SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. Federal Acquisition Regulation (48 CFR Chapter 1)

Provision Number	Date	Title
52.204-7	Jul 2013	System for Award Management
52.211-14	Apr 2008	Notice of Priority Rating for National Defense, Emergency Preparedness, and Energy Program Use (Check box next to “DO rated order”)
52.215-1	Jan 2004	Instructions to Offerors – Competitive Acquisition
52.215-16	Jun 2003	Facilities Capital Cost of Money
52.215-22	Oct 2009	Limitation on Pass-Through Charges – Identification of Subcontract Effort
52.222-24	Feb 1999	Pre-Award On-Site Equal Opportunity Compliance Evaluation
52.222-46	Feb 1993	Evaluation of Compensation for Professional Employees
52.237-1	Apr 1984	Site Visit
52.237-10	Oct 1997	Identification of Uncompensated Overtime

II. NASA FAR Supplement (48 CFR Chapter 18)

Provision Number	Date	Title
1852.233-70	Oct 2002	Protests to NASA

(End of Provision)

L.2 FAR 52.215-20 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA OR DATA OTHER THAN CERTIFIED COST OR PRICING DATA (OCT 2010) – ALT IV (OCT 2010)

(a) Submission of certified cost or pricing data is not required.

(b) Provide data described below: See provision L.16.5 Cost and Price Factor (Volume III).

(End of Provision)

L.3 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of an Indefinite Delivery/Indefinite-Quantity (IDIQ) contract comprised of cost-plus-fixed-fee task orders. The Government may issue firm-fixed-price task orders if it determines that the cost/price can be accurately estimated at the onset of the task order. The RVGSS phase-in effort is firm fixed price.

(End of Provision)

L.4 FAR 52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

NASA/Johnson Space Center

Attn: BH/Chris Gaspard, Contracting Officer

2101 NASA Parkway

Houston, TX 77058

Phone: 281.483.0034

Fax: 281.483.4066

Email: cgaspard@nasa.gov

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Provision)

L.5 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (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 this/these address(es):

FAR Clauses:

http://www.acqnet.gov/far/

NASA FAR Supplement Clauses:

http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

(End of Provision)

L.6 FAR 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the provision.

(b) The use in this solicitation of any provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

(End of Provision)

L.7 NFS 1852.215-77 PRE-PROPOSAL CONFERENCE (DEC 1998)

(a) The Pre-Proposal Conference will be held as indicated below:

Date:	October 30, 2013	
Conference Time:	9:00 a.m. – 3:00 p.m.	
	Presentation	9:00 a.m. – 11:30 a.m.
	Technology Demo	1:00 p.m. – 3:00 p.m.
Location:	Gilruth Center – Lone Star Room	

(b) Attendance at the pre-Proposal Conference is recommended; however, attendance is neither required nor a prerequisite for proposal submission and will not be considered in the evaluation.

(c) Registration will be required to attend the pre-Proposal Conference and tours. Additional information will be provided on the acquisition website at http://procurement.jsc.nasa.gov/rvgss/.

(End of Provision)

L.8 NFS 1852.223-73 SAFETY AND HEALTH PLAN (NOV 2004)

(a) The offeror shall submit a detailed safety and occupational health plan as part of its proposal (see NPR 8715.3, NASA Safety Manual, Appendices). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.

(b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.

(c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:

(1) The work will be conducted completely or partly on premises owned or controlled by the government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

(3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).

(4) When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.

(d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of Provision)

L.9 NFS 1852.231-71 DETERMINATION OF COMPENSATION REASONABLENESS (MAR 1994)

(a) The proposal shall include a total compensation plan. This plan shall address all proposed labor categories, including those personnel subject to union agreements, the Service Contract Act, and those exempt from both of the above. The total compensation plan shall include the salaries/wages, fringe benefits and leave programs proposed for each of these categories of labor. The plan also shall include a discussion of the consistency of the plan among the categories of labor being proposed. Differences between benefits offered professional and non-professional employees shall be highlighted. The requirements of this plan may be combined with that required by the clause at FAR 52.222-46, "Evaluation of Compensation for Professional Employees."

(b) The offeror shall provide written support to demonstrate that its proposed compensation is reasonable.

(c) The offeror shall include the rationale for any conformance procedures used or those Service Contract Act employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.

(d) The offeror shall require all service subcontractors (1) with proposed cost reimbursement or non-competitive fixed-price type subcontracts having a total potential value in excess of $500,000 and (2) the cumulative value of all their service subcontracts under the proposed prime contract in excess of 10 percent of the prime contract's total potential value, provide as part of their proposals the information identified in (a) through (c) of this provision.

(End of Provision)

L.10 52.215-109 PROPOSAL MARKING AND DELIVERY (AUG 2012) (JSC PROCUREMENT INSTRUCTION)

(a) Methods of Proposal Delivery

Proposals shall be delivered to the designated proposal receiving office by one of the following methods:

- U.S. Postal Service
- Commercial Delivery Service
- Delivery by company employee or other individual agent

Regardless of the method of delivery chosen, the offeror is responsible for delivery of the proposal to the designated receiving office no later than the date and time stated in clause L.16.2.

(b) External Marking of Proposal Package(s)

All proposal packages must be closed, sealed, and marked in large letters **“PROPOSAL – DELIVER UNOPENED”**. Proposals packages must include the

solicitation number, the contracting officer's name, mail code/stop, and the offeror's name and address clearly marked on the outside of the package.

The offeror shall include a notice on the cover of the proposal package as follows:

"NOTICE: THIS PROPOSAL MUST BE DELIVERED TO THE SPECIFIED ADDRESS NO LATER THAN (**OFFEROR—ENTER DATE AND TIME**)."

(c) Delivery Address

Proposals must be delivered to:

NASA Johnson Space Center

Attention: BH/Chris Gaspard, Contracting Officer

Central Receiving, Bldg 420

2101 NASA Parkway

Houston, TX 77058-3696

JSC Central Receiving can only be accessed through JSC Gate 4, which is located off Space Center Boulevard. The offeror is strongly encouraged to notify the Contracting Officer one day in advance of the proposal submission. Proposals will be considered to be timely if the proposal package arrives in Building 420 by the due date and time. A map with directions to JSC is included in Attachment L-12, Map to JSC.

(End of Provision)

L.11 AVAILABILITY OF SPECIFICATIONS

(a) For the purpose of this RFP, the Technical Library contains the official versions of applicable and reference documentation. No other version of the documentation should be used.

(b) All technical documentation which is incorporated directly by reference in this solicitation may be obtained from the RVGSS Technical Library which is available online at the following url:

http://procurement.jsc.nasa.gov/rvgss

(c) In order to obtain a User-ID and password to access the documents above, please e-mail the following information to the Contract Specialist at audrey.c.montgomery@nasa.gov:

- Request for access to the Technical Reference Library
- Requestor's Name
- Full Company Name
- Company Address
- Company Security Point of Contact
- Phone Number
- Foreign Company (Yes/No)
- CAGE Code

(d) Any copy-righted technical documentation which is incorporated directly by reference in this solicitation cannot be placed on the RVGSS Technical Library. If the offeror desires to have these copy-righted documents to prepare their proposal they must be obtained, at the bidder's expense, from the organization that develops, establishes and/or publishes those documents.

(e) Upon request, the Contracting Officer will furnish to the offeror NASA technical documents not incorporated by reference.

(End of Provision)

L.12 COMMUNICATIONS REGARDING THIS SOLICITATION

Any communications in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative(s):

Name: Audrey Montgomery, Contract Specialist

Email: audrey.c.montgomery@nasa.gov

Name: Chris Gaspard, Contracting Officer

Email: cgaspard@nasa.gov

Address: Lyndon B. Johnson Space Center
Attn: Audrey Montgomery / BH
2101 NASA Parkway
Houston, TX 77058-3696

QUESTIONS REGARDING THIS SOLICITATION MUST BE PRESENTED IN WRITING and shall be submitted electronically to the above e-mail addresses by November 5, 2013 in order that answers may be obtained and disseminated in a timely manner, since it is not expected that a proposal submission date will be extended. Oral communications are not acceptable in response to this solicitation. Questions shall not be directed to the technical activity personnel.

(End of Provision)

L.13 OFFEROR ACCEPTANCE PERIOD

Proposals submitted in response to this solicitation shall remain firm for at least 180 calendar days after the date specified for receipt by the Government and shall contain a statement to this effect.

(End of Provision)

L.14 PERIOD COVERED BY PROCUREMENT

This solicitation covers a period of a 30-day phase-in and a five year period of performance. For contracting purposes:

Anticipated Dates	Duration	Contractual Coverage
June 1, 2014 – June 30, 2014	30 Days	Phase-In
July 1, 2014 – June 30, 2017	36 Months	Base Period
July 1, 2017 – June 30, 2018	12 Months	Option 1
July 1, 2018 – June 30, 2019	12 Months	Option 2

The option periods identified above will be exercised only if the requirements of FAR 17.207(c) Exercise of Options have first been met. The Government is not obligated to exercise any option if it determines for any reason that doing so is not in its best interest.

(End of Provision)

L.15 JSC SUPER-FLEX WORK SCHEDULE

Super-Flex is a work schedule devised by NASA to encourage civil servants to make one weekday of every federal pay period a Super-Flex day, to the extent that mission priorities allow. The Super-Flex work schedule allows NASA employees to compress an 80 hour work pay period spanning 10 work days into 9 work days. The expectation is that the same amount of work will be accomplished over a 9 work day period as over a 10 work day period. Alternatively, a NASA employee may be permitted to take advantage of the “Work From Anywhere” program instead of taking off on Super-Flex day. Currently Super-Flex work schedules are in the pilot program stage and have not been fully implemented site-wide. If implemented as a site-wide cost saving program, during Super-Flex days, the Center will operate as if it is in a standard weekend mode on those Super-Flex Fridays.

JSC does not require that our contractor team members adopt a matching schedule; however, offerors should be aware that many civil servant customers will not be onsite on Super-Flex days. In the event that the Super-Flex schedule is fully implemented, offerors will need to accommodate the Super-Flex work schedule by permitting its employees follow the Super-flex work schedule or operate from a “Work From Anywhere” mode. “Work From Anywhere” includes options such as telework or work from an offsite contractor location.

(End of Provision)

L.16 INSTRUCTIONS FOR PROPOSAL PREPARATION

L.16.1 INTRODUCTION

This acquisition is being conducted as a total small business set-aside. In providing these instructions, the Government's intention is to solicit information that will permit a competitive evaluation of the offeror's proposal. The information solicited will demonstrate the offeror's competence and capability to successfully complete the requirements specified in the RVGSS Statement of Work (SOW). Generally, the proposal shall:

(a) Demonstrate understanding of the overall and specific requirements of the proposed Contract; convey the company's capabilities for transforming understanding into accomplishment; provide, in detail, the plans and methods for so doing; and provide, as requested below, the cost/price associated with so doing.

(b) The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and substantiation of all information. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements.

(c) Offerors are requested to provide information responsive to the items set forth in this provision L.16. This information is considered essential for the Government to conduct a fair and uniform evaluation of proposals in accordance with the evaluation factors and sub-factors provided in Section M. The items listed are not, however, all-inclusive and you should include in your proposals any further discussion you believe to be necessary or useful in demonstrating your ability to perform the work under this Contract.

Elaborate brochures or documentation, detailed artwork, or other superfluous embellishments are unnecessary and are not desired, unless specifically requested in a scenario response.

For a more complete understanding of this part of Section L, refer to Section M. The instructions in this part of Section L are directly related to the evaluation factors set forth in Section M, as provided in Table L-1 below.

Table L-1 Cross Reference from Section L to Section M

Title	Section ID	Title	Section ID
VOLUME I: **Mission Suitability Factor**	L.16.3	**Mission Suitability Factor**	M.5
Technical Approach (TA) – Mission Suitability Sub-factor 1	L.16.3.1	Technical Approach (TA) – Mission Suitability Sub-factor 1	M.5.1
TA1. Innovations and Efficiencies	L.16.3.1	TA1 – Innovations and Efficiencies	M.5.1
TA2. Specific Technical Understanding and Resources	L.16.3.1	TA2 – Specific Technical Understanding and Resources	M.5.1
Management Approach (MA) – Mission Suitability Sub-factor 2	L.16.3.2	Management Approach (MA) – Mission Suitability Sub-factor 2	M.5.2
MA1. Contract Management Approach	L.16.3.2	MA1 – Management Approach	M.5.2
MA2. Staffing Approach	L.16.3.2	MA2 – Staffing Approach	M.5.2
MA3. Contract Phase-In Approach	L.16.3.2	MA3 – Contract Phase-In Approach	M.5.2
MA4. Key Personnel Approach	L.16.3.2	MA4 – Key Personnel Approach	M.5.2
Safety and Health Approach – Mission Suitability Sub-factor 3	L.16.3.3	Safety and Health Approach – Mission Suitability Sub-factor 3	M.5.3
VOLUME II: **Past Performance Factor**	L.16.4	**Past Performance Factor**	M.6
VOLUME III: **Cost and Price Factor**	L.16.5	**Cost and Price Factor**	M.7
VOLUME IV: **Model Contract**	L.16.6	**Model Contract**	M.8
VOLUME V: **Other Proposal Requirements**	L.16.7	**Other Proposal Requirements**	M.9

L.16.2 PROPOSAL ARRANGEMENT, PAGE LIMITATIONS, COPIES, & DUE DATES

(a) Proposal Arrangement

Offerors shall submit their proposals within the page limitations and arranged as set forth in Table L-2 below. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

Table L-2: Overview of Proposal Volumes and Page Limitations

Volume No.	Title	Page Limits	Electronic Format
I	**Mission Suitability**	65	
	Technical Approach (TA) – Mission Suitability Sub-factor 1		
	TA1 – Innovations and Efficiencies	Included in Limit	MS Word
	TA2 – Specific Technical Understanding and Resources	Included in Limit Note: Technical Resource Summary Template, Attachment L-06, is not included in the page count	MS Word
	Management Approach (MA) – Mission Suitability Sub-factor 2		
	MA1 – Contract Management Approach	Included in Limit Note: Total Compensation Plan, DRD 03, is not included in the page count	MS Word
	MA2 – Staffing Approach	Included in Limit	MS Word
	MA3 – Contract Phase-In Approach	Included in Limit	MS Word
	MA4 – Key Personnel Approach and Resumes	Included in Limit	MS Word
	Safety and Health – Mission Suitability Sub-factor 3		

Volume No.	Title	Page Limits	Electronic Format
	Safety and Health Approach	Not Included in Limit	MS Word
II	**Past Performance**	36	
	Past Performance Description	Included in Limit	MS Word
	Past Performance Attachments	Included in Limit Note: Environmental and Safety data, consent letters, past performance questionnaires, and SOW references are not subject to page count limitations	MS Word
III	**Cost/Price Proposal**	**Not Limited**	
	Templates	Not Limited	MS Excel
	Cost Narrative	Not Limited	MS Word
IV	**Model Contract**	**Not Limited**	
	Sections A-J, with all fill-ins completed, and Section K, Representations and Certifications, with all fill-ins completed	Not Limited	
V	**Other Proposal Requirements**	**10**	
	Subcontractor Arrangement Information	Not Included in Limit	MS Word
	Organizational Conflict of Interest Information	Not Included in Limit	MS Word
	Business Systems	Not Included in Limit	MS Word

Volume No.	Title	Page Limits	Electronic Format
	Government Property Management Plan	Not Included in Limit	MS Word
	Responsibility Information	Included in Limit	MS Word

(b) Offerors interested in submitting proposals shall consider the entire RFP and shall propose to all requirements as described in the RFP.

(c) The proposal text shall be printed double-sided on non-glossy white 8 ½ x 11-inch paper with at least one-inch margins on all sides. The metric standard format most closely approximating the described standard 8 ½ x 11-inch size may also be used. Except for Volume III, Cost/Price Proposal, all volumes shall be prepared and submitted using a non-compressed Arial font with single-spaced 12 point text printed on both sides of the sheet. A single column format per page is acceptable. Multiple column formats per page are not acceptable. Each side of the sheet, tab, or divider containing proposal material will be counted as a page. All pages shall be numbered sequentially within each volume. Offerors shall clearly mark and identify each of the pages subject to the page limitations.

Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations.

Tables, charts, graphs, plans, figures, diagrams and schematics shall be used wherever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than a single spaced, non-compressed Arial 12 point, be uncomplicated, legible, and appropriate for the subject matter.

Foldout pages may only be used for large tables, charts, graphs, plans, figures, diagrams and schematics, not for pages of text. Foldouts shall be counted as two pages against the page limitations, shall be printed on one side only, shall not exceed 11 x 17-inches with at least one-inch margins on all sides, and shall fold entirely within the volume.

(d) Excess Pages: Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror. See section M.3 of the solicitation.

(e) A cover sheet shall be contained as the first page of each volume, clearly marked with the volume number, title, solicitation identification, and the offeror's name. Volumes shall be separately bound in 3-ring binders that permit the volume to lie flat when open. Staples shall not be used. A cover sheet shall be included on each binder, clearly marked with date of offer, volume number, title, copy number, solicitation number and the offeror's name and point of contact information. The same identifying data shall be placed on the spine of each binder (except for point of contact information).

Information shall not be incorporated by reference. A suitable table of contents shall be provided with each volume for ready reference to sections, tables, and figures. All pages in each volume shall be numbered sequentially with Arabic numerals for contents subject to page limitations or with lower case Roman numerals for contents not subject to page limitations (e.g., title pages, tables of contents, and acronym lists). Offerors shall tab each subsection within each volume for ease of reference. Tabs and dividers are not included in the page count limitations. Mark one complete proposal “Original” for retention by the Contracting Officer. All copies of each volume shall contain identical information and formatting.

(f) The offeror shall apply all appropriate markings, including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-5, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

(g) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

(h) The offeror shall provide the number of proposal copies by volume on the dates and times specified in Table L-3.

Table L-3: Proposal Copies and Due Dates

Due Date	Volume	Title	Time Due	Delivery Location	Copies
11/22/2013	I	Mission Suitability Factor	1:30 pm CST	JSC (See L.10)	7 hard copies, 2 CD-ROMs
*11/15/2013	II	Past Performance Factor	1:30 pm CST	JSC (See L.10)	4 hard copies, 2 CD-ROMs
11/22/2013	III	Cost and Price Factor	1:30 pm CST	JSC (See L.10)	5 hard copies, 2 CD-ROMs
11/22/2013	IV	Model Contract Completed and Signed SF33; Representations and Certifications with all fill-ins completed	1:30 pm CST	JSC (See L.10)	3 hard copies with original signature, 2 CD-ROMs
11/22/2013	V	Other Proposal Requirements	1:30 pm CST	JSC (See L.10)	4 hard copies, 2 CD-ROMs

* Proposal Volume II, Past Performance is requested early but not officially due until 11/22/2013 at 1:30 p.m. CDT.

(i) Each offeror is required to submit its proposal in two formats, one conventional hard copy bound format in the quantities specified above, and one in an electronic format in

the quantities specified above. The electronic submission must be compatible with the software and hardware specification described below. Electronic media must be labeled or tagged with the RFP Number, Company Name, Date Prepared, an indication of the files or range of files contained on the disks marked and in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-5, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

(j) Electronic copies of the proposal shall be prepared and submitted in Microsoft Office® 2003 or 2007 applications (Word and Excel). Further, the Microsoft Excel spreadsheets shall be submitted in Microsoft Excel format, and not in a scanned Microsoft Word or Adobe PDF file. To the extent of any inconsistency between data provided electronically and proposal hard copies, the hard copy data will be considered to be the intended data. For electronic submissions, each volume of the proposal shall be submitted as a separate electronic file. If a volume extends to multiple disks, the offeror shall clearly indicate the sequence number. The offeror shall not embed sound or video files into the proposal files. Minimize the use of scanned images and keep embedded graphics as simple as possible.

(k) Provide a cross-reference list that tracks the page and paragraph numbers of the offeror's proposal to the page and paragraph numbers in the Government's instructions. A Cross-Reference List shall be submitted in each Volume for that particular volume.

L.16.3 MISSION SUITABILITY FACTOR (VOLUME I)

The offeror shall describe or provide the following in Volume I:

Sub-factor 1. Technical Approach

Sub-factor 2. Management Approach

Sub-factor 3. Safety & Health Approach

The proposal shall be detailed and complete enough to clearly and fully demonstrate that the offeror understands the requirements and the inherent risks associated with the objectives of this procurement. It is inadequate to simply state that the offeror understands and will comply with the requirements, or to paraphrase the requirements such as: "standard procedures will be employed to…" and "well-known techniques will be used for…" The Mission Suitability Proposal shall comprehensively explain how you propose to comply with the applicable specifications, as well as the techniques and procedures you propose to implement.

Information previously submitted, if any, will not be considered unless it is resubmitted as part of the proposal; it must not be incorporated by reference. Offerors must not assume that the Evaluation Team is aware of their company's abilities, capabilities, plans, facilities, organization or any other pertinent fact that is important to the accomplishment of the work.

L.16.3.1 TECHNICAL APPROACH (TA) – MISSION SUITABILITY SUB-FACTOR 1

The offeror shall describe its approach and rationale to meeting the technical requirements of the SOW, in accordance with TA1 and TA2 below:

TA1. Innovations and Efficiencies – The offeror shall describe their approach to develop and infuse efficiencies, innovations, and technology capabilities into the RVGSS contract effort by providing in their proposal any efficiencies and innovations that are applicable to the RVGSS SOW. Any proposed innovations must include sufficient rationale to demonstrate the feasibility and effectiveness of the offeror's ideas.

The offeror shall propose innovative techniques, methodologies, and processes that would benefit the Government. The Government has identified the following areas of particular interest as candidate areas for innovations. The offeror's proposal should include a response to these areas, as related to the RVGSS SOW.

(a) Real-time simulation performance.
(b) Astronomical surface interaction techniques.
(c) Contacts dynamics modeling.
(d) Graphics visualization.

Additionally, offerors should submit innovations and efficiencies for other areas relevant to the scope of the RVGSS effort.

Offerors shall describe how innovations and efficiencies proposed in TA1 will be applied and implemented to each Sample Task Order listed in Table L-4. The offeror shall provide enough information in its proposal for the Government to determine that the innovation is a reasonable approach to successfully performing the task order requirements.

Proposed efficiencies and innovations, including any associated contract clauses, shall be included in Attachment J-12 of the model contract and be clearly identified with a specific SOW reference in the response to this evaluation factor.

TA2. Specific Technical Understanding and Resources - The offerors are required to demonstrate their understanding of the requirements and the specific labor resources needed to successfully perform the requirements of this contract, as represented by the Sample Task Orders listed in Table L-4. Since the paragraphs and tables described in these instructions are also intended to facilitate the technical evaluation of the offeror's Cost/Price proposal, offerors shall carefully follow these instructions.

Table L-4: Sample Task Orders

Task Order	Title	Reference Attachment
1	Robotics Simulation Services	L-01
2	Rendezvous, Proximity Operations, and Docking Simulation Services	L-02
3	Astronomical Object Surface Interaction Simulation Services	L-03
4	Graphics Simulation Services	L-04
5	Flight Software and Avionics Services	L-05

The offeror shall supply a detailed response to each of the Sample Task Orders. The Sample Task Orders are not intended to represent the full value of the Cost Reimbursable portion of the Contract but are intended to evaluate the offeror's technical understanding and cost realism of typical RVGSS work content. The Sample Task Orders are hypothetical scenarios that give offerors an opportunity to demonstrate their understanding of the requirements. The Government reserves the right to award the Sample Task Orders at contract start.

The offeror's response to this section shall be consistent with the proposed Management Approach (L.16.3.2). Likewise, the Full Time Equivalent (FTEs) listed in Attachment L-06, Technical Resources Summary Templates (TRST), must agree with the resources in the Volume III, Cost and Price Factor. FTEs are defined as the proposed productive hours needed to comprise one average full time employee. This may be one employee or several part time employees. Productive Hours are defined as the total available hours for productive work in a year, excluding overtime, less paid time off.

The offeror shall provide for each task order A) the specific technical understanding of the requirements; B) the basis of estimate including any proposed efficiencies; and C) an estimate in the form of a TRST (Attachment L-06). This information shall be provided in accordance with paragraphs A, B, and C below.

A. Technical Understanding of Requirements

Detail the technical approaches for providing products and services defined in the Sample Task Orders listed in Table L-4, and provide all assumptions and rationale used. Provide sufficient discussion to fully demonstrate understanding of the technical requirements for all Sample Task Orders. Discuss all needed functions including enabling and facility support requirements, and cite the appropriate reference to the RVGSS SOW to demonstrate the offeror's approach and rationale in executing the task

order requirements. Any services that the offeror proposes to procure or use from outside of the Government must be identified and included in the estimated costs.

Describe the processes used to accurately identify, monitor, and control technical risks associated with each specific task order. Identify those specific technical risks that the offeror believes should be addressed relative to performance of work under all applicable sections of the SOW for that task order and discuss plans to mitigate or accept each risk.

B. Basis of Estimate (BOE)

Explain the BOE by providing supporting rationale for all labor resources (FTEs and skill mix) proposed. Include a discussion regarding how the proposed FTEs were estimated for each of the Sample Task Orders listed in Table L-4. Also, include a discussion associated with any assumptions made regarding the requirements that led to the proposed resources such as: "we assume that a verification plan for the XYZ deliverables already exist and all we are responsible for is the maintenance of the plan." Include sufficient narrative discussion to convince the Government that the proposed resources are realistic for the proposed technical and management approach. For each Sample Task Order, include with your narrative discussion a schedule and critical path for the proposed effort.

The Government Resource Estimate in Item C below does not include non-labor resources, but if non-labor resources are proposed, offerors shall provide a narrative BOE that depicts the offeror’s demonstrated understanding of the non-labor resources required to satisfy the offeror’s technical approach to the Sample Task Orders.

For each Sample Task Order, explain any applicable cost impact as a result of innovations and efficiencies proposed in response to TA1 in sufficient detail to allow for a comprehensive technical analysis of associated costs. If these improvements result in an estimated reduction in direct labor resources in Contract Year 1, the offeror shall provide the rationale and the estimating techniques used to support the proposed efficiency. All proposed efficiencies in Contract Year 1 shall be consistent with IDIQ Summary Cost Template (ISCT) given in Volume III. Address risks and risk mitigation plans associated with savings or improvements. If historical contracts are referenced, ensure they are relevant in size and complexity.

C. Resources

The resources shall agree with the narrative discussion in paragraphs A and B above. The resource details shall be contained in the TRST described below, for that Task Order, and will reconcile with the cost proposal as indicated in the cost proposal instructions for a pricing model (see L.16.5).

Technical Resources Summary Templates

The offeror shall complete Attachment L-06, TRST, and submit a printed copy of the TRST with the response to the given task order. The TRST shall agree with the BOEs and the cost volume. The rollup summary table shall reconcile with the details and shall reconcile with the cost proposal as indicated in the cost proposal instructions for a pricing model. Note that the TRST template is also submitted as part of Volume III, Cost/Price.

Standard Labor Categories (SLC)

The offeror will develop their cost estimates using their estimating system. The offeror will map their labor categories to the SLCs using the guidelines provided in Attachment J-03. 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 required to successfully meet the RVGSS requirements. Accordingly offerors must propose the resources required to successfully meet these requirements. Offerors are allowed to include additional labor categories that do not easily map into the SLCs, however; the offeror must provide job descriptions similar to the guidelines provided in Attachment J-03.

Government Resource Estimate (GRE)

A labor GRE has been developed and is included in Attachment L-07. The GREs are the Government's estimate of the labor resources (skill mix and Work Year Equivalents (WYEs)) required to perform this effort, without incorporation of any one offeror's specific management or technical approach. The GRE depicts the overall direct labor staffing for the Sample Task Order requirements (Attachments L-01 through L-05) and is based on historical usage factors which may not be representative of 100% of usage for future work. The GREs are not intended to influence the offeror's proposed estimates; however, they are provided to assist offerors in determining the general overall scope to support development of indirect rates and for development of their management and technical approaches. Offerors shall develop their own estimates that support their unique proposed management and technical approaches and shall provide supporting rationale in narrative form.

The GRE is not to be considered a Government "plug number." Offerors should note that once the contract is awarded, fee will not be adjusted if the GRE is used for estimating and the actual cost incurred differs after contract award.

The GRE below does not include non-labor resources to perform the sample task order requirements; however, the offeror's proposed costs shall be consistent with its technical approach, which may include non-labor resources and associated costs. In that case, offerors shall, in the narrative, provide adequate supporting rationale, including type and quantity, for proposed non-labor resources exceeding $5000 (e.g. number of trips required for travel, software licenses, laboratory equipment, etc.).

Offerors are cautioned that due to the uncertainties involved with IDIQ work, this estimate is not a guarantee of future work. Offerors are directed to Clause B.9, Indefinite Delivery Indefinite Quantity Minimum and Maximum Value, regarding the guaranteed minimum order for IDIQ.

L.16.3.2 MANAGEMENT APPROACH (MA)-MISSION SUITABILITY SUB-FACTOR 2

The offeror's management approach for fulfilling the contract requirements will be evaluated in accordance with the sub-factor elements as discussed below:

MA1. Contract Management Approach **–** The offeror shall provide in Volume I their overall management approach for fulfilling all contract requirements as required in the Data Requirements Deliverable (DRD)-01, Contract Management Plan.

MA2. Staffing Approach **–** The offeror shall provide in Volume I their overall staffing approach for fulfilling all contract requirements as required in DRD-02, Staffing and Critical Skills Plan, and DRD-03, Total Compensation Plan. The total compensation plan must correspond with the data provided on the Total Compensation Templates (a), (b), (c), (d), and (e).

MA3. Contract Phase-In Approach – The offeror shall provide in Volume I their overall Contract Phase-in approach Contract Phase for fulfilling all Contract requirements as required in DRD-04, Contract Phase-In Plan.

MA4. Key Personnel Approach - The offeror shall discuss its approach and rationale for identifying, filling, and retaining Key Personnel positions (including Key Personnel positions of teaming partners and subcontractors, if proposed). The offeror shall address the Key Personnel positions listed/proposed in Clause H.3, Key Personnel. The offeror shall provide the basis for identifying the proposed Key Personnel positions and the basis for selection of the individuals to fill Key Personnel positions, to include a summary of the qualifications to fill those positions (e.g. education, training, certifications, type and length of experience, etc.). Describe the minimum qualification standards you will use to replace key personnel, if required, during the term of the contract. Provide this information for each key position. Describe how you will ensure key personnel will maintain the minimum qualification standards.

For those individuals proposed as key personnel listed in Clause H.3, provide their résumé details as prescribed in Attachment L-08, Key Personnel Résumé, including education (including licenses and certifications), current position, current significant responsibilities or projects, previous positions, and professional activities and achievements (including patents and significant publications). Additionally, the offeror shall provide evidence of commitment, for each individual proposed for a key position.

If Key Personnel are currently being proposed for other contracts, or for other reasons are not planned to be 100% dedicated to this contract, describe the level of commitment proposed. Please discuss your rationale for how the work can be effectively performed with Key Personnel who are not fully committed to the RVGSS contract. Include in the discussion, scenarios that may lead to less than their full commitment to this contract and any alternatives you propose. If the commitment of Key Personnel is contingent upon the outcome of another competition, alternate Key Personnel should be proposed along with evidence of commitment.

L.16.3.3 SAFETY AND HEALTH APPROACH -MISSION SUITABILITY SUB-FACTOR 3

The offeror shall provide in Volume I their overall Safety and Health Approach for fulfilling all Contract requirements as required in DRD-05, Safety and Health Plan.

L.16.4 PAST PERFORMANCE FACTOR (VOLUME II)

(a) Provide information from organizations and companies from which your company has previously performed work, in order for the Government to obtain appraisals of past

performance. Offerors, including joint ventures, major subcontractors (subcontracts estimated annual value greater than $1,000,000), and the proposed Program Manager shall each provide information on up to five past contracts (subject to the page limitation constraints). References with Government contracts are preferred, but not required.

(b) Offerors shall consider the relevancy, recency and magnitude of the effort(s) as they relate specifically to this requirement. Offerors are advised that the Government's evaluation of submitted contracts for past performance will include an evaluation of how recently performance has occurred. Only contracts with performance within 5 years from date of the solicitation will be considered recent. Offerors with no past performance experience shall so state.

(c) The following information shall be provided:

- Contract number
- Total contract value
  - State whether the work was performed as prime or subcontractor
  - Value of the work the offeror performed
- Employing Agency/Company Name
- Point of Contact (including address, telephone and fax numbers, and e-mail addresses)
- If a Government Agency, include both the Contracting Officer and Contracting Officer's Technical Representative points of contact
- Contract Description
- Place of Performance
- Period of Performance
- Contract Type
- Status of Contract [current, terminated (if so, why), successfully completed (include completion date)]
- Consent Letters executed by each subcontractor, teaming partner, joint venture partner, and proposed Program Manager authorizing the release of past performance information so the offeror can respond to such information. See sample consent letter at attachment L-09.

  Offerors may include the Statement of Work to the past performance references provided in their proposal as an attachment to Volume II. If included as an attachment, the Statements of Work will not be counted against the page limitation; however, information deemed by the Government to be proposal information that is included in the Statement of Work will not be evaluated.

(d) Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. The submission shall include rationale supporting your assertion of relevancy. This submission shall clearly detail what portions of the Statement of Work the prime, joint venture, subcontractors, and proposed Program Manager are responsible for and/or proposing to do as they relate to the relevant contract being proposed. For a description of the characteristics or aspects the

Government will consider in determining relevance, see M.6, Past Performance Factor. For the proposed Program Manager, provide a signed commitment letter or notice.

(e) Complete the Matrix of Relevant Experience (Attachment L-13), as part of your response. In the event of a conflict between the narrative and the relevancy matrix, the narrative will take precedence as the offeror's intended response.

(f) Offerors, including any major subcontractors, joint ventures and proposed Program Manager associated with this offer, shall each submit the Past Performance Questionnaire (Attachment L-10) to all the reference points of contact required in paragraph (c), above. This shall be done for at least three contracts completed within the last five years containing some or all of the functions defined in the SOW, if such experience exists. The offeror is responsible for ensuring that each of its references, including those from its major subcontractors and proposed Program Manager, is directed to return each questionnaire in a sealed envelope or by email directly to the contact identified in provision L.10, Proposal Marking and Delivery, and that they are submitted on time.

(g) You may include up to one page of introductory material about the experience and performance of your company and subcontractors (if applicable). You may submit additional reference information on experience and past performance for consideration. This shall be subject to the page limitation constraints.

(h) Offerors shall provide the following performance data with explanatory remarks on contracts performed in the last three years. Offerors shall identify the applicable North American Industrial Classification System (NAICS) Code and points of contact for each contract. If a joint venture or prime-subcontractor relationship is proposed, the same information shall be provided for each company proposed. Explanatory statements shall be included, as appropriate.

For all work performed during the past three years, offerors shall provide the following:

(1) Environmental Data:

(i) Copies of any and all environmental non-compliance correspondence and citations from federal, state, or local agencies or authorities with explanatory remarks.

(2) Safety Data:

(i) Copies of any and all OSHA citations with explanatory remarks.

(ii) Records of the company's OSHA recordable injuries and illnesses. These records shall include, for each worksite, as a minimum, 1 copy of each year's OSHA logs (Forms 300 and 300A) as required by Title 29 of the Code of Federal Regulations, Section 1904.5(d) including the applicable NAICS code, the number of employees at the worksite and the calculated OSHA recordable frequency rate.

(iii) A list of all insurance carriers providing workers compensation coverage (or equivalent), including dates of coverage. Include points of contact and phone

numbers. Offerors shall authorize the listed insurance carriers to respond to Government inquiries recording the offeror's past safety performance.

(iv) Offerors shall provide Experience Modifier Rates as well as calculations supporting the offeror's workers' compensation experience modifier. This shall include the state formula used for the computation, along with the loss ratio for each of the past three years (where the loss ratio is defined as the ratio of losses to premium).

(v) A letter from the insurance carrier summarizing the offeror's liability and lawsuit history related to safety and health performance for the past three years including a history of changes to the experience modifier rate. If an offeror self insures, provide and certify the same information (except the experience modifier rate history) with the signature of the responsible corporate officer or official.

(i) Where an offeror chooses to request, from a civil servant employee at JSC, that a past performance questionnaire be submitted on its behalf for its proposed Program Manager, please be advised that a Limited Communications Notice (LCN) has been issued in conjunction with this solicitation. The LCN directs that all civil service personnel at JSC shall refrain from communicating with industry on any matters related to this competitive procurement; as a result, while the civil servants may respond to the past performance questionnaire, they will be unable to provide status to the offeror, or communicate in any other fashion with the offeror about that past performance request.

(j) If an offeror's Past Performance volume proposes past performance data on any corporate parent or affiliated company that is not specifically identified as a proposed team member in the offeror's Technical Acceptability volume, the offeror shall provide a narrative to address specific resources (workforce, management, facilities, or other resources) of the parent or affiliated company to be utilized and the degree to which these resources will be provided or relied upon for contract performance, such that this parent or affiliated company will have meaningful involvement in contract performance.

(k) Explain which divisions, business units, segments, or other organizations of your company are proposed to perform the effort. Provide information regarding the relationship and types of resources shared (workforce, management, facilities, or other resources) between any divisions, business units, groups, segments, or other organizations in your company which are proposed to perform the effort.

(l) Provide an organizational chart displaying the relationships between corporate parents, affiliated companies, divisions, business units, groups, segments, or other organizations which are proposed to perform the same effort.

L.16.5 COST AND PRICE FACTOR (VOLUME III)

Instructions for Preparation of the Cost Proposal

Certified cost and pricing data are not required; however, other than cost and pricing data are required. To ensure that the Government is able to perform a fair assessment of the proposed cost, each offeror is required to submit a cost proposal that is suitable for evaluation. A cost volume that is suitable for evaluation shall:

a. Account for all resources necessary to complete requirements of this RFP.
b. Provide traceability to the technical/management proposals.
c. Explain in detail all pricing and estimating techniques.
d. Disclose the basis of all projections, rates, ratios, percentages, and factors in sufficient detail to facilitate the Government's understanding and ability to mathematically verify these estimating tools.
e. Comply with applicable Federal Acquisition Regulation (FAR), NASA FAR Supplement (NFS), and governing statutory requirements.
f. Include a narrative portion that explains all judgmental elements of cost projections and fee policies including any proposed cost ceilings and team fee sharing arrangements.
g. Include all templates required in this RFP.

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

EXCEL PRICING MODEL (EPM) FILE:

Format: In order to achieve standardization, the Excel Pricing Model (EPM) includes several Excel Worksheets that shall be automated to the greatest extent possible:

The workbook includes the following templates: Technical Resources Summary Template (TRST), Fully Burdened Rates Template (FBR), Task Order Pricing Template (TOPT), IDIQ Summary Cost Template (ISCT), Minor Subcontract Pricing Template (MST), Overhead Template (OHT), G&A Template (GAT), Total Compensation Templates (TC) (a through e), Phase in Template (PIT), and Subcontractor Arrangement Information Template (SAI).

The goal of the EPM automated workbooks is to provide a comprehensive working model of the offeror's proposed cost volume in an automated format. The pricing model will be designed to facilitate changes to source data such as direct labor hours and/or rates, overhead and G&A rates, etc., and be sophisticated enough to compute the total impact of various changes to both cost and price. It is important that your model facilitate this process to ensure fidelity and is error free. For example; the model must be able to compute the cost and price impact of:

a. Increasing (or decreasing) the number of full time equivalent staff (FTE) for any SLC.
b. Increasing (or decreasing) the any indirect rate.

Formulas: All formulas used in the workbooks must be clearly visible in the individual cells and must be verifiable. Whereas linking among the worksheets within the workbook to the maximum extent possible is required; 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 and all its associated worksheets shall not be locked/protected or secured by passwords.

CD Cost Proposal Organization

The Government intends to use a personal computer with Microsoft Excel to aid in the evaluation of the cost proposal. In addition to the hardcopy requirements of the preceding section, each prime and major subcontractor is required to submit their EPM and any other electronic cost data, including formulas, on CD only.

Each CD provided is to have an external label indicating:

a. The name of the offeror,
b. The RFP number, and
c. The files/worksheets or range of files/worksheets contained on the CD.

Labeling 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.

When multiple versions of the same template are required, submit the multiple templates inside one worksheet stacked vertically. For example, the Fully Burdened Rates Template (FBR) is required for each year of the contract, therefore 5 vertically stacked templates will be submitted within the worksheet titled FBR.

All electronic worksheet tab names included in the offeror's proposal shall begin with the first three letters of the offeror's company name followed by a hyphen and the name of the worksheet as indicated in the template provided. For example: Assume the offeror's company name is ABC Company, the tab name for the TRST worksheet shall be "ABC-TRST". Offerors shall use the Template acronyms below in naming individual worksheets/tabs within the Excel file/workbook:

Workbook Acronyms:

TRST – Technical Resources Summary Template

FBR – Fully Burdened Rates Template

TOPT – Task Order Pricing Template

ISCT– IDIQ Summary Cost Template

MST - Minor Subcontractor Pricing Template

OHT - Overhead Template

GAT - General & Administrative Expense Template

TC(a) – Compensation Template (a) Salaries & Wages – Non-Exempt

TC(b) – Compensation Template (b) Salaries & Wages –Exempt

TC(c) – Compensation Template (c) Fringe Benefit Analysis Package

TC(d) – Compensation Template (d) Personnel and Fringe Benefits Policies

TC(e) – Compensation Template (e): Incumbency Assumptions

PIT – Phase in Template

SAI – Subcontractor Arrangement Information

The cost proposal templates are designed to provide NASA with information necessary to perform a cost realism analysis. The specific templates required can be found in Attachment L-11.

Instructions for Completing the Resources Template

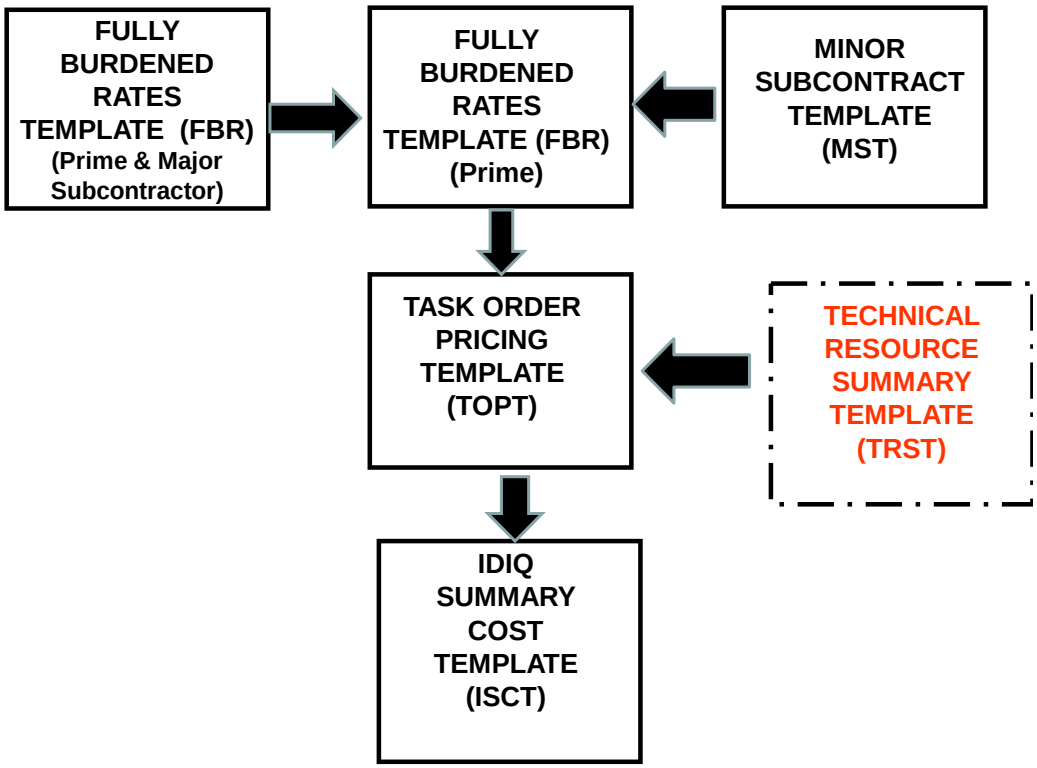
Technical Resource Summary Template (TRST)

A hard copy of the TRST shall be included in Volume I of the proposal. The template may be printed on any reasonable size paper and are not included in the page count limitation for Volume I. In addition, electronic versions of the template shall be submitted in Microsoft Excel format. The EPM requirements are further defined in the cost instructions below.

The TRST is used to summarize all proposed labor resources by Full Time Equivalents (FTE) for CY 1 only for each of the five Cost Reimbursable Task Orders. Each sample Task Order represents a single high level statement of work (SOW) element. In the columns entitled “Proposed FTEs,” offerors shall include all proposed labor resources by SLCs by sub-tasks. The SLCs are across the top of the worksheet. These resources shall be an accumulation of all the resources justified in the offeror’s Basis of Estimate (BOE). The total FTEs by SLCs shall be used in the Task Order Pricing Template (TOPT) to price out CY 1 of the contract.

Instructions for Completing the Cost Templates

The following flowchart illustrates in a simplified manner how the different templates relate to one another to create a complete representation of proposed IDIQ price.



The instructions for required completed cost templates apply to the prime offeror and all major subcontractors. Major subcontractors are defined as those subcontractors proposing $1 Million (M) or more per year as estimated costs. Subcontractors with an estimated annual value below $1M are considered minor subcontractors.

Fully Burdened Rates (FBR) Development Template

A separate FBR is required for each contract year of the effort from the prime and each major subcontractor. This template is provided so that each offeror may show how they developed their individually proposed fully burdened rates. For subcontractors ONLY, the fully-burdened rates shall include profit/fee. <u>As noted at the top of this FBR template, the columns below the green area shall be completed by the prime contractor, while the columns below the red area shall be completed by major subcontractors.</u>

The first two columns provides for the offeror's direct labor categories to be mapped into the NASA Standard Labor Categories (SLC). There may be one or more than one of the offeror's direct labor categories that map into each NASA SLC.

The Incumbent Retention % Column allows the offeror to propose the percentage retention of the existing workforce per NASA Standard Labor Category. The offeror may propose any percentage per labor category that is based on the proposed management and technical approach required for the statement of work. In the example (highlighted in yellow in the FBR template provided), the offeror is proposing to retain 90% of the incumbent's IT Professional II workforce.

The Percentage Usage column identifies the percentage of each of the offeror's Labor Category that maps into each NASA SLC. These percentages identify the effort for each offeror's Labor Category that will be performing on that particular SLC. The usage percentage for each NASA SLC must total 100%.

The next column provides the Direct Base Labor Rate for each of the offeror's Labor Category. These rates, together with the percentage usage, are used to develop the weighted average for each SLC. For example, assume that the offeror's Labor Categories of "IT Staff IV" and "IT Professional" map into NASA's SLC "IT Professional II". Assume also that the offeror's Labor Categories usage is 75% and 25% respectively, and the Direct Labor Rates are $28.75 and $25.25 respectively. The Direct Labor Rates to be used for NASA's SLC "IT Professional II" is calculated as follows. [($28.75 x 75%) + ($25.25 x 25%) = $27.88.] In this example, there were two of the offeror's Labor Categories that were mapped to NASA's SLC "IT Professional II". As noted above, there could also be a single offeror's Labor Category mapped into an SLC, or there could be several of the offeror's Labor Categories mapped into an SLC.

Next, the Overhead Rate Column provides the overhead rate(s) to be used in developing the FBR. Please note that the overhead rate for each SLC is generally the same. However, if the rates are different for any SLC, please provide a detailed explanation for the difference. The Overhead Cost Column provides the calculated Overhead Cost for each SLC by applying the Overhead Rate to the overhead base in accordance with the offeror's Accounting System policies. Generally, the base for calculating the Overhead Cost is the direct labor cost. This calculation need not be made at the offeror's Labor Category level, but at the NASA SLC level.

The G&A Rate Column provides the G&A rate(s) to be used in developing the Fully Burdened Rates (FBR). Please note that the G&A rate for each SLC is generally the same. However, if the rates are different for any SLC, please provide a detailed explanation for the difference. The G&A Cost Column provides the calculated G&A Cost for each SLC by applying the G&A Rate to the G&A base in accordance with the offeror's Accounting System policies. This calculation need not be made at the offeror's Labor Category level, but at the NASA SLC level.

The Facilities Capital Cost of Money (FCCM) column is used to include FCCM proposed by the offeror. The fee column on this template is applicable to the major subcontractors only. However, it shall only be used by those subcontractors that do not have a fee-sharing arrangement with the prime contractor, and who are proposing their own separate fee structure.

The FBR column combines the direct labor hourly rate and all the indirect costs along with the subcontractor fee (if applicable) to arrive at the Prime's or major subcontractor's fully burdened labor rate per SLC.

Subcontractor FBR Pricing (Red Section of FBR Template)

Major subcontractors shall develop their FBR as described above, and include fee in the FBR if there is no fee-sharing arrangement with the prime contractor. Subcontractors do not complete any columns to the right of the red line. The FBR developed for each

SLC are provided to the prime contractor for use by the prime to develop the weighted composite FBR by SLC to be used in its proposal.

Prime Contractor FBR Pricing (Green Section of the Template)

The Subcontractor Price Input Area and all other columns in the green section shall be completed by the prime contractor only. The prime contractor shall develop its FBR as described above under the red section of the template. In addition, the prime contractor shall obtain the FBR by SLC from all subcontractors and include in the columns identified as Subcontractor "A" FBR/hr., etc. The template provides for three subcontractors; however, columns shall be added to the template to accommodate more subcontractors as necessary. The names for the columns labeled Subcontractor "A" FBR/hr, Subcontractor "B" FBR/hr., and Subcontractor "C" FBR/hr. shall be changed to reflect the actual name of the subcontractors. The next column labeled "Prime Burden Rate Percent" provides the prime contractor's burden rate to be applied to each subcontractor's FBR to develop the "Subcontractor "A" FBR + Prime Burdened Rate/hr". As before, the column heading shall have the actual names of the subcontractors, and columns shall be added to accommodate more than three subcontractors if necessary. The next columns in the template provide for the percentage usage for the prime contractor and all subcontractors. The total of these percentages shall be 100%. Again, the column heading shall have the actual names of the subcontractors, and columns shall be added to accommodate more than three subcontractors if necessary. The final column in the template is used to calculate the weighted composite FBR for each SLC to be used in the proposal. In the example, highlighted in yellow, we have provided the formula that shows the calculation of the composite FBR for the fictitious SLC "*IT Professional II*".

Task Order Pricing Template (TOPT)

This template is only required from the prime; however, it is designed in such a way that the hours for the prime, major subcontractors and minor subcontractors combined shall be included in the hours section. Therefore, the template requires data from both the prime and all subcontractors. This template is for pricing the sample Task Orders provided. Only the first year shall be priced.

The template is divided into 3 sections. The first section addresses Productive Hours. The offeror shall determine the mix of labor categories and the labor hours required to perform the sample Task Orders.

The second section addresses the Contract Rates that were determined in the FBR.

The third section calculates the Labor Cost by multiplying the Productive Hours by the Contract Rates. This will be the fully burdened labor cost per labor category.

The bottom of the template addresses the fully burdened labor cost. A fee pool for all the IDIQ work shall be proposed on this template. The prime and all major subcontracts' fees shall be allocated from this pool in accordance with the team's proposed fee sharing arrangement. This NTE fee rate will take into account the facilities capital cost of money offset, if proposed.

IDIQ Summary Cost Template (ISCT)

This template is for pricing the Sample Task Orders provided and is required of the Prime Contractor only. The hours included for CY1 will match the hours developed in the TOPT. The hours from CY1 shall be straight-lined to CY2 through CY5. *Only efficiencies proposed in TA2 (Volume I) that are realized in Contract Year 1 will be reflected in the cost estimate.* The pricing of Contract Years 2 through 5 is for selection purposes and is only intended to provide the Government visibility regarding the effect of the proposed rates in the out years.

The template is divided into 3 sections. The first section addresses productive hours. The productive hours for CY1 will be those proposed in the TOPT. The hours for CY 2 through CY5 shall be straight-lined from CY1. The offeror shall determine the mix of labor categories and the labor hours required to perform the sample task order.

The second section addresses the contract rates that were developed in the FBR.

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

The bottom of the template addresses the fully burdened labor cost, prime fee (subcontractor fee shall be included in fully burdened labor rates unless a fee sharing arrangement is being proposed) and the total cost and fee. All costs for non-labor resources (NLR) shall be included here, together with all indirect costs applied to the NLRs. The indirect type and rates shall be identified here.

Minor Subcontractor Template (MST)

The minor subcontractor template is required of the <u>prime</u> only. This template is intended to provide the Government a concise assessment of the substance of minor subcontracts. Minor subcontractors are subcontracts with an estimated annual contract value of less than $1M. Examples of two minor subcontractors are provided in the MST to show how this template is to be completed.

Overhead Template (OHT)

This template shall be provided by the prime offeror and all major subcontractors. The template shall provide insight into the composition of the burden pool for the proposed overhead rates for all contract years. The basis for projections of overhead pool expense shall be provided and an explanation in support of any significant changes in either expenses or base of application that exist from one year to the next shall be provided. In the event the offeror's fiscal year and anticipated contract year do not coincide, the offeror shall complete the rate reconciliation showing how the fiscal year overhead rates result in the proposed overhead rates for each contract year. In addition, provide historical overhead pool costs, bases, and rates for the prior three years. The Government does not require that you propose indirect rate ceilings. However, if proposed, the template includes an area for providing the overhead ceiling rates. A few cost elements are included on the template that represents the type of cost detail into which the Government requires visibility. If these cost elements are not applicable to any proposed indirect cost pool, leave blank.

This template is labeled "Overhead Template". However, all offerors and major subcontractors shall use the format of this template to support other indirect rates used

in this proposal. A separate template, named appropriately, shall be used for each indirect rate proposed.

Notwithstanding the instructions above, if the offeror or a major subcontractor has a Forward Pricing Rate Agreement (FPRA) with the Defense Contract Management Agency (DCMA) that was used in pricing this proposal, then this Overhead Template, and other indirect templates, is not required. However, a copy of the FPRA shall be provided with the proposal in support of the indirect rates used in the proposal.

G&A Template (GAT)

This template shall be provided by the prime offeror and all major subcontractors. The template shall provide insight into the composition of the G&A pool for the proposed G&A rates for all contract years. The basis for projections of G&A pool expense shall be provided and an explanation in support of any significant changes in either expenses or base of application that exist from one year to the next shall be provided. In the event the offeror's fiscal year and anticipated contract year do not coincide, the offeror shall complete the rate reconciliation showing how the fiscal year G&A rates result in the proposed G&A rates for each contract year. In addition, provide historical G&A pool costs, bases, and rates for the prior three years. The Government does not require that you propose indirect rate ceilings. However, if proposed, the template includes an area for providing the G&A ceiling rates. A few cost elements are included on the template that represents the type of cost detail into which the Government requires visibility. If these cost elements are not applicable to any proposed indirect cost pool, leave blank.

Notwithstanding the instructions above, if the offeror or a major subcontractor has a FPRA with the DCMA that was used in pricing this proposal, then this G&A Template is not required. However, a copy of the FPRA shall be provided with the proposal in support of the G&A rates used in the proposal.

Total Compensation Templates Instructions

The following compensation templates are required to be submitted by the prime offeror and all the major subcontractors in order for the Government to perform an evaluation of your labor relations. These templates will reconcile with the cost templates described above, wherever applicable.

1. Compensation Template (a): SALARIES AND WAGES NON-EXEMPT - CONTRACT YEAR 1: TC(a)

The offeror shall submit a completed Compensation Template (a) 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 cost proposal), by titles from the offeror's estimating system. Each of the offeror's Labor Categories shall be mapped to the Government Standard Labor Category. The DOL WD category shall be mapped to the LABOR CATEGORY – Offeror's. The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors or sub-contractors. Incumbent contractors or sub-contractors are to include the actual average current direct labor rate for each SLC. The "FTE" Column shall include all proposed FTEs per SLC. Depending on whether the category is DOL or CBA covered, include the wage rate in the

appropriate column. The "Contract Year 1 Actual Proposed Labor Rate" is the offeror's actual proposed composite labor rate (Completion Form and IDIQ) starting in Contract Year 1. The "Escalation rates for year 2-5" column shall include your annual escalation percentage. 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 (for example, DOL, CBA, etc.) for non-exempt personnel. An example is included on the template for illustration purposes only.

2. Compensation Template (b): SALARIES AND WAGES EXEMPT – CONTRACT YEAR 1: TC(b)

The offeror shall submit a completed Compensation Template (b) for exempt personnel for contract years 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 labor classifications included in the proposal, by titles from the offeror's estimating system. Each of the offeror's Labor Categories shall be mapped to the Government Standard Labor Category. The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors or sub-contractors. Incumbent contractors or sub-contractors are to include the actual average current direct labor rate for each SLC. The "FTE" Column shall include all proposed FTEs per SLC. The "Contract Year 1 Actual Proposed Labor Rate" is the offeror's actual proposed composite labor rate (Completion Form and IDIQ) starting in Contract Year 1. The "Escalation rates for year 2-7" column shall include your annual escalation percentage. 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.

3. Compensation Template (c): FRINGE BENEFITS ANALYSIS OF COMPENSATION PACKAGE - Contract Year 1: TC(c)

A separate Template (c) shall be completed for Exempt, Non-Exempt Nonunion, and Non-Exempt Union direct labor. This template is required of the offeror proposed as prime and all proposed major subcontractors. It should be noted that the minimum hourly fringe benefits rate cannot be less than the DOL specified minimum rate listed in the RFP under Section J for non-exempt employees. The column entitled, "Cost of Fringe Benefit" shall include the cost, not rate, associated with the fringes specified (i.e. life insurance, disability insurance, etc.) that are proposed on this contract for each of the related personnel type (exempt, non-exempt union/non-union). The next column entitled, "Percent of Direct Labor Cost" shall include the percentage of each of the related specified fringe costs as a percent of direct labor cost. The third column shall include hourly rates based on the average cost per labor hour proposed per specified fringe.

4. Compensation Template (d): Personnel And Fringe Benefits Policies Contract Year 1: TC(d)

This template is required of the offeror proposed as prime and all proposed major subcontractors. This template provides visibility, by employee category, into personnel policies and fringe benefits, which shall be in effect at the time of contract award.

Although only brief explanations are desired, sufficient information is required to allow an evaluation and estimate of all potential costs, which will arise upon award of the contract. Comments are required pertaining to all items listed below under the proper column, whether or not the policy is written. The established practice of the offeror and applicability to this proposal shall be provided. If any item below is not applicable, so state. Items pertinent to the offeror, which are not identified must be included if cost recovery is anticipated.

5. Compensation Template TC(e): Incumbency Assumptions Contract Year 1: TC(e)

This template is required of the prime offeror and all subcontractors (major and minor). This template provides visibility into each team member's incumbency assumptions pertaining to incumbency labor rates and incumbency seniority rights for fringe benefit purposes.

In the area entitled "Incumbent Retention", the offeror (prime contractor and major and minor subcontractors) shall identify the percentage of all positions that would be staffed with incumbent labor, and the percentage that would be staffed by non-incumbent labor. The offeror shall provide an explanation of its proposed retention percentage.

In the area entitled, "Labor Rates", the offeror shall identify the percentage of incumbents that would be paid current incumbent labor rates, and the percentage of incumbents that would be paid other than the incumbent's direct labor rates. The Government understands that non-incumbent offerors may only be able to estimate the current incumbents' labor rates; however, the Government simply wants to understand the offeror's intentions regarding pay for the retained employees. The offeror shall provide an explanation of how the proposed salary structure will facilitate the retention of the proposed percentage of the qualified incumbent workforce.

In the area entitled, "Seniority Rights", the offeror shall identify the percentage of incumbents that would retain seniority rights for fringe benefits purposes, and the percentage of incumbents that would not retain their current seniority rights. The Government understands that non-incumbent offerors may only be able to estimate the current incumbents' seniority levels; however, the Government simply wants to understand the offeror's intentions regarding seniority rights for retained employees. The offeror shall also provide an explanation of how the proposed salary structure will facilitate the retention of the proposed percentage of the qualified incumbent workforce.

Phase-In Template (PIT)

The phase-in template is required of the prime only and is designed to show the total phase-in cost (including all subcontractor phase-in costs and fees) proposed by the prime contractor. 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 separate labor category 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. If it is the offeror's intent to waive the phase-in price for this contract, this template shall still be completed and a narrative indicating the basis for waiver shall be included in the proposal.

Subcontracting Arrangement Information (SAI)

This template is required of the prime offeror only, or in the case of a joint venture, from each member company. The template shall provide the total cost and percentage of work to be performed by the prime offeror (or members of the joint venture) and all subcontractors based on the total proposed cost, excluding non-labor resources and fees. The template is required to evaluate the prime offeror's level of in-house performance and its compliance with the requirements of FAR 52.219-14, Limitation on Subcontracting. A major subcontractor is defined as one with an estimated annual contract value of $1M or more. Subcontractors with an estimated annual contract value of less than $1M are considered a minor subcontractor.

The following supplemental cost data, where appropriate, shall be submitted with the cost volume:

1. Financial Accounting Standard (FAS) 13 Analysis:

The offeror shall perform a FAS 13 analysis, as required by FAR 31.205-36 (Rental Costs) and FAR 31.205-11(Depreciation), in determining the classification of a lease as operating or capital. This applies to facilities and capital equipment.

2. Cost of Money for Facilities Capital:

The offeror may choose to include the cost of money for facilities capital as authorized by Cost Accounting Standard (CAS) 414 and FAR 31.205-10 (Cost of Money) in the proposal. However, it is NASA policy to offset CAS 414 costs dollar for dollar from fee/profit as per NASA FAR Supplement 1815.404-471-5, Facilities Capital Cost of Money.

In the event the offeror does not propose cost of money for facilities capital, FAR Clause 52.215-17, "Waiver of Facilities Capital Cost of Money" will be included in the contract.

3. Fee:

Provide a description of your proposed fee structure. If a sharing fee pool arrangement is proposed, include a discussion of the arrangement and the distribution of fee earned. Include a discussion of how the proposed fee was derived and why it is reasonable for the type of effort.

Show the offset for cost of facilities capital cost of money, if proposed, from the proposed fee pool and NTE fee rate.

Prime contractor fee will not be included in the contract IDIQ rates. However, you are to propose a not-to-exceed fee rate for future task/delivery orders. Fee will be negotiated for each Task/Delivery Order and will be reimbursed based on the negotiated arrangement. Subcontractor fee may be proposed as costs to the prime in which case the subcontractor fully burdened rates (SFBR) would include fee. If a team fee arrangement is proposed, the SFBR would not include fee and all fee would be included in the prime contractor's fee. The not-to-exceed fee rate shall also be shown by year

below the Fully-Burdened IDIQ rates in Section B of the Model Contract. In addition, each prime offeror shall also propose a not-to-exceed profit rate by year to be used in negotiation of firm-fixed price task/delivery orders. The profit rates shall also be shown by year below the Fully-Burdened IDIQ rates in Section B of the Model Contract.

L.16.6 MODEL CONTRACT (VOLUME IV)

(a) STANDARD FORM (SF) 33, OFFEROR FILL INS AND SECTION K

Blocks 12 through 18 of the SF 33 and the indicated offeror required fill-ins in Sections B-K must be completed. The completed (blocks 12-18) and signed SF33 and the pages with the required fill-ins must be submitted. The offeror shall provide four signed original SF 33s. **All SF 33s require original signatures; the offeror shall provide 4 originals.**

(i) Offerors shall indicate, in Block 12 of the SF 33, a proposal validity period of 180 days. However, in accordance with paragraph (d) of FAR provision 52.215-1, “Instructions to Offerors--Competitive Acquisitions,” a different validity period may be proposed by the offeror.

(ii) Provide the names, email addresses, and phone numbers of persons to be contacted for clarification of questions of a technical nature and business nature. Identify any consultants and/or subcontractors used in writing this proposal (if any) and the extent to which their services will be available in the subsequent performance of this effort.

(b) Annual representations and certifications shall be completed electronically and submitted with this volume in accordance with provision K.2, Annual Representations and Certifications (FAR 52.204-8).

(c) NASA is not accepting alternate proposals in response to this solicitation.

(d) In addition to the above, offerors shall complete the information below.

Contract Section	**Areas of Model Contract Offerors are Required to Complete**
Section A	Complete, sign, and date the Standard Form 33
Section B	B.2: Fill-in proposed phase-in price B.3: Fill-in value equal to phase-in price B.8: Complete Table B-1
Section C	None
Section D	None
Section E	None

Section F	None
Section G	G.3: Insert cognizant DCAA office, Supervisory Auditor, Address, Telephone Number, Fax Number, and E-Mail Address
Section H	H.3: Insert proposed key personnel
Section I	None
Section J	Offerors shall submit the required documents J-3: Add descriptions and qualifications for any additional Standard Labor Categories proposed J-12: Add descriptive language of any innovations or efficiencies proposed

L.16.7 OTHER PROPOSAL REQUIREMENTS (VOLUME V)

Additional information is required to determine responsibility in accordance with FAR 9.104-1, General Standards. Other Proposal Information required for determining responsibility shall be divided into the following major sections:

A. Subcontracting Arrangement Information

If a subcontracting arrangement is proposed, the offeror shall provide a summary listing (by name and address) of all subcontractors (regardless of dollar value) that have been identified throughout the offeror's proposal and the subcontract value associated with each entity. This listing shall also include the subcontractors size classification (i.e. Small business (SB), Woman Owned Small Business (WOSB), etc) and cage code.

The offeror shall also include the following specific detail in the following areas so that the Government can determine that the prime contractor making the offer will be performing the primary and vital requirements for the contract.

1. Who will manage the contract?
2. Which party posses the background and expertise necessary for contract performance?
3. Which party pursued the contract?
4. The degree of collaboration in preparation and submission of competitive proposal.
5. Whether there are discreet tasks to be performed by each of the teaming partners, or whether there is, instead, commingling of personnel and resourced.
6. The relative amount of work to be performed by each teaming partner or subcontractor.
7. Which party will perform the more complex and costly contract functions?
8. Which of the parties possess the qualifications relevant to the contract requirements?

9. Describe how the offeror will ensure compliance with FAR 52.219-14, Limits on Subcontracting. For the purposes of this RFP, JSC defines “costs of contract performance incurred for personnel” to mean direct labor, labor overhead (including payroll taxes and benefits), and G&A. “Employees of the concern” means actual direct employees identified on the offeror’s payroll records for which social security taxes are matched. JSC considers “cost of contract performance” to include all costs throughout contract completion (the full contract period of performance).

B. Organizational Conflict of Interest (OCI) Information

In accordance with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, the offeror and proposal will be reviewed for existing and potential OCI issues in relation to this procurement. The contractor shall submit the information required by DRD 06, OCI Avoidance Plan.

C. Business Systems

The offeror shall state whether the accounting systems which require Government acceptance or approval (as applicable) are currently accepted/approved by the Government. The offeror shall also provide documentation showing approval status, including the following:

(a) Name of system software
(b) Length of approval, if applicable
(c) Provide up to three (3) Contract Name(s) and Numbers for which the accounting system is currently in use
(d) Provide the name, number and email address of the Contracting Officer’s Representative and Contracting Officer, for each Government contract cited
(e) Provide the date of acceptance/approval for the accounting system
(f) Explain any existing conditional acceptances/approvals and the compliance status of any system(s) for which acceptance or approval is currently withheld

FAR 16.301-3, *Cost-Reimbursement Contracts – Limitations*, requires that a contractor’s accounting system be adequate for determining costs applicable to the contract prior to the award of a cost-reimbursement contract. The offeror shall provide evidence of an adequate accounting system as determined by the Government for accumulating and reporting incurred costs. An adequate accounting system is not an evaluation criterion. It is a basic contract requirement with a pass/fail determination. A contract may only be awarded to the offeror(s) who are determined to have an adequate accounting system.

D. Government Property Information

The offeror shall provide a Government Property Management Plan in accordance with DRD-13 and shall include information required by provision L.17, NFS 1852.245-80 Government Property Management Information.

E. Responsibility Information

You may provide any additional information, not already addressed under another proposal volume that you consider to be necessary to demonstrate your status as a responsible offeror under FAR 9.104, *Standards*.

(End of Provision)

L.17 NFS 1852.245-80 GOVERNMENT PROPERTY MANAGEMENT INFORMATION (JAN 2011)

(a) The offeror shall identify the industry leading or voluntary consensus standards, and/or the industry leading practices, that it intends to employ for the management of Government property under any contract awarded from this solicitation.

(b) The offeror shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.

(c) The offeror shall identify any property it intends to use in performance of this contract from the list of available Government property in the provision at 1852.245–81, List of Available Government Property. (Not applicable.)

(d) The offeror shall identify all Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The offeror shall also identify: The contract that provided the property, the responsible Contracting Officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245–9, Use and Charges (June 2007), and the contact information for the responsible Government Contracting Officer. The offeror shall provide proof that such use was authorized by the responsible Contracting Officer.

(e) The offeror shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.

(f) The offeror shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. The list shall include a description, manufacturer, model number (when available), quantity required, and estimated unit cost. Equipment approved as part of the award need not be requested under NFS clause 1852.245-70,

(g) The offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment:

Will be titled to the government under the provisions of the contract; is not included as a contract deliverable; and the Contractor intends to charge the costs of materials directly

to the contract. The disclosure shall identify the end item or system and shall include all descriptive information, identification numbers (when available), quantities required and estimated costs.

(h) Existing Government property may be reviewed at the following locations, dates, and times: [Enter the appropriate information]

NOTE: Requested data shall be submitted as a separate tab after the Property Management Plan (PMP) unless stated otherwise in this RFP.

(End of Provision)

[END OF SECTION]

LIST OF SECTION L ATTACHMENTS

Attachment	Title
L-01	Sample Task Order 1
L-02	Sample Task Order 2
L-03	Sample Task Order 3
L-04	Sample Task Order 4
L-05	Sample Task Order 5
L-06	Technical Resources Summary Templates
L-07	Government Resource Estimate
L-08	Key Personnel Résumé
L-09	Past Performance Consent Letter
L-10	Past Performance Questionnaire
L-11	Cost and Price Worksheets
L-12	Map to JSC Gate 4
L-13	Matrix of Relevant Experience