A. ADDENDUM TO FAR 52.212-1, INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS

I. Provisions:

This Request for Quotations (RFQ) is issued based on the Authority referenced in FAR Part 12 and FAR Part 13.5 – Test Program for Certain Commercial Items. Accordingly, the clause at 52.212-1 is incorporated; however, to the extent provisions within that clause conflict with the Instructions for RFQ submission and evaluation within this Quote Submission and Evaluation Guidance, the provisions within this Quote Submission and Evaluation Guidance shall take precedence and the remaining solicitation submission and related requirements within the clause at 52.212-1 shall be interpreted to give them meaning to the extent practicable relative to a Request for Quotations.

52.204-7 System for Award Management. (JUL 2013)

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):

http://www.acquisition.gov/far/index.html
http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

II. Quote Submission Instructions:

a) **Quote/Bid Depository Instructions:**

Quoters shall submit one (1) Original Quote and Three (3) Copies as outlined herein, on or before the Date and Time indicated on the SF 1449 Cover Page Block 8. Quotations shall be shipped or hand-carried to the following address:

Office of Procurement/Bid Depository
Building 2101, Room 308, Mail Stop 12
NASA Langley Research Center
Hampton, VA 23681

The LF P286 Office of Procurement Bid/ Proposal Depository Directions Map is included herein at Page 7. Quotes shall not be delivered to the Contract Specialist/Contracting Officer, or left unattended. Be aware that heightened and varying security requirements may preclude or delay access to the Center; however, such circumstances will not provide a basis for acceptance of a proposal that arrives at the place specified after the exact time specified. For Center access please contact Krista Y. Jensen at Krista.Y.Jensen@Nasa.Gov.

Quotes, including all required documentation, received by the Contracting Officer after the exact date, time, and location indicated on the SF 1449 cover page Block 8, and as indicated above for hand-delivery, will be considered late. See FAR 52.212-1(f)(2).

b) Quote Page Limitations

Quote Section	Page Limit
Standard Form (SF) 1449 Including completed Block 17a and signed and dated Blocks 30a-30c with Attachments 1 through 6.	N/A
Technical- Staffing Plan	5 Pages
Technical- Phase-In Plan	2 Pages
Technical- Fee for Service Plan (See Attachment 2 Fee-for-Service Plan Template)	Section 1 Mandatory Services: 1 Page Section 2 Additional Services and Rates the Quoter Plans to Provide at NASA LaRC: No Page Limit Sections 3 through 5: 1 Page total for all 3 sections
Past Performance	1 Page for Each Contract Referenced
Price Completed Proposed Pricing for Contract Line Item Numbers (CLINs) 000 through 015 (SF 1449 Blocks 23-24, Pages 1-4) and the Attachment 6 Pricing Instructions and Spreadsheet	N/A

1) A Page is defined as Times New Roman 12 Point Font, 8.5 x 11" Paper Size, with One-inch Margins.
2) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government.

c) **Definition of Significant Subcontractor/Teaming Partner:**

For the purposes of this procurement, a Significant Subcontractor/Teaming Partner is defined as a Subcontractor/Teaming Partner with an annual subcontract/ teaming arrangement value over $300,000, or any Subcontractor/ Teaming Partner that will be performing an entire portion, except for prime contractor oversight, of either Sections 1.0, 2.0, or 4.0 of the Statement of Work.

d) **Required Quotation Content:**

A copy of the NASA LaRC Occupational Health Clinic Layout Map is included herein at Page 8 to assist in the preparation of quotations. Quotations shall be valid for ninety (90) days and the following shall be submitted with the Quote:

1. Standard Form (SF) 1449: Including completed Block 17a and signed and dated Blocks 30a-30c with attachments.

- Attachment 1 Statement of Work
- Attachment 2 Fee-for-Service Plan Template
- Attachment 3 Installation Accountable Government Property
- Attachment 4 Service Contract Act Wage Determination
- Attachment 5 Historical Data- Usage of NASA LaRC Clinic, Fitness Center, and EAP Services
- Attachment 6 Pricing Instructions and Spreadsheet.

2. **Technical**

(a) Staffing Plan: The Quoter's written approach for staffing the NASA Langley Research Center (LaRC) Occupational Health Clinic, Employee Assistance Program, and the NASA LaRC Fitness

Center. The Staffing Plan shall include Labor Category Positions and Descriptions, Qualifications, Licenses/Accreditations, and the Quoter's plan for scheduling of staff and any potential cross-utilization of staff, in order to meet the requirements outlined in Attachment 1 Statement of Work. Subcontractor/ Teaming personnel, if any, shall be clearly identified in the Staffing Plan. Positions subject to the Service Contract Act shall be indicated with an asterisk (*).

(b) Phase-In Plan: The Quoter's written Phase-In Plan that demonstrates the Quoter's ability to meet all performance requirements in the Attachment 1 Statement of Work (SOW) beginning on the first day of the contract. The Phase-In Plan shall include the Quoter's schedule for the 30 day period prior to contract start to enable a smooth transition from the incumbent contractor, in order to maintain efficient operations at NASA LaRC. All elements of SOW Section 8.0 shall also be considered and addressed in the Quoter's Phase-In Plan.

(c) Fee-for-Service Plan: The Quoter's written Fee for Service Plan that, in accordance with the Statement of Work, addresses the following and that shall be completed using the Attachment 2 Fee for Service Plan Template.

(1) The rates the Quoter will charge for the Mandatory Services outlined in Attachment 1 Statement of Work, which are required to be offered on a Fee-for-Service Basis;
(2) The Additional Services and rates the Quoter plans to provide at NASA LaRC;
(3) A description of how the Quoter will advertise and promote the available services on its Fee for Service Plan to the NASA LaRC Workforce;
(4) The benefit the Fee for Service Plan will have to the NASA LaRC Workforce and how the Fee for Service Plan supports the NASA LaRC Occupational Health and Wellness Program and;
(5) The percentage of the monthly Fee for Services proceeds that will be applied as a credit to the invoiced amount.

The proposed Fee for Service Plan will be incorporated into the resultant contract as Attachment 2.

3. **Past Performance:** The Quoter shall submit a list of up to three of its most relevant contracts performed within the past three years. The Quoter shall also include a list of up to three of its teaming partner's or significant subcontractor's most relevant contracts performed within the past three years (as applicable), along with written consent from subcontractors and teaming partner's to discuss past performance information with the Quoter. If the past performance information of a teaming partner or significant subcontractor is submitted with the Quotation, the Quoter's Technical (Staffing Plan) proposal shall clearly demonstrate how the proposed teaming partner/ significant subcontractor will actually perform that portion of the work that the partner/significant subcontractor is quoted to perform during contract performance.

Past Performance information should describe overall corporate or business entity performance rather than the past performance of individuals. However, for newly formed businesses having little or no experience as the new business entity, the Quoter may submit the past performance of a predecessor business entity or the past performance of the company's principal owners or corporate officers. Newly formed business entities submitting such information shall also submit a thorough and clear explanation of why such information should be considered predictive of the Quoter's performance under a contract resulting from this solicitation. Quoters which are subsidiaries or affiliates of other business entities may submit the past performance of such other business entities for consideration but such past performance shall only be considered to the extent that the proposal clearly demonstrates that the resources of the other companies will affect the Quoter's performance on the proposed contract. For each contract identified, the Quoter shall include:

a) Description of the work performed **AND** its Relevance to the requirements outlined in Attachment 1 Statement of Work.
b) Contract Number
c) Contract Agency or Customer Name

d) Points of Contact including accurate telephone numbers and e-mail addresses
e) Contract type
f) Contract Performance Period
g) Contract Price (original and any revised pricing)

The information above will be used to contact the listed Points of Contact to obtain information on the extent to which contract objectives were met, including:

A. Technical Capability to Operate an Occupational Health Clinic, an Employee Assistance Program (EAP); Occupational Health Program Promotion and Consultation, and Fitness Program and Fitness Center;
B. Timeliness with which services were performed;
C. Overall patient/client satisfaction with the services performed, and
D. Management of the contract.

Independent Past Performance Information - NASA may contact other references, aside from those provided by Quoters, and may consider their comments during the quote evaluation process. While NASA may elect to consider data obtained from other sources, Quoters retain the burden of providing relevant references that NASA can readily contact.

4. **Pricing:** Complete Proposed Pricing in Contract Line Item Numbers (CLINs) 000 through 015 (SF 1449 Blocks 21-24, Pages 1-4) and the Attachment 6 Pricing Instructions and Spreadsheet.

B. 52.212-2 Evaluation—Commercial Items (Oct 2014)

(a) The Government will issue a purchase order resulting from this request from quotations to the responsible Quoter whose quote conforming to the solicitation will be most advantageous to the Government, price and other factors considered. Technical, Price, and Past Performance are considered essentially equal. Technical and past performance, when combined, are significantly more important than price. The following factors shall be used to evaluate quotes:

(i) **Technical**: The Government will evaluate the Quoter's proposed Staffing Plan, Phase-In Plan, and Fee-for-Service Plan as described in Section A. II. d) 2. Technical, to assess the Quoter's ability to successfully perform the Statement of Work requirements. The rates offered for the Mandatory Services (Attachment 2 Fee-for-Service Plan Section 1) and the Additional Services (Attachment 2 Fee-for-Service Plan Section 2) will be reviewed to determine the likelihood for usage of these services. The Technical Factor shall be evaluated for each Quoter using the following Adjectival Ratings:

ADJECTIVAL RATING	DEFINITIONS
Excellent	A comprehensive and thorough proposal of exceptional merit with one or more significant strengths. No deficiency or significant weakness exists.
Very Good	A proposal having no deficiency and which demonstrates over-all competence. One or more significant strengths have been found, and strengths outbalance any weaknesses that exist.
Good	A proposal having no deficiency and which shows a reasonably sound response. There may be strengths or weaknesses, or both. As a whole, weaknesses not off-set by strengths do not significantly detract from the Quoter's response.
Fair	A proposal having no deficiency and which has one or more weaknesses. Weaknesses outbalance any strengths.

Poor	A proposal that has one or more deficiencies or significant weaknesses that demonstrate a lack of overall competence or would require a major proposal revision to correct.

(ii) **Past Performance**: The Quoter's Past Performance will be assessed to determine the Government's confidence in the Quoter's ability to successfully perform the Statement of Work requirements. The Relevance of the past performance experience to the Statement of Work Requirements and the Quoter's Performance Record will be evaluated using the following levels of confidence ratings:

Very High Level of Confidence
The Quoter's relevant past performance is of exceptional merit and is very highly pertinent to this acquisition, indicates exemplary performance in a timely, efficient, and economical manner and very minor (if any) problems with no adverse effect on overall performance. Based on the Quoter's performance record, there is a very high level of confidence that the Quoter will successfully perform the required effort.

High Level of Confidence
The Quoter's relevant past performance is highly pertinent to this acquisition; demonstrating very effective performance that would be fully responsive to contract requirements. Quoter's past performance indicates that contract requirements were accomplished in a timely, efficient, and economical manner for the most part, with only minor problems that had little identifiable effect on overall performance. Based on the Quoter's performance record, there is a high level of confidence that the Quoter will successfully perform the required effort.

Moderate Level of Confidence
The Quoter's relevant past performance is pertinent to this acquisition, and it demonstrates effective performance. Performance was fully responsive to contract requirements; there may have been reportable problems, but with little identifiable effect on overall performance. Based on the Quoter's performance record, there is a moderate level of confidence that the Quoter will successfully perform the required effort.

Low Level of Confidence
The Quoter's relevant past performance is at least somewhat pertinent to this acquisition, and it meets or slightly exceeds minimum acceptable standards. Quoter achieved adequate results; there may have been reportable problems with identifiable, but not substantial, effects on overall performance. Based on the Quoter's performance record, there is a low level of confidence that the Quoter will successfully perform the required effort. Changes to the Quoter's existing processes may be necessary in order to achieve contract requirements.

Very Low Level of Confidence
The Quoter's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action was required in one or more areas. Performance problems occurred in one or more areas which, adversely affected overall performance. Based on the Quoter's performance record, there is a very low level of confidence that the Quoter will successfully perform the required effort.

Neutral
In the case of a Quoter without a record of relevant past performance or for whom information on past performance is not available, the Quoter may not be evaluated favorably or unfavorably on past performance

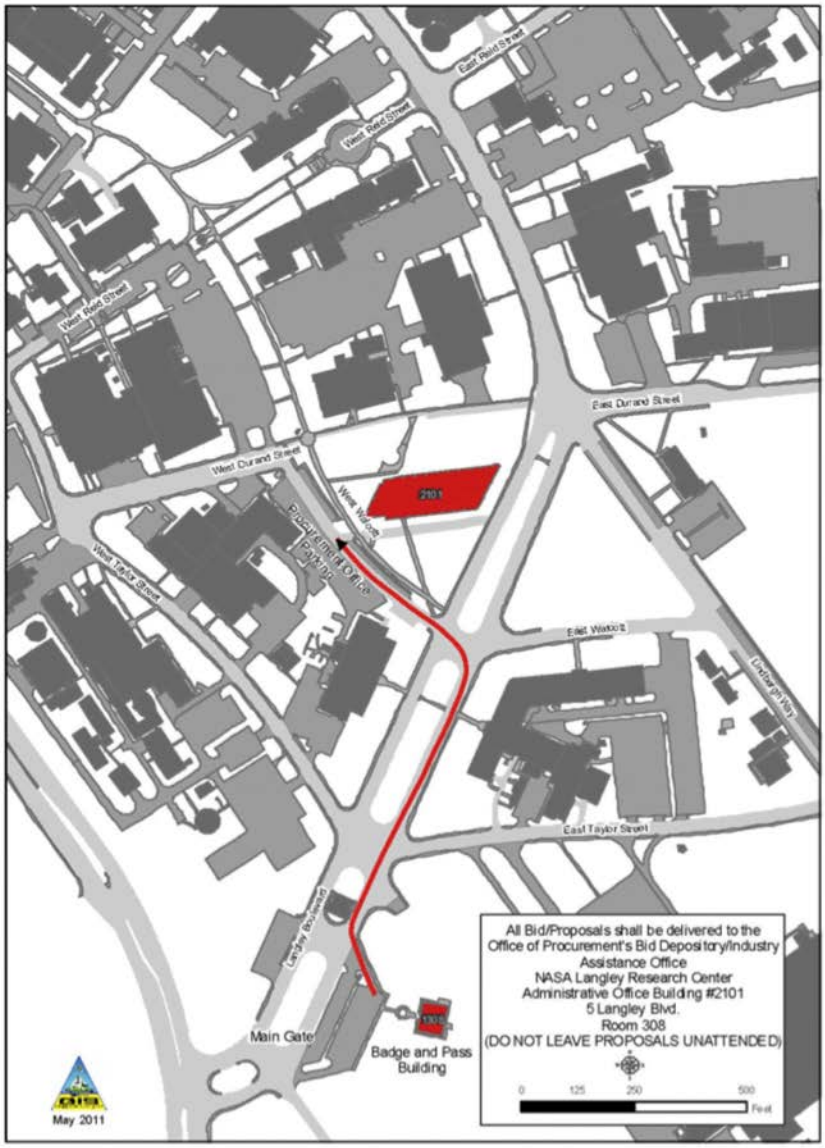
(iii) Price: The Government will evaluate the Quoter's proposed Firm-Fixed-Price for CLINs 000-015.

(b) *Options*. The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement (CLINs 000-015). The Government may determine that a

quote is unacceptable if the CLIN or option prices are unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) Before the quote's specified expiration time, the Government may issue a purchase order based on the quote which will be the basis for a resulting contract unless notice of withdrawal is received before issuance of the purchase order.

Office of Procurement Bid/Proposal Depository Directions



NASA LaRC Occupational Health Clinic Layout Map