an important consideration in the evaluation of this factor.

(2) Past Performance Factor. This factor indicates the relevant quantitative and qualitative aspects of each Offeror's record of performing services or delivering products similar in size, content, and complexity to the requirements of the current acquisition. This factor provides an opportunity to evaluate the quality of goods and services provided by the Offerors to the agency and other organizations as either a prime or subcontractor. The Past Performance evaluation assesses the contractor's performance under previously awarded contracts. The past performance evaluation is an assessment of the Government's level of confidence in the

Offeror's ability to perform the solicitation requirements. The past performance evaluation shall be in accordance with FAR 15.305(a)(2) and 1815.305(a)(2).

When applying the definitions below to arrive at a confidence rating, the SEB's evaluation shall clearly document each Offeror's relevant past performance (e.g., currency/recency, size, content and complexity) to assess the Offeror's overall confidence rating assigned. The past performance evaluation is an assessment of the Government's confidence in the Offeror's ability to perform the solicitation requirements. Past Performance shall be evaluated for each Offeror using the following levels of confidence ratings:

Definition of Ratings

<p>Very High Level of Confidence</p>	<p>The Offeror's relevant past performance is of exceptional merit and is very highly pertinent to this acquisition; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance. Based on the Offeror's performance record, there is a very high level of confidence that the Offeror will successfully perform the required effort. (One or more significant strengths exist. No significant weaknesses exist.)</p>
<p>High Level of Confidence</p>	<p>The Offeror's relevant past performance is highly pertinent to this acquisition; demonstrating very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance. Based on the Offeror's performance record, there is a high level of confidence that the Offeror will successfully perform the required effort. (One or more significant strengths exist. Strengths outbalance any weakness.)</p>
<p>Moderate Level of Confidence</p>	<p>The Offeror's relevant past performance is pertinent to this acquisition, and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance. Based on the Offeror's performance record, there is a moderate level of confidence that the Offeror will successfully perform the required effort. (There may be strengths or weaknesses, or both.)</p>
<p>Low Level of Confidence</p>	<p>The Offeror's relevant past performance is at least somewhat pertinent to this acquisition, and it meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance. Based on the Offeror's performance record, there is a low level of confidence that the Offeror will successfully perform the required effort. Changes to the Offeror's existing processes may be necessary in order to achieve contract requirements. (One or more weaknesses exist. Weaknesses outbalance strengths.)</p>
<p>Very Low Level of Confidence</p>	<p>The Offeror's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas which adversely affect overall performance. Based on the Offeror's performance record, there is a very low level of confidence that the Offeror will successfully perform the required effort. (One or more deficiencies or significant weaknesses exist.)</p>
<p>Neutral/Unknown Confidence</p>	<p>In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance [see FAR 15.305(a) (2) (ii) and (iv)].</p>

(3) Cost/Price Factor. This factor is used to assess what each Offeror's proposal will cost the Government should it be selected for award. Proposed costs are analyzed to determine the price and associated risks of doing business with an Offeror based upon the Offeror's proposed approach for the proposed price. Proposed costs are analyzed to determine the price and associated risks of doing business with an Offeror based upon the Offeror's proposed approach for the proposed price. A price analysis will be performed to assess the reasonableness of the proposed prices under the firm fixed price contract.

(c) Mission Suitability Factor (Proposal Volume I).

The Offeror's proposal will be evaluated based on the Offeror's ability to fulfill the technical requirements while meeting quality, schedule, and safety requirements and the Offeror's management and business approaches. The compatibility between the proposed technical and management approaches, and the overall resources proposed to accomplish the work will be an important consideration in the evaluation of this factor. In addition, proposal risk will be evaluated with respect to cost, performance, technical approach, and management approach. Mission Suitability subfactors will be assigned adjectival ratings and numerical scores. The overall Mission Suitability Factor will only receive a numerical score. Information submitted in Volume I of the proposal that is not relevant to the Mission Suitability factor will not be evaluated, except that if the SEB determines that a proposal does not adequately demonstrate that the Offeror will be able to perform the work with the resources proposed, the SEB may determine this to be a mission suitability weakness adversely affecting the Offeror's Mission Suitability score, if applicable. This integration between mission suitability findings and price is critical to determining price reasonableness.

The Offerors will be evaluated and scored based on the Mission Suitability subfactors set forth below. (Note: the following outline should not be construed as an indication of the order of importance or relative weighting within individual elements of the Mission Suitability subfactors as there are no discrete point values to any of the elements.)

Index of Mission Suitability Subfactors			
Para.	Subfactor Title	Elements	
A	Management Approach	1	Organizational Structure and Approach
		2	Staffing, Recruitment, Retention and Training
		3	Organizational Conflict of Interest Avoidance Plan
		4	Total Compensation Plan
		5	Safety and Health Plan
B	Technical Approach	1	Overall Understanding, Technical Capabilities and Approach(es)
		2	Phase-In Approach
		3	Key Personnel

A. Management Approach (Subfactor). The Government will evaluate the Offeror's understanding of the management and business approaches of the PWS to coordinate, perform, integrate, control and accomplish the requirements.

(1) **Organizational Structure and Approach.** The Government will evaluate the Offeror's organizational structure and approach to handling the requirements of the PWS (CORE and IDIQ), for reasonableness, effectiveness and efficiency including rationale for the following:

- Proposed management structure, including clear lines of authority and communications to perform the requirements of the PWS, including the structural connections or associations of the entities responsible for this work with any corporate or division organizations and any subcontractor(s).
- Authority and responsibility vested in key personnel and their access to corporate or company resources to support the contract through all phases.
- Proposed subcontracting arrangements, if any, and the proposed approach for managing these arrangements to assure that the government receives a quality product or service.
- Proposed corporate policies and procedures relating to the requirement.
- Approach to performing the requirements of the PWS under a firm fixed price contract and ensuring quality performance.

- Identification of management risk areas and recommended approaches to minimize the probability and impact of those risks.

(2) **Staffing, Recruitment, Retention and Training.** The Government will evaluate the Offeror's staffing, recruitment, retention and training approach for reasonableness, effectiveness and efficiency including rationale for the following:

- Approach to providing the staffing (skill mix) necessary to perform requirements.
- Approach for responding to changing skill set requirements.
- Methods and procedures for acquiring highly specialized personnel (e.g., ERT, K-9) for specific projects that may have a defined period of performance of less than one year.
- Difficulties anticipated in fulfilling the staffing requirements of this contract and the plans to overcome those difficulties.
- Recruitment plans, methods, sources of personnel, employee retention rate and employee retention plans which include internal training, mentoring, and career development.
- Other policies and incentives aimed at contributing to employee retention, morale, productivity, growth and development.
- Management approach to, and responsibilities for, setting employee performance standards, for maintaining performance at those standards, including methods for recognizing outstanding performance and processes for dealing with underperforming employees.
- Staffing risk areas and recommended approaches to minimize the probability and impact of those risks.

(3) **Organizational Conflict of Interest Avoidance Plan.** The Government will evaluate the Offeror's Organizational Conflict of Interest Avoidance Plan for completeness and comprehensiveness to ensure compliance with and assurances that all safeguards are in place to maintain control, handling and non-disclosure of sensitive data in conformance with contract requirements. Specifically, the Plan will be evaluated to ensure it addresses all the requirements identified in Section H paragraph H.14, *Organizational Conflicts of Interest, and Limitation on Future Contracting*, and Section I, paragraph I.1, NFS 1852.237-72, *Access to Sensitive Information* relative to the Offeror's understanding and proposed methodology for implementation of the above contract requirements.

(4) **Total Compensation Plan.** The Government will evaluate the Offeror's Total Compensation Plan for complete and comprehensive response for all personnel proposed, in accordance with NFS provision 1852.231-71, "Determination of Compensation Reasonableness," and FAR provision 52.222-46, "Evaluation of Compensation for Professional Employees." The plan will be evaluated for:

- The categories of personnel that are in a bona fide executive, administrative or professional capacity as defined by FAR 22.1102 and 29 CFR 541.
- Salary ranges and fringe benefits proposed for employees – including an itemization of the benefits that require employee contributions and the amount of that contribution as a percentage of the total cost of the benefit – and how they relate to the local employment market. Differences in coverage between various employees (i.e., security, fire, dispatchers, locksmiths, non-exempt, and exempt).
- The impact that the proposed compensation will have on recruiting and retaining professional employees (as defined in 29 CFR 541).
- Employee compensation regarding: vacations, severance pay, holidays, overtime and shift differentials, sick leave, California Family Leave Act, bonus plans, life insurance, medical/dental/ vision insurance,

uncompensated overtime, pension contributions, employee incentives, education/ training, moving expenses, and compensatory time. Identify benefits that require employee contributions and the amount of that contribution as a percentage of the total cost of each benefit.

- Commitment for compliance with the Service Contract Act and all wage determinations
- For uncompensated overtime proposed, the rationale and identification of hours of uncompensated overtime proposed by labor category.
- Each benefit proposed which would reasonably incur cost identified and costed in Volume III. Identification of the cost elements in which the benefit will be charged (e.g., direct labor cost, G&A, Overhead, or Fee).

(5) **Safety and Health Plan.** The Government will evaluate the Offeror's Safety and Health Plan for reasonableness, effectiveness, and soundness in accordance with NPR 8715.3C and APR 1700.1, including those items listed below:

- Statement of the policy and program goals concerning safety and health.
- Safety and health program management structure. The plan shall clearly define safety assignments and specific safety roles to individuals by name and title.
- Safety management program elements. The plan shall cover techniques for achieving program goals and shall include:
 - i) Methods to make certain that clear statements of hazardous situations and necessary cautions are in documents which detail operations, such as inspection, test, and operating procedures as well as methods and techniques the Offeror will use to systematically identify the hazards within the workplace for the duration of the contract.
 - ii) Means for ensuring that every employee understands how to recognize hazards and how to avoid having mishaps.
 - iii) Procedures for certification of personnel performing potentially hazardous operations. Identify certifications and corresponding training requirements and/or physical conditions that are required to perform work.
 - iv) Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for management of hazardous waste.
 - v) Controls for special hazardous materials and processes such as lasers, explosives, biohazards, power-actuated hand tools, high-pressure devices, storage and handling of ammunition, etc.
 - vi) Method of making sure that emergency plans and procedures are current and sufficient.
 - vii) Method for reporting and investigating accidents and incidents (mishaps).
- Approach to supporting the Government in meeting safety goals.

B. Technical Approach (Subfactor). The Government will evaluate the Offeror's understanding of the requirements of the PWS and its Technical Approach to coordinate, perform, integrate, control and accomplish those requirements from Phase-In (Section 1.2) through contract performance (Sections 2.0 – 8.0). Paraphrasing, stating that the Offeror understands and will comply with the requirements described in the PWS or statements such as "standard procedures will be employed" or "well known techniques will be used" will not be interpreted as demonstrating a sufficient level of awareness and understanding of the PWS, and will not be considered as an effective response to this solicitation. The evaluation will consider:

(1) **Overall Understanding, Technical Capabilities and Approach(es).** The Government will evaluate the Offeror's Task Plans for soundness, effectiveness and efficiencies.

Each Task Plan shall be evaluated for the following:

- Understanding of the disciplines necessary to perform the requirement.
- Methodology supporting the Offeror's approach to meeting the requirements.
- Efficiencies that the Offeror may build into its approach to meeting the requirements.
- Assessment of risk in performance of the requirement along with implementation of risk mitigation or elimination factors
- Rationale for the proposed labor hours, skill mix and subcontractor effort to perform task requirements based on the Offeror's analysis.
- Task Plan pricing and hours estimated to complete the work.

(2) **Phase-In Plan Approach.** The Government will evaluate the Offeror's Phase-In Plan for soundness, completeness, efficiency, and effectiveness including approach and rationale for the following:

- Continuation of operations during contract transition addressing issues typically encountered during the initial and ongoing transition of personnel.
- The proposed key or other personnel (by title and function), who will participate during Phase-In and their roles and responsibilities.
- Estimate of, and supporting rationale for, the number of incumbent contractor employees expected to be hired.
- Implementation schedule of tasks to be completed by the Offeror during Phase-In including at a minimum, but not limited to, medical screening, physical agility testing, psychological screening, interviews, Government Furnished Property (GFP) inventory, GSA vehicle assessments, uniform fitting, equipment ordering, training, weapons systems qualifications, standard operating procedure development, and any other elements that create risk in the schedule.
- Certification (e.g., medical screening, psychological evaluations, etc.) that agreements are in place with the service provider(s) ensuring the processing by the service provider is sufficient to meet the schedule demands of the Phase-In plan.
- Schedule for ensuring 100% review of Government Furnished Property (GFP) and coordination with the Government Property Administrator and NASA managers to assess the condition and determine the appropriate disposition of the GFP including assessment of GSA vehicles condition and process for any necessary transfer of leases.
- Policy for continuing and/or replacing the benefits of the incumbent contractor's employees expected to be hired (e.g., seniority, accrued sick and annual leave, compensatory time, health plans, 401k plans, etc.) and process for providing benefits information and support.
- Demonstration that a Facility Top Secret certification will be obtained by contract start.
- Schedule for certifying and training company personnel (including key personnel) to assume operational responsibilities and PWS requirements at contract start. Include approach to conducting required PWS fitness screening requirements to ensure personnel suitable at contract start.
- Identification of Phase-In risk areas and recommend approaches to minimize the probability and impact of those risks.

(3) **Key Personnel.** The Government will evaluate for completeness, appropriateness, reasonableness, and effectiveness the following :

- Description of Key Personnel positions including authority and responsibilities, and the rationale why the position is considered a Key Personnel position.
- Rationale for selection of personnel to fill key positions, including individual's background, education and experience, qualifications, and their proposed assignment/role in the contract.
- The actual time committed for each key personnel proposed throughout the

duration of the contract including the rationale for the level of commitment, and the impact thereof on contract performance.

(d) Past Performance Factor (Proposal Volume II).

By acquiring and reviewing information from a variety of sources, the Government will evaluate each Offeror's suitability to fulfill the requirements of this contract. The Government will evaluate the currency and relevance of the information, source of the information, context of the data, and general trends in performance of the Offeror and Major Subcontractors, predecessor companies, key personnel who have relevant experience, subcontractors or an organization that will substantially contribute to the proposed contract, or have the potential to significantly impact performance of the proposed contract. Specifically, the Government will evaluate information on past and current performance regarding relevant Program Management, Uniformed Operations, Infrastructure Security, Employee and Visitor Processing Offices; Export Control, Emergency Management, Fire Services, and Other Information.

A. Information Provided by Offerors and Major Subcontractors. The Government will review recent and active contracts (as defined in Section L.7(b)(1)), to determine the relevancy of the experience to the work anticipated to be performed under this proposed contract. The Government will also evaluate other information submitted by the Offeror and major subcontractors as well as information from other sources as described in Section L.7(b)(1). The past performance of the Offeror and major subcontractors will be thoroughly evaluated in the following areas:

(i) Program Management

- Hours of Operation and Handling of normal workload fluctuations
- Contract Management
- Handling of special events (e.g., security, badging, etc.)
- Records management
- Effective and efficient vehicle management
- Security Services Program
- Access and Handling of Sensitive Information

(ii) Uniformed Operations

- Traffic Enforcement
- Canine (K-9) Operations
- Criminal Violation Enforcement
- Emergency Response Team (ERT)
- Security Armory
- Flag Protocol
- NASA ARC/Moffett Police and Fire Dispatch Center
- SPO/SO Training
- NASA Required Protective Services Training and Recertification
- State and local education requirements
- Firearms training, range operations and maintenance

(iii) Infrastructure Security

- Information Technology (IT) Security and Privacy
- Physical Security
- Resource Protection Program (RPP)
- Information Security (INFOSEC) and Communications Security (COMSEC)
- Technical Security
- Access Control Support

- Locksmith Services

(iv) Employee and Visitor Processing Offices

- Personnel Security Services Office
- Employee Badging Office, Visitor Registration and Pass Office
- International Visitors Office (IVO)

(v) Export Control

- Handling of export control

(vi) Emergency Management

- Emergency Preparedness
- Emergency Operations
- Continuity of Operations (COOP)
- Test, training and Exercise (TT&E)
- Disaster Assistance and Rescue Team (DART)

(vii) Fire Services

- Fire Operations and Firefighting
- Aircraft Rescue and Firefighting (ARFF)
- Tactical Rescue
- Hazardous Material Emergency Response Support
- Fire Services Training and Certifications
- Fire Prevention

(viii) Other

- Amounts of and any explanation for cost underrun or overrun and the impact on overall performance
- Any serious performance problems, slips in schedules, any termination for default, or regulatory violations resulting from contractor performance.
- Any examples of innovative methods implemented that resulted in cost savings to the customer.

(e) Cost/Price Factor (Proposal Volume III).

1. The Government will conduct Cost/Price Proposal evaluations in accordance with Section 15.4 of the FAR. Particular attention shall be given to FAR 15.404-1(b) entitled Price Analysis. Elements of FAR 15.404-1(b) that shall be considered include comparison of proposed prices received in response to the solicitation; comparison of proposed prices with independent Government cost estimates; and analysis of pricing information provided by the Offeror.

2. Price Proposal evaluations shall also include an analysis for unbalanced pricing as referenced in FAR 15.404-1(g). A determination of unbalanced pricing may lead to the rejection of the Offeror as permitted in FAR 15.404-1(g)(3).

3. Relatively low cost/prices will also be evaluated to determine whether there is a risk of default in the event of award to that Offeror. If the Government determines that there is an unreasonably high risk of default, such a determination may serve as the basis for non-selection.

4. An evaluation of the profit shall also be conducted. The proposed profit will be evaluated for reasonableness and for the extent that it will serve as a motivator of efficient and effective contract performance as referenced in FAR 15.404-4(a).

5. The overall price/cost for selection purposes will be the sum of the prices proposed for the FFP Core Requirements (CLINs 02A, 02B, 5A, 5B, 8A, 8B, 11A, 11B, 14A and 14B) and the FFP IDIQ Sample Task Orders (CLINs 03, 06, 09, 12 and 15), as well as the proposed cost and fee for the T&M Task Order (CLINs 04, 07, 10, 13, and 16). Phase-In (CLIN 01) will not be included in the evaluated total price/cost for selection purposes, but will be evaluated as a stand-alone cost for reasonableness, realism and in terms of risk assessment.

6. Evaluation of options shall not obligate the Government to exercise such options.

(END OF PROVISION)

M.3. WEIGHTING AND SCORING

(a) The essential objective of this procurement process is to identify and select the contractor able to successfully meet the Government's needs in the manner most advantageous to the Government, all factors considered. The evaluation factors are described in M.2, Evaluation Approach.

(b) Mission Suitability subfactors will be assigned adjectival ratings and numerical scores in accordance with the numerical system established below. The overall Mission Suitability Factor will only receive a numerical score. The other factors (i.e., Past Performance and Cost/Price) are not similarly weighted or scored. Past Performance is assigned a level of confidence rating. Cost/Price will be evaluated for realism, a probable cost adjustment will be made, adversely affecting the Offeror's Mission Suitability scores, if appropriate, and a level of confidence in the Probable Cost, in accordance with [NFS 1815.305\(a\)\(1\)](#), "Cost or price evaluation." The Source Selection Authority's (SSA) decision shall be based on a comparative assessment of proposals pursuant to source selection criteria prescribed in this solicitation. While the SSA may use reports and analyses prepared by others, the source selection decision shall represent the SSA's independent judgment.

(c) Of the evaluation factors, Past Performance is slightly more important than Mission Suitability and Mission Suitability is moderately more important than Price. Past Performance and Mission Suitability, when combined, are significantly more important than Price.

Offerors should note that items within any factor, if found to be unsatisfactory, may be the basis for rejection of an offer.

(d) The numerical weights assigned to the Mission Suitability subfactors are indicative of the relative importance of those evaluation areas. The Mission Suitability subfactors to be evaluated are weighted for purposes of assigning numerical scores as follows:

MISSION SUITABILITY	
Subfactors	Assigned Weight
Technical Approach	700
Management Approach	300
TOTAL	1000

(END OF PROVISION)

[END OF SECTION]