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SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

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 the full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

Federal Acquisition Regulation (FAR) provisions: <http://farsite.hill.af.mil/>

NASA FAR Supplement (NFS) provisions:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

MSFC provisions can be found at: https://ec.msfc.nasa.gov/doing_business/

(End of Provision)

I. Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.204-6	<i>Data Universal Numbering System Number</i>	(JUL 2013)
52.204-7	<i>System for Award Management</i>	(JUL 2013)
52.215-1	<i>Instructions to Offerors- Competitive Acquisition Alternate I</i>	(JAN 2004) (OCT 1997)
52.215-16	<i>Facilities Capital Cost of Money</i>	(JUN 2003)
52.215-22	<i>Limitations on Pass-Through Charges- Identification of Subcontract Effort</i>	(OCT 2009)
52.222-24	<i>Pre-award On-Site Equal Opportunity Compliance Evaluation</i>	(FEB 1999)

II. NASA FAR Supplement (NFS) (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
1852.245-80	<i>Government Property Management Information</i>	(JAN 2011)
1852.245-81	<i>List of Available Government Property</i>	(JAN 2011)

(End of Clause)

L.2 COMMUNICATIONS REGARDING THIS SOLICITATION

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

Name: Patrick A. Whelan/XD042
Phone: 228-813-6636
E-mail: patrick.a.whelan@nasa.gov
Address: NASA Shared Services Center
Procurement Office Bldg 1111
SEB Office Bldg. Room 336
Stennis Space Center, MS 39529-6000

The contents of this Request for Proposal (RFP) should be carefully reviewed to assure that all requirements for proposal submission (e.g. data, detail, and supporting rationale) are fully met. In order to expedite the acquisition process, questions and comments regarding this solicitation shall be received by the Government no later 30 days after issuance of FINAL RFP. All questions and comments will be considered in formulation of a RFP amendment. All questions and comments shall be submitted in writing; oral questions will not be accepted. Facsimile questions are not authorized. Only questions submitted via e-mail will be accepted.

(End of Provision)

L.3 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA OR DATA OTHER THAN COST OR PRICING DATA (52.215-20) (OCT 2010) - ALTERNATE IV (OCT 2010)

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

- (b) Provide information as described below in the Cost Volume Instructions per Provision L.21, *Solicitation Specific Instructions to Offerors*.

(End of Provision)

L.4 TYPE OF CONTRACT (52.216-1)(APR 1984)

The Government contemplates award of a Cost-Plus Performance Fee contract resulting from this solicitation.

(End of Provision)

L.5 SERVICE OF PROTEST (52.233-2)(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, Shared Services Center
Attn: Patrick A. Whelan, Contracting Officer
Procurement Office Bldg 1111
SEB Office Bldg. Room 336
Stennis Space Center, MS 39529-6000

- (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.6 AUTHORIZED DEVIATIONS IN PROVISIONS (52.252-5)(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 NASA/Federal Acquisition Regulation Supplement (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Provision)

L.7 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (52.222-46) (FEB 1993)

- (a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, Offerors will submit a Total Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the Offeror's ability to provide uninterrupted high-quality

work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

- (b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.
- (c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.
- (d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of Provision)

L.8 DETERMINATION OF COMPENSATION REASONABLENESS (1852.231-71)
(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.9 PROTESTS TO NASA (1852.233-70) (OCT 2002)

Potential bidders or the Offeror may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or Offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of Provision)

L.10 SUMMARY OF DEVIATIONS/EXCEPTIONS

The Offeror shall explain any exceptions (including deviations and conditional assumptions) taken with respect to this RFP. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as unacceptable. Highlight exceptions in the text of the proposal where they appear.

(End of Provision)

L.11 ORGANIZATIONAL CONFLICTS OF INTEREST

- (a) By submission of its proposal, the Offeror warrants that to the best of its knowledge and belief, there are no relevant facts or circumstances which could give rise to an actual or potential Organizational Conflict of Interest (OCI), as described in the Federal Acquisition Regulation (FAR) Subparts 2.101 and 9.5, or that the Contractor has disclosed all such relevant information in writing to the Contracting Officer.
- (b) Organizational conflicts of interest. An OCI means that because of existing or planned activities, a Contractor or Offeror is unable or potentially unable to render impartial assistance to the agency, or has an unfair competitive advantage, or the Contractor's objectivity is, or might be, impaired. The following examples illustrate situations in which organizational conflicts of interest may arise. They are not all inclusive.
- (1) Unequal access to information. Access to "nonpublic information" as part of the performance of a NASA contract could provide the Contractor a competitive advantage in a later competition for another NASA contract. Such an advantage could easily be perceived as unfair by a competing vendor who is not given similar access to the relevant information. If the requirements of the NASA procurement anticipate the successful vendor may have access to nonpublic information, the successful vendor should be required to submit and negotiate an acceptable OCI plan.
 - (2) Biased ground rules. A contractor in the course of performance of a NASA contract, has in some fashion established important "ground rules" for another NASA contract, where the same contractor may be a competitor. For example, a contractor may have drafted the statement of work, specifications, or evaluation criteria of a future NASA procurement. NASA's primary concern in this case is that a contractor so situated could slant key aspects of a procurement in its own favor, to the unfair disadvantage of competing vendors. If the requirements of the NASA procurement indicate the successful vendor may be in a position to establish, or may have important ground rules, including but not limited to those described herein, the successful vendor should be required to submit and negotiate an acceptable OCI plan.
 - (3) Impaired objectivity. A contractor in the course of performance of a NASA contract is placed in a situation of providing assessment and evaluation findings over itself, or another business division, or subsidiary of the same corporation, or other entity with which it has a significant financial relationship. The concern in this case is that the Contractor's ability to render impartial advice to NASA could appear to be undermined by the Contractor's financial or other business relationship to the entity whose work product is being assessed or evaluated. In these situations, a "walling off" or "firewall" of lines of communication may be insufficient to remove the perception that the objectivity of the Contractor has been tainted. If the requirements of the NASA procurement indicate that the successful vendor may be in a position to provide evaluations and assessments of

itself or corporate siblings, or other entity with which it has a significant financial relationship, the affected contractor should provide an OCI plan that includes recusal by the vendor from the affected contract work. Such recusal might include divestiture of the work to a third party vendor.

- (c) NASA's policy is to avoid contracting with Offerors that have unacceptable OCI. It is not NASA's intention to preclude an Offeror from a competitive acquisition due to a perceived OCI. NASA is committed to working with Offerors to resolve actual and perceived OCI situations, without detriment to the integrity of the competitive process, the mission of NASA, or the legitimate business interests of the contractor community.
- (d) In accordance with FAR 9.504(a)(1), the Contracting Officer is required to identify whether an OCI exists as early in the acquisition process as possible. At the time of proposal submission, the Government and/or the Offeror will either:
- (1) Be aware that the Offeror has an organizational conflict of interest that could impact contract performance; or
 - (2) Not be aware of any organizational conflict of interest that could impact contract performance.
 - (3) The Government has determined that an OCI exists due to unequal access to information. In this case, the Offeror is required to submit with its proposal a comprehensive OCI Plan, to include specific measures to mitigate the conflict. The Government must approve this plan prior to contract award. This OCI Plan will be incorporated into the contract at the time of award. If (d)(1) above applies, the Offeror will be required to submit with its proposal a preliminary analysis of any possible OCI that might result from the award of this contract. If (d)(2) above applies, within 30 days after contract award, the Contractor shall submit for NASA's approval a comprehensive OCI Plan. If the preliminary analysis reveals the existence of an OCI, then the Offeror is required to submit an OCI Plan that must be approved by the Government prior to award.
- (e) The Offeror's attention is directed to Clause H.4, *Limitation of Future Contracting*, which may be contained in any current or completed NASA contract(s). This clause prohibits the prime contractor or subcontractor from providing certain supplies or services to the Government as described above during the period of the current contract(s) or for a period after completion of the contract(s). Notwithstanding the existence or nonexistence of a Limitation of Future Contracting clause or similar requirement in current or completed contract(s), the Offeror shall comply with FAR 9.5 and identify whether an OCI exists and not rely solely on the presence of a Limitation of Future Contracting clause.
- (f) If any such OCI is found to exist, the Contracting Officer may (1) disqualify the Offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the Offeror and include the appropriate provisions to avoid, neutralize, mitigate,

resolve or waive such conflict in the awarded contract. After information exchanges with the Offeror, the Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government, and the Offeror may be found ineligible for award.

(End of Provision)

L.12 SERVICE CONTRACT ACT

This solicitation and resulting contract are subject to the statutory provisions of the Service Contract Act of 1965, as amended, (Contract Clause 52.222-41), and the implementing regulations of the Act outlined in Title 29 Code of Federal Regulations, Part 4.

The prospective Offeror is liable for the proper interpretation, application, implementation, and administration of the mandatory provisions of this Act. Therefore, it is imperative that the prospective Offeror take appropriate action when preparing its proposal to assure compliance and ensure that corporate policies are congruous with the spirit and intent of the law. Furthermore, the prospective Offeror shall demonstrate a clear understanding of the minimum mandatory Service Contract Act requirements.

(End of Provision)

L.13 RESERVED

L.14 AVAILABILITY OF DOCUMENTS INCORPORATED BY REFERENCE

The documents that have been incorporated by reference in this solicitation may be obtained as indicated below:

- (a) NASA Directives and Requirements: <http://nodis.hq.nasa.gov>

(End of Provision)

L.15 PRE-PROPOSAL/PRE-BID CONFERENCE (1852.215-77) (DEC 1988)

- (a) An Industry Day event was held:

Date: January 8, 2015

Time: 8:00 a.m. – 12:00 p.m. (Central Time)

Location: U.S. Space & Rocket Center, Davidson Center Digital Theater auditorium Huntsville AL.

- (b) Industry Day presentation, attendee list and other related information can be found at <https://www.nssc.nasa.gov/east2>

(End of Provision)

L.16 RESERVED

L.17 PROPOSAL MARKING AND DELIVERY

(a) Offerors must either deliver the proposal, modifications, or withdrawals by U.S. Postal Service mail, commercial carrier, or hand delivery. Non-U.S. citizens that do not have a residency “green card” will not be given access to Redstone Arsenal for the purpose of proposal delivery. Regardless of the delivery method chosen, the proposal must be closed and sealed as if for mailing.

(b) The designated receiving office/external marking for proposals is:

NASA/George C. Marshall Space Flight Center
Attn: Patrick A. Whelan, Contracting Officer
Building 4244, SEB Area B
George C. Marshall Space Flight Center, AL 35812
RFP- NNX15530075R Proposal- Deliver unopened

(c) Proposals hand carried to the NASA George C. Marshall Space Flight Center shall be delivered to the location delineated above by the time specified in the provision entitled *Due Date for Receipt of Proposals*. Offerors are reminded that it is their sole responsibility to deliver proposals to the designated place on time. Proposals that are sent by commercial carrier are considered to be hand-carried. Proposals received after the time specified above will be processed in accordance with FAR Clause 52.215-1, *Instructions to Offerors – Competitive Acquisitions*.

(d) Upon arrival, Offerors shall contact the person specified above to accept delivery and to facilitate entry to MSFC Building 4244. Offerors shall also notify this individual to coordinate the delivery of any proposal that will be hand-carried to MSFC on a date prior to that specified in this provision. Offerors that require access to George C. Marshall Space Flight Center for un-badged delivery personnel to hand deliver proposals shall notify patrick.a.whelan@nasa.gov via e-mail and provide the following data for entry into the Visitor’s Management System (VMS) 2 business days prior to required access:

- (1) Full Name
- (2) Driver’s License Number and State of Issuance
- (3) Citizenship – Primary and/or Dual
- (4) Company Name (Is company foreign-owned? – yes/no)

(End of Provision)

L.18 DUE DATE FOR RECEIPT OF PROPOSALS

The due date and time for receipt of proposals is as follows:

Volume	Title	Due Date	Local Time
I	Mission Suitability Volume	May 4, 2015	2:00 p.m. Central Time
II	Cost Volume	May 4, 2015	2:00 p.m. Central Time
II	- Cognizant Audit Office Template (CAOT), (Attachment L-C) - SF1408, <i>Pre-award Survey of Prospective Contractor Accounting System</i> - <i>Pre-award Survey of Prospective Contractor Accounting System Checklist</i> (Attachment L-D)	May 4, 2015	2:00 p.m. Central Time
III	Past Performance Volume	April 20, 2015	2:00 p.m. Central Time
III	Attachment L-E Past Performance Questionnaire	April 20, 2015	2:00 p.m. Central Time
IV	Completed Model Contract, Signed SF33's, Section J (all attachments) and Section K Certifications	May 4, 2015	2:00 p.m. Central Time

(End of Provision)

L.19 GENERAL PROPOSAL INSTRUCTIONS

- (a) The following instructions set forth the Government's expectations for the Offeror's proposal. The Offeror shall demonstrate, through the proposal, a full understanding of, and competence to, successfully satisfy the requirements specified in this RFP. The Offeror shall:
- (1) Demonstrate understanding of the general and specific requirements of the RFP;
 - (2) Convey the Offeror's capabilities for transforming understanding into accomplishment;
 - (3) Present in detail, the plans and methods required in this RFP, and
 - (4) Present the cost/price associated with the proposal.
- (b) A transmittal letter, included in Volume I, shall be prepared on the responding company's letterhead. It shall be brief, be signed by an official authorized to commit the company to the extent proposed, and identify all enclosures being transmitted.
- (c) The Offeror shall comply with FAR 52.215-1, *Instructions to Offerors – Competitive Acquisition*, paragraph (c)(2), on the first page of Volume I by including:
- (1) The solicitation number;

- (2) The name, address, and telephone and email address of the Offeror;
 - (3) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the cost/price established for each item;
 - (4) Names, titles, and telephone and email addresses of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this solicitation;
 - (5) Names, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless evidence has been previously furnished to the issuing office; and
 - (6) Instructions on restriction of disclosure and use of data.
- (d) All applicable certifications contained in Section K must be completed and returned with Volume IV, Model Contract. Additional information required as part of Volume IV is delineated in the provision entitled L.21, *Solicitation Specific Instructions to Offerors*, Volume IV, *Completed Representations and Certifications, Model Contract and Signed SF-33*.

(End of Provision)

L.20 PROPOSAL FORMAT AND PAGE LIMITATIONS

- (a) Proposals shall be submitted in four volumes with the required quantities as depicted in Table L.20-1. The proposal shall be submitted in three-ring binders with each section appropriately identified and organized into one volume per binder. Each volume shall stand alone, provide complete coverage of the topic, and include responses to each item described in the proposal instructions. Each volume shall also include a table of contents applicable to the volume for ready reference to sections, figures, and illustrations.
- (b) Volume marking: An original version is required for all volumes.
 - (1) For Volumes I, III, and IV, the Offeror shall mark each volume cover with the following legend:

“Volume [Number], Original” (e.g., Volume I, Original) or
“Volume [Number], Copy [Number] of [Number]” (e.g., Volume I, Copy 1 of 8)
 - (2) For Volume II, the Offeror shall mark the cover with the following legend:

“Volume II – Original” or
“Volume II – (Copy 1 of 8)”
- (c) It is the Offeror's responsibility to ensure its proposal contains all the required documents as defined throughout the RFP.

Table L.20-1, Proposal Format and Page Limitations

Volume	Volume Proposal Page Limit	Number of Hard Copies	Number of Electronic Copies
Volume I- Mission Suitability	Not-to-Exceed 280 pages total	Original plus eight(8) copies	Original plus one (1) copies
Volume II – Cost	Unlimited	Original plus eight(8) copies	Original plus one (1) copies
Volume III - Past Performance	Not-to-Exceed 45 pages total*	Original plus four (4) copies	Original plus one (1) copy
Volume IV – Model Contract (signed SF 33s and complete Model Contract- Sections B through I and all Section J Attachments and Section K, and Provision L.19(d) documentation)	Unlimited All pages shall be single sided in Volume IV.	Original plus one (1) copy (both with an original hand-signed SF33)	Two (2)

* The Offeror shall provide Past Performance Questionnaires (Attachment L-E) in accordance with the provision entitled Volume III *Past Performance Factor Proposal Instructions*. The completed Past Performance Questionnaires shall be submitted directly to the Government Contracting Officer by the Offeror’s references. These Questionnaires are not part of Volume III and are therefore excluded from the page limits for Volume III – Past Performance.

- (d) Volume II is not page limited. However, this volume is to be strictly limited to cost information. Information that can be construed as belonging in one of the other volumes of the proposal will be so construed and counted against that volume's page limitation (i.e., Mission Suitability or Past Performance) at the end of the pages included in the page limited volume.
- (e) No exclusions are provided from Page Limitations for Volumes I and III. Therefore, all supplemental content, including but not limited to, title pages, tables of contents, transmittal letters, RFP compliance matrix, sectional divider pages (pages for division of proposal parts with no narrative text), summary PWS work allocation matrix, acronym lists, and blank pages (see paragraph below for foldout instructions) are included in the page limitation. Any materials contained in the front or back binder inside pockets will not be evaluated. The outside cover page of each volume is excluded from the page limitations for that volume and will not be evaluated. Each side of a sheet, tab, or divider, regardless of whether it contains proposal material will be counted as a page.

- (1) Each volume shall include a table of contents applicable to the volume for ready reference to sections, figures, and illustrations;
 - (2) No material outside of the proposal volumes may be incorporated by reference;
 - (3) To minimize redundancy in the proposal, the Offeror may:
 - (i) Reference another section within a given volume rather than duplicate the information in more than one location;
 - (ii) The Offeror shall maintain the logical flow of the subject matter when utilizing references;
 - (4) Each volume shall contain a page numbering convention. Each volume page shall be numbered and identified with the Offeror's name, RFP number, and date. For the proposal volumes subject to the page limitations, all pages shall be consecutively numbered, starting with "1" (one). Include in the numbering all items delineated in (e) above;
 - (5) Pages in the Cost Volume (Volume II) Part 2, Excel Price Model shall be numbered per price model formatting. Narrative pages in the Volume II shall be numbered separately and consecutively, per Part and Section numbering found in Volume II, Table L.21-5, *Cost Volume Table of Contents*;
 - (6) Material deemed to belong in page limited volumes will be treated as such and placed at the end of the applicable page limited volume. Pages submitted in excess of the page limitations specified in this provision, will be removed from the end of the proposal volume without being evaluated. One copy of the removed non-evaluated material will be returned to the Offeror.
- (f) The proposal text shall be printed in English on non-glossy, white paper.
- (1) A page is defined as one side of a sheet, 8 ½" x 11", with a minimum of one (1)-inch margins on all sides using not less than twelve (12)-point Times New Roman font for standard text with normal kerning (spacing between individual characters). The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used;
 - (2) Twelve (12)-point Times New Roman font shall be utilized for all texts, graphics, tables, charts, diagrams, figures, etc. in proposal Volumes I and III, except when the proposal is addressing the RFP requirements listed in Table L.20-2 below, which delineates the information that may be provided in non-standard text. If the Offeror is authorized to modify a Government-provided form in Table L.20-2, the Offeror shall ensure that the modified form contains all of the information included on the Government-provided form, and captures all of the information that the Government requires.

Table L.20-2, Exceptions to Font and Government-Provided Forms

RFP Requirement	Exception to 12 Point Times New Roman Font
L.21 RFP compliance matrix for all Mission Suitability subfactor subsections (MA-1 through MA-7, and TA-1 through TA-9)	Yes – however, no smaller than 8-point Times New Roman font
L.21 Volume I, (MA-1 through MA-7, and TA-1 through TA-9) Pictures, Graphics, Charts, and Figures	Yes – however, no smaller than 10-point Times New Roman font
L.21 Volume I, MA-4 Phase-In Plan , Phase-In Plan Schedule	Yes – however, no smaller than 10-point Times New Roman font.
L.21 Volume III - Past Performance, PWS Past Performance Matrix	Yes – however, no smaller than 10-point Times New Roman font
L.21 Volume III - Past Performance, (d) summary of all representative customers to whom it has provided the <i>Past Performance Questionnaire</i>	Yes – however, no smaller than 10-point Times New Roman font
Attachment L-F , <i>Job Description/Qualification Form (JD/Q)</i>	Yes – however, no smaller than 10-point Times New Roman font

- (g) Offerors are cautioned that proposal information containing tables that is submitted in less than 12-point Times New Roman font as standard text (unless specifically identified as an exception in Table L.20-2 above) will be changed by the Government to 12-point Times New Roman font and all pages over the page limitation will be removed and will not be evaluated. Use of non-standard text should be used only where authorized. Non-standard text shall not be used to avoid the RFP page limitations (e.g. providing all information in a picture, graphic, table, chart, or figure format).
- (h) The text shall be printed on both sides of each page for Volumes I, II, and III. The text shall be printed on only one side of each page for Volume IV.
- (i) Printed pages and illustrations shall be legible and no larger than 11”x17” foldouts as appropriate for the subject matter. Foldouts are considered part of the page limitations. The front of the foldout shall have 2 page numbers and the backs shall be blank and not be numbered. Each foldout shall be printed on one side only, shall fold entirely within the volume, and will be counted as two pages.
- (j) Final revisions, if requested, shall be similarly identified and shall show revision number, change bars, and date. Such requests will specify separate page limitations, as needed.

- (k) The Offeror shall submit electronic copies of each volume per the instructions below:
- (1) File submissions shall be on CD-ROM media with all sessions and disk closed. This media shall be readable in any common, CD computer drive. All media shall be labeled with its data contents to the degree that the media can be properly archived and filed without the need to read the contents of the media.
 - (2) Offerors shall submit proposals in Microsoft Word 2010 and PDF as well as any other format specified in the Provision entitled *Volume II - Cost Volume Instructions*. Hard copies shall be exact duplicates of the Microsoft Word 2010 files. The Government will use the electronic files and hard copies in the evaluation process and will compare the electronic and hard copies. If a conflict in content exists between the electronic files and the hard copies, the electronic file will take precedence. Page count is determined by the electronic copy. For the Cost Volume (Volume II), electronic copies shall be submitted in native Microsoft Office 2010 formats (i.e., Microsoft Word and Excel). Embedded structures like bitmaps, graphics or proprietary fonts shall be reserved only for illustrations and equations which cannot be rendered in the above formats.
 - (3) Each CD-ROM case and the CD-ROM disc must be labeled with the Offeror's name and major subcontractor(s) name(s) and be numbered sequentially in the required number of copies. The information is to be submitted on quality, error-free, virus-free CD-ROM formatted and readable by the computer systems named in paragraph (6) below, as well as compatible with the noted software packages.
 - (4) Electronic Font and Page Setup: Text font and layout shall be as stated for hard copies. Hypertext links shall be the same minimum font size. The Offeror shall indicate hyperlinks by a distinct font color or with a visible rectangle. The Offeror shall not embed sound or video files into the proposal files. The Offeror shall minimize the use of scanned images and keep embedded graphics as simple as possible.
 - (5) Proposal Format and Structure: Each volume of the electronic proposal shall be in a separate sub-directory on the CD-ROM. A hard copy list of the CD-ROM contents showing the directory, document title, and file name shall accompany the electronic submittal.
 - (6) Viewing Environment: The Government anticipates viewing the electronic systems, Windows 7 operating system, Adobe Acrobat Reader 9.0, and Microsoft Office 2010.

(End of Provision)

L.21 SOLICITATION SPECIFIC INSTRUCTIONS TO OFFERORS

(a) Introduction

This RFP is issued to obtain proposals for EAST 2 to support the NASA Enterprise Applications Competency Center (NEACC) in accordance with the Attachment **J-1**,

Performance Work Statement (*PWS*) set forth herein. With the expanded scope to include support for MSFC Center Applications and to optionally incorporate support for other NASA Center applications, NEACC refers to all Lines of Business (LOBs), including support for both Enterprise and Center applications.

The successful Offeror shall be expected to perform all work requirements within the *PWS* of the resultant contract for the proposed cost and fee negotiated for the base effort and all option periods.

Offerors should carefully review the contents of this FINAL RFP to ensure that all requirements for proposal data, detail and supporting rationale are fully met.

(b) General

The prime contractor shall be responsible for successful execution of the contract awarded hereunder. If an Offeror proposes using subcontractors, the Offeror shall describe the nature of these relationships during the contract effort, and also describe the subcontractors' proposed contributions to the work and to the Offeror's proposal. All subcontractor efforts shall be clearly identified and integrated into each part of the Offeror's proposal as applicable.

Each Offeror is cautioned to submit its best, most realistic and competitive proposal initially. An Offeror not submitting its best, most realistic and competitive proposal initially could not be selected if the Government makes an award based on initial proposals. An Offeror could also be excluded from the competitive range (if one is established), cost and other factors considered, if the Offeror does not submit its best, most realistic and competitive proposal.

VOLUME I - MISSION SUITABILITY VOLUME INSTRUCTIONS

The Mission Suitability factor affords Offerors the opportunity to describe their proposed approach to effectively and efficiently accomplish the work specified in the *PWS* (Attachment **J-1**) and thereby demonstrate their understanding of the requirements of the *PWS*. Offerors shall ensure consistency among Volumes I, II, III, and IV. The Offeror shall prepare Volume I in accordance with the outline provided below.

Volume I shall be sufficiently specific, detailed, and complete so as to clearly and fully demonstrate the Offeror's understanding of the requirements. If the Offeror merely states that it understands and shall comply with the requirements, or paraphrases the requirements, such statements will be deemed inadequate, as will phrases in the proposal such as: "Standard procedures will be employed," and "Well-known techniques will be used." Such statements may result in a Government determination of technical unacceptability. Volume I must comprehensively explain how the Offeror proposes to comply with the applicable requirements,

including a full explanation of the techniques and procedures the Offeror proposes to follow. Volume I may not be incorporated into the resulting contract by reference. All information submitted shall be current, specific, complete, and meet the requirements of the solicitation.

The Offeror shall provide a RFP compliance matrix that cross-references all Mission Suitability subfactor subsections to specific areas of the proposal identified in the provision L.21, *Solicitation Specific Instructions to Offerors*, using the paragraph number and titles, to its proposal to ensure that all areas have been completely addressed.

The Offeror is cautioned not to include Cost information in the Mission Suitability Volume. The information required to respond to MA-3 Staffing and Total Compensation Approach is not considered Cost information.

The outline below is provided for the Offeror's use in organizing the proposal only and should not be construed as an indication of the order of importance or relative weighting within the individual Mission Suitability subfactors. There are no discrete point values attached to any of the elements under each subfactor (e.g. MA-1, MA-2, MA-3, etc.).

Subfactor 1- Management Approach

- MA-1 Management Strategy and Organizational Structure Approach
- MA-2 Key Positions / Key Personnel Approach
- MA-3 Staffing and Total Compensation Approach
- MA-4 Phase-In Plan
- MA-5 Organizational Conflict of Interest
- MA-6 Cost Control/Savings
- MA-7 Management Approach Risk Assessment

Subfactor 2 – Technical Approach

- TA-1 Sustaining Operations Approach
- TA-2 Improving Service Levels & Efficiencies Approach
- TA-3 Release Management Approach
- TA-4 Application Functional Support Approach
- TA-5 Information Assurance Approach
- TA-6 Application Portfolio Management Approach
- TA-7 Software Lifecycle Management Approach
- TA-8 Center Applications Transition Approach
- TA-9 Technical Approach Risk Assessment

Subfactor 3 - Small Business Utilization (SB)

- SB-1 Small Business Subcontracting
- SB-2 Commitment to the Small Business Program
- SB-3 Small Business Utilization Risk Assessment

The Offeror's Mission Suitability proposal response indicates the Offeror's understanding of the requirements of the PWS; provides the Offeror's plan for satisfying those requirements; and the likelihood that the plan will result in effective and efficient performance. The response also indicates the Offeror's understanding of the current NASA/IT environment and provides the Offeror's approach for moving NASA into a customer-focused and efficient IT product line.

Subfactor 1 – Management Approach

MA-1 Management Strategy and Organizational Structure Approach

The Offeror shall describe its Management Strategy and Organizational Structure Approach, which shall include the following:

- (a) The Offeror shall describe its proposed organizational structure, to include management structure, teaming relationships, and organizational elements. The Offeror shall describe the rationale for the organizational structure and shall indicate how the structure supports a logical, organized approach to the integrated planning, execution, controlling, and reporting of contract activities that support EAST 2 Services;
- (b) The Offeror shall describe its approach for integrating teaming partners/subcontractors into the management and supervisory hierarchy;
- (c) The Offeror shall describe its approach for preventing the loss of corporate knowledge and critical skills throughout the life of the contract and avoiding single points of failure; and
- (d) The Offeror shall describe its approach for supporting NASA CIO governance processes, for ensuring an effective working relationship with the Government and other contractors, including but not limited to those responsible for performing the contracts listed in PWS Section 5.6. This shall include the approach for establishing and executing Associate Contractor Agreements (ACAs).

MA-2 Key Positions / Key Personnel Approach

The Offeror shall describe its Key Positions / Key Personnel Approach, which shall include the following:

- (a) The Offeror shall propose key positions and explain why these proposed key positions are critical to the success of the contract. Clearly describe the function, responsibility, authority for each key position, and relationship to the organizational structure. Clearly describe the minimum qualifications for each key position;
- (b) The Offeror shall describe why the proposed personnel for these positions are qualified and indicate the percentage of time each key person will devote to

this position. Identify and provide resumes for the key personnel using Attachment **L-H**, *Key Personnel Position Description and Resume*. (The Offeror shall ensure that all key personnel references contain current phone numbers.) The resumes, including the Letter of Intent, shall not exceed four (4) pages per key personnel. Provide the rationale for the selection of individuals designated as key personnel, including the appropriateness and reasonableness of these selections. The Offeror shall complete the Key Position Table in Clause H.5, *Key Personnel and Facilities*, with key position(s) and name of personnel. Additional lines may be added as determined by the Offeror;

- (c) The Offeror shall provide evidence of each individual's availability and commitment to work for the Offeror's organization, at the start of and for the duration of the contract. Provide signed Letters of Intent from all key personnel. Each Letter of Intent shall state whether the key person is being proposed as key personnel on any other concurrent proposal; and
- (d) The Offeror shall describe its approach for providing a backup for all key personnel. Describe techniques and approaches to be used for replacement of key personnel in the event of absences or vacancies to include a proposed strategy for limiting the impact to the Government.

MA-3 Staffing and Total Compensation Approach

The Offeror shall describe its Staffing and Total Compensation Approach, which shall include the following:

- (a) The Offeror shall identify the critical skills essential to successful contract performance and describe its approach for retaining critical personnel and managing attrition;
- (b) The Offeror shall describe its approach for providing a flexible workforce necessary to accommodate workload fluctuations and adapt to rapid changes in technology throughout the life of the contract. The description shall include the approach to maximize integration, synergies, resource sharing among PWS sections, accommodation of operational fluctuations and cross-utilization of personnel. The description shall also include the approach for balancing the need for experienced corporate knowledge with the need for new skills required to support emerging technologies;
- (c) The Offeror shall describe its staffing plan for recruiting, utilizing and retaining a qualified workforce for the contract. The Offeror shall detail the number of personnel per skill category and by organizational element for the total workforce. The Offeror shall include in its staffing plan all major subcontractors. The Offeror shall provide a table delineating sources of staffing. This table shall denote the percentage of the total workforce (including subcontractor personnel) that the Offeror intends to recruit from the various sources;

- (d) The Offeror shall provide a completed Job Description/Qualification Form (JD/Q) form (Attachment **L-F**) for each proposed job title (other than key positions) to be used in the performance of the EAST 2 contract;
- (e) The Offeror shall provide a Total Compensation Plan (TCP) in accordance with FAR 52.222-46, *Evaluation of Compensation for Professional Employees*, and NFS 1852.231-71, *Determination of Compensation Reasonableness*, that identifies and discusses wages, salaries, fringe benefits, and uncompensated overtime, when proposed, for professional employees and service employees for both the prime and subcontractors. The TCP shall include recognition of differences in skills and complexities of disciplines. The Offeror shall discuss how the proposed compensation plan recognizes the differences in skill and complexities of varied disciplines as well as job difficulty;
- (f) The Offeror shall describe its fringe benefit policies and practices for both full-time and part-time employees using Attachment **L-A** (Tab J), *Personnel and Fringe Benefit Questionnaire*. The Attachment **L-A** (Tab J), *Personnel and Fringe Benefit Questionnaire* should be included in the Cost Volume;
- (g) The Offeror shall describe its approach to handling the potential impact of different compensation structures where services provided by major subcontractors are similar to those provided by the Offeror;
- (h) The Offeror shall discuss its approach to establishing a salary for each labor classification identified in Attachment **J-3A**, *Exempt/Non-Exempt Position Descriptions*. This approach shall address the establishment of salary/wages reflecting the impact of employment tenure. The Offeror shall include supporting data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure. The Offeror shall describe planned cost-of-living adjustments for exempt employees, and also explain the formula used for computing the cost-of-living adjustments, if any, and the frequency of the adjustment; and
- (i) If applicable, the Offer shall describe its offsite (i.e. Contractor-provided facility) staffing model including the rationale for the approach, scope of work to be performed offsite, number of personnel and skill sets associated with the offsite facility, and security approach.

MA-4 Phase-In Plan

The Offeror shall provide its Phase-In Plan for assumption of all on-going work under the EAST 2 contract as described in Attachment L-G, Contract Phase-In, which shall include:

- (a) Strategy and approach for ensuring a seamless continuation of the support for Enterprise and Center applications;
- (b) Strategy and approach for assuming all responsibilities as described in the PWS;
- (c) Approach for implementing all proposed processes and strategies;
- (d) Approach for the continuation of all work in progress and for assimilating all tasks into the EAST 2 contract structure;
- (e) Approach for assuming responsibility for NEACC software license agreements in accordance with Attachment **J-1**, PWS 2.3.2;
- (f) Strategy and approach for integrating any Contractor systems with NASA systems in accordance with Attachment **J-1**, PWS 3.0.10;
- (g) Proposed key milestones for the Contract Phase-In and associated schedule (not to exceed 60 days);
- (h) Approach for identifying, addressing, and dispositioning problems and issues associated with the Contract Phase-In; and
- (i) Phase-In staffing approach and management team.

MA-5 Organizational Conflict of Interest

The Offeror shall submit an *Organizational Conflict of Interest Mitigation Plan* in accordance with DRD MA-005, as set forth in Attachment **J-2**, *Data Procurement Document*.

MA-6 Cost Control/Savings

The Offeror shall submit its strategy and approach for controlling costs throughout the life of the contract. The strategy shall include an approach for cost savings measures while maintaining productivity and customer satisfaction.

MA-7 Management Approach Risk Assessment

The Offeror shall submit a risk assessment for the complete Management Approach subfactor. The analysis shall identify and discuss risk factors and include an approach to mitigate the impact of the identified risks.

Subfactor 2 – Technical Approach

TA-1 Sustaining Operations Approach

The Offeror shall describe its Sustaining Operations Approach for the NEACC. The EAST *NEACC Operational Model* described in Attachment **L-B2**, is provided for reference purposes only. The Offeror's Sustaining Operations Approach for the NEACC shall include:

- (a) A draft version of the *NEACC Operational Model*, in accordance with DRD MA-006. This draft shall incorporate the Offeror's recommended approach for performing the requirements within Attachment **J-1**, *PWS*. The Offeror shall ensure the following three (3) specific areas are addressed:
 - (1) Identification, tracking and visibility of costs for implementing strategic initiatives (planned vs. actual), timely delivery date projections, and actual performance against delivery date projections;
 - (2) Capacity management strategies; and
 - (3) Unification of Enterprise and Center processes and techniques while respecting Agency and Center IT Governance requirements; and
- (b) A description of the Offeror's proposed Infrastructure Optimization Approach for continuously assessing, planning, proposing, and implementing upgrades/improvements to software and services in order to ensure that service levels are met; prevent technological obsolescence; enable new technologies; and improve performance, while gaining price efficiencies for all PWS requirements.

TA-2 Improving Service Levels & Efficiencies Approach

The Offeror shall describe its Improving Service Levels & Efficiencies Approach for measuring and improving the quality and efficiency of the NEACC and EAST 2 Delivery Functions (PWS Section 5.0). The Offeror's approach shall include:

- (a) The method for leveraging Service Level Management capabilities and for measuring Service Level performance; and
- (b) A description of how the Offeror's proposed efficiencies are reflected in the pricing of Delivery Functions (PWS Section 5.0) by Line of Business by contract year.

TA-3 Release Management Approach

The Offeror shall describe its Release Management Approach for implementing the requirements as defined in Attachment **J-1**, *PWS Section 5.1, Operations Management*. The Offeror's Approach shall include:

- (a) The proposed method to establish a unified and agile NEACC Release Management and Deployment process for Enterprise and Center Applications (Refer to Attachment **J-1**, *PWS Section 5.1.2* and to the current NEACC Release and Deployment Management Plan available on the EAST 2 website at: <https://www.nssc.nasa.gov/east2>);

- (b) The proposed method for meeting the requirements to maintain and execute test scripts as described in Attachment **J-1**, *PWS Section 5.1.3*, as well as any proposed innovations to improve the overall quality and efficiency of application testing; and
- (c) The proposed method for managing documents and configuration information as described in Attachment **J-1**, *PWS Section 5.1.5*.

TA-4 Application Functional Support Approach

The Offeror shall describe its Application Functional Support Approach for implementing the requirements as defined in Attachment **J-1**, *PWS Section 5.2*. This Approach shall address how the Offeror will work with the Government, and identify the differences, if any, in the Offeror's support for Enterprise and Center Applications.

TA-5 Information Assurance Approach

The Offeror shall describe its Information Assurance Approach for implementing the requirements as defined in Attachment **J-1**, *PWS Section 5.5*. This Approach shall include:

- (a) A description of how these services will be optimized over time;
- (b) An approach for establishing prioritization of multiple security activities;
- (c) A proposed method for meeting the requirements associated with Business Continuity and Availability in Attachment **J-1**, *PWS Section 5.5.1*. The described method shall include the methodology for determining which applications are most critical and for developing risk-based business continuity measures;
- (d) A proposed method for ensuring the Offeror's approach is applied consistently across all Lines of Business; and
- (e) The Offeror's draft version of the *Information Security Management Plan* in accordance with DRD CF-001, as set forth in Attachment **J-2**, *Data Procurement Document*.

TA-6 Application Portfolio Management Approach

The Offeror shall describe its Application Portfolio Management Approach, which shall include:

- (a) Strategy and approach for managing the Enterprise and Center application portfolio and transforming the application portfolio, where appropriate. The Offeror's approach shall include:
 - (1) The approach for assessing the health of existing applications;
 - (2) The approach for rationalizing the application portfolio; and
 - (3) The approach for establishing and leveraging common platforms across Enterprise and Center applications to reduce duplication and gain synergies between them; and

- (b) An approach for maintaining, integrating and expanding the Cross Functional Infrastructure Services as defined in Attachment **J-1**, *PWS Section 1.4* across all Lines of Business given their key importance within the NEACC environment.

TA-7 Software Lifecycle Management Approach

The Offeror shall provide its approach for managing the full lifecycle of software design, development, implementation, operations, and decommission as defined in Attachment **J-1**, *PWS Section 5.3*. The Offeror's approach shall include a proposed method for:

- (a) Managing continuously evolving requirements;
- (b) Ensuring that delivered products meet stakeholder and end-user needs and expectations;
- (c) Reducing defects in delivered products;
- (d) Ensuring effective team dynamics for both co-located and geographically dispersed teams;
- (e) Effectively communicating change impacts to stakeholders and end-users;
- (f) Managing requirements changes after initial implementation; and
- (g) Decommissioning applications to include data preservation, migration, and/or archiving.

TA-8 Center Applications Transition Approach

The Offeror shall provide its Center Applications Transition Plan, which shall include a strategy and approach for transitioning support for Center applications, including MSFC applications, to the NEACC. The Offeror shall also include its approach for unifying operational processes to support Enterprise and Center applications.

TA-9 Technical Approach Risk Assessment

The Offeror shall submit a risk assessment for the complete Technical Approach subfactor. This analysis shall identify and discuss risk factors and include an approach to mitigate the impact of the identified risks.

Subfactor 3 – Small Business Utilization (SBU)

SMALL BUSINESS UTILIZATION SUBFACTOR

All Offerors, except small businesses, shall complete the portion of the instructions under Small Business Subcontracting specific to the Small Business Subcontracting Plan. While small

businesses are not required to submit Small Business Subcontracting Plans, they are required to indicate the amount of effort proposed to be performed by a small business either at the prime level or at the first tier subcontract level. All Offerors are required to respond to the Commitment to the Small Business Program and Small Business Utilization Risk Assessment.

SB-1 Small Business Subcontracting

Small Business Subcontracting Plan (the Plan) Required by the FAR:

- (a) This solicitation contains FAR clause 52.219-9, *Small Business Subcontracting Plan with Alternate II*. The Plan described and required by the clause, including the associated subcontracting percentage goals and subcontracting dollars, shall be submitted with your proposal.
- (b) The Contracting Officer’s assessment of appropriate subcontracting goals for this acquisition, expressed as a percent of TOTAL CONTRACT VALUE (basic and all options combined), is as follows:

Categories	% Goals
Small Businesses (SB)	26.00%
Small Disadvantaged Business Concerns (SDB)	5.00%
Women Owned Small Business Concerns (WOSB)	10.00%
HUBZone Small Business Concerns (HBZ)	5.00%
Veteran Owned Small Business Concerns (VOSB)	7.00%
Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)	6.00%
Historically Black Colleges and Universities (HBCU)/Minority Institutions (MI)	0.5%

- (c) The numbers above reflect the Contracting Officer’s assessment of the appropriate subcontracting goals to be achieved at the completion of contract performance. If it is anticipated that the proposed small business goals will not be met by the submission of the first Individual Subcontracting Report (ISR) for this effort as required by 52.219-9 Small Business Subcontracting Plan, the Offeror should discuss their approach to include timeline for meeting these goals and the rationale for it.
- (d) Offerors are encouraged to propose goals that are equivalent to or greater than those recommended by the Contracting Officer. However, Offerors must perform an independent assessment of the small business subcontracting opportunities.
- (e) The Plan submitted with the proposal shall be incorporated in Section J as Attachment **J-7**, *Small Business Subcontracting Plan*, in the resulting contract. The requirements in the Plan must flow down to first tier large business subcontracts expected to exceed \$650,000 or \$1,500,000 for construction of a public facility. Although these first tier large business subcontractors are encouraged to meet or exceed the stated goals, it is recognized that the subcontracting opportunities available to these subcontractors may differ from those

suggested in the solicitation based upon the nature of their respective performance requirements.

- (f) Offerors are advised that a proposal will not be rejected solely because the submitted Plan does not meet the NASA recommended goals that are expressed in paragraph (b) above in terms of percent of TOTAL CONTRACT VALUE (basic and all options and award term options combined). NASA will consider the amount of work being retained for performance by the prime contractor in-house when determining whether a subcontracting plan is acceptable. Offerors shall discuss the rationale for any goal proposed that is less than the Contracting Officer's recommended goal in any category. In addition, the Offeror shall describe the efforts made to establish a goal for that category and what ongoing efforts, if any, the Offeror plans during performance to increase participation in that category.

- (g) In addition to submitting a Small Business Subcontracting Plan in accordance with Section I, FAR clause 52.219-9, Alternate II, Offerors shall complete Attachment **J-7**, *Small Business Subcontracting Plan*, which provides a breakdown of the Offeror's proposed goals, by small business category, expressed in terms of both a percent of TOTAL CONTRACT VALUE and a percent of TOTAL PLANNED SUBCONTRACTS. Offerors shall modify the exhibit to show the proposed subcontracting goals for the basic contract requirement and each option and award term option separately.

Example of Subcontracting Goals, expressed in both contract value and subcontract value, for a contract proposed at \$100M with estimated subcontracts of \$50M:

	<i>Column A</i>	<i>Column B</i>	<i>Column C</i>
Business Category	Goal as Percent of Contract Value	Dollar Value to be subcontracted per Category	Goal as Percent of Subcontracting Value
Small Business Concerns	25 percent	\$25,000,000	50 percent
Large Business Concerns	n/a	\$25,000,000	50 percent
Total Dollars to be Subcontracted	n/a	\$50,000,000	100 percent
<i>The following small business subcategories do not necessarily add up to the percentage and dollar amount in the “Small Business Concerns” category above, since some small businesses do not fall into any of the subcategories below, while others will fall into more than one subcategory below.</i>			
Subcategories of Small Business Concerns			
Women Owned Small Business Concerns	9 percent	\$9,000,000	18 percent
Small Disadvantaged Business Concerns	5.5 percent	\$5,500,000	11 percent
Veteran Owned Small Business Concerns	2.5 percent	\$2,500,000	5 percent
Service-Disabled Veteran-Owned Small Business Concerns	1.5 percent	\$1,500,000	3 percent
HUBZone Small Business Concerns	1.5 percent	\$1,500,000	3 percent
Historically Black Colleges and Universities/Minority Institutions	1.5 percent	\$1,500,000	3 percent

It is recommended that Offerors first complete Column B by entering the dollar amount the Offeror proposes to subcontract to each business category and subcategory.

To complete Column A, divide the dollar amount in Column B by the **total offered price of the proposal** (that is, total contract value). In the example above, Column A for Veteran Owned Business Concerns = \$2,500,000 divided by \$100,000,000, or 2.5 percent.

To complete column C, divide the corresponding amount in Column B by the amount in the “Total Dollars to be Subcontracted” cell in Column B. In the example above, Column C for Women-Owned Small Businesses = \$9,000,000 divided by \$50,000,000, or 18 percent.

Note: the “Total Dollars to be Subcontracted” amount in Column C will always be that category divided by itself (100 percent if any dollars are subcontracted).

SB-2 Commitment to the Small Business Program

- (a) All Offerors shall briefly describe the contract work that will be performed by small businesses. Proposals should also identify any work to be subcontracted that is considered “high technology.” High Technology is defined as research and development efforts that are within or advance the state-of-the-art in technology discipline and are performed primarily by professional engineers, scientists, and highly skilled and trained technicians or specialists.
- (b) If the subcontractor(s) is known, Offerors must connect the work to the subcontractor and specify the extent of commitment to use the subcontractor (s) (enforceable vs. non-enforceable commitments). (Small Business Offerors shall provide this information to the extent subcontracting opportunities exist in their approach to performing the requirement.)
- (c) All Offerors shall provide information demonstrating the extent of commitment to utilize small business concerns and to support their development. Information provided shall include a brief description of established or planned procedures and organizational structure for Small Business outreach, assistance, participation in the Mentor Protégé program, counseling, market research and Small Business identification, and relevant purchasing procedures. For Other than Small (Large) Business Offerors, this information shall conform to applicable portions of the submitted Small Business Subcontracting Plan. Small Business Offerors shall provide this information to the extent subcontracting opportunities exist in their approach to performing the requirement.)

SB-3 Small Business Utilization Risk Assessment

- (a) The Offeror shall submit a risk assessment for the complete Small Business Utilization subfactor. The analysis shall identify and discuss risk factors and include the approach to mitigate the impact of the identified risks.

VOLUME II – COST FACTOR PROPOSAL INSTRUCTIONS**(a) Introduction**

- (1) Cost Proposals are very important in determining the Offeror’s understanding of the PWS requirements and the required resources to provide the proposed services. Mission Suitability and supporting sections, (e.g. MA-3 *Staffing and Total Compensation Approach*) will be a consideration in evaluation of Volume II, Cost. Offerors are also encouraged to propose estimated cost reductions over the life of the contract by reducing labor costs, and/or implementing other cost efficiencies/savings without degradation in service or customer satisfaction.
- (2) Each Offeror is cautioned to submit its most competitive Cost proposal as award may be made based on an Offeror’s initial proposal without discussions.

(b) General Instructions

- (1) Volume II shall be a separate proposal volume. The full contents of this volume shall follow the organization of the sections that follow, and the content shall be described in those sections. The Offeror shall provide a total cost summary and breakdown. The Offeror shall ensure that the proposal includes complete and factual cost data. Submittal of summary level direct labor costs only is not acceptable. The Offeror shall identify and propose Phase-In costs separately since Phase In will be performed under a separate purchase order.
- (2) The Offeror's total cost shall include Contract Line Items (CLINS) for (1) Enterprise Application Maintenance and Enhancement services, (2) MSFC Application Maintenance & Enhancement services, and (3) Software License & Maintenance Agreement for the contract period of performance, including all Option periods and Award Term Option periods. The Offeror's total cost (proposed and probable) will be presented to the SSA as specified in RFP Section M.5, Volume II - Cost Factor.
- (3) It is contemplated that the resulting contract will be awarded for a two-year base period with one two-year option, one - one-year option, and three one-year Award Term Options, in accordance with Clause F.2 (FAR 52.217-8), *Option to Extend Services*.
- (4) The FAR requires Contracting Officers to purchase supplies and services from responsible sources at fair and reasonable prices. It is expected that adequate cost competition will be obtained under this solicitation so that submission of cost or pricing data is not required pursuant to FAR 52.215-20, *Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost Or Pricing Data (OCT 2010)–Alternate IV (Oct 2010)*. The Offeror is cautioned not to include Mission Suitability information in the Cost Volume.
- (5) The Cost Volume shall encompass all costs associated with the contract requirements and shall comply with the applicable FAR, NFS, and governing statutes. These instructions, including the requirements for detailed cost and substantiation data, are applicable to major subcontractors under the circumstances set forth in FAR 15.404-3.
- (6) The Cost Volume preparation instructions set forth herein are applicable to the prime Offeror and any proposed major subcontractors. For purposes of this solicitation, major subcontractors are defined as any subcontract effort/interdivisional and/or intra-company effort in excess of \$750,000 in a single year or \$6,000,000 over the potential eight (8) year life of the contract. Electronic cost proposals in Microsoft Excel are also required from each proposed major subcontractor.
- (7) Prime Offerors are responsible for submitting a comprehensive cost proposal, including all required major subcontractor proposals. Prospective major subcontractor(s) have the option of submitting a complete Cost Volume in a

sealed envelope through the prime Offeror or directly to the Government no later than the date and time specified in this RFP.

- (8) An important prerequisite for the award of the contract is the Offeror's accounting system being capable of identifying and segregating costs. While Offerors' proposals are not required to be cost certified, they are to be in sufficient detail to allow direct and indirect rate verification and audit of selected costs by the cognizant Defense Contract Audit Agency (DCAA) office. In accordance with FAR 16.301-3, an Offeror's accounting system shall be determined adequate prior to award of a cost reimbursement contract. Therefore, the Cost Volume shall be prepared in a manner consistent with the Offeror's current approved accounting system. Offerors shall provide the DCAA audit report number and date for the DCAA approved accounting system. If the accounting system has not been approved by DCAA, state "currently no DCAA approved accounting system," and prepare and submit a completed SF1408, Pre-award Survey of Prospective Contractor-Accounting System (complete Section II only) and Pre-award Survey of Prospective Contractor Accounting System Checklist (Attachment **L-D**) as part of Volume II, Cost Volume.
- (9) The Cost Volume shall be submitted based on the PWS requirements. The PWS, combined with the Resource Baseline (Attachment **L-B1**), shall be used for the development of the proposed cost estimate for years one (1) through eight (8) of contract performance, in the event all Options and the Award Term Options are unilaterally exercised by the Government. The Offeror's technical approach for completing the work in accordance with the PWS, combined with the Resource Baseline, will establish the total estimated cost for the enterprise application services, MSFC application services, software license and maintenance agreements, and the total maximum available potential performance fee.
- (10) The Offeror (including major subcontractors) shall submit all cost data electronically in Microsoft Office 2010 applications (Word and Excel) and PDF format. All electronic files must be searchable and shall not contain scanned documents. All electronic files associated with the Excel Pricing Model (EPM) and the Basis of Estimate (BOE) shall not contain hidden formulas, or tables, and shall not be locked or protected. The Offeror shall not alter Cost Volume electronic spreadsheet file formats except for lengthening forms as appropriate or adjusting column widths or correcting obvious errors that would preclude the submission of an accurate proposal. The electronic file shall be considered the official documentation if there is any inconsistency between electronic data and hard copies.
- (11) All dollar amounts provided shall be in U.S dollars (\$) and rounded to the nearest dollar and presented in real dollars. All labor rates shall be rounded to the nearest cent (\$xx.xx). All indirect rates shall be expressed as percentages to the second decimal place (xx.xx%).

- (12) It is important that the Offeror include all requested cost information. Failure to include all required information will indicate a lack of understanding of the PWS and of the requirements for contract performance.

(c) Cost Volume Contents

- (1) The Offeror shall clearly explain in detail all pricing or estimating techniques (e.g., projections, rates, ratios, percentages) and shall support the proposed cost in such a manner that audit, calculation, and verification can be easily accomplished. Any experience factors (e.g., unit price, hours, quantities, efforts) adjusted for proposal purposes shall be explained in the Cost Volume section. If using historical cost as a basis of estimate, provide the period of time and costs in detail.
- (2) The Offeror's cost volume shall include all Government-provided cost templates which are hereby defined as the EPM, consisting of Workbooks and Templates which are found in Attachment **L-A**. The EPM will be utilized as a Government evaluation tool. The Cost Volume shall also include the Offeror's Price Model (OPM), which represents the source of input for the EPM and the pricing model that the Offeror would submit if a Government template had not been provided. An Offeror's Cost Volume that does not include both the EPM and OPM shall be considered an inadequate proposal submission, and will be eliminated from the competition.
- (3) The Offeror shall submit its OPM based on its adequate accounting system and the Cost Volume shall include cost element reconciliation to the EPM. If a major subcontractor does not have an adequate accounting system, that entity may use the EPM as its OPM. In this case, the submission of the EPM only will satisfy the requirement for submission of both the EPM and OPM. Any reference made to the OPM is intended to include both the prime Offeror and its major subcontractors. Further, should there be discrepancies between the OPM and the EPM data, the EPM takes precedence. The Offeror (and major subcontractor(s)) shall explain any discrepancies between its OPM and EPM.
- (4) Deviations/Exceptions (Cost Volume) – Explain any deviations, exceptions, or conditional assumptions taken with respect to the Cost Volume instructions or requirements. Any deviations, exceptions, etc. must be supported by sufficient amplification and justification to permit evaluation. All assumptions shall be fully explained.
- (5) The Offeror shall submit estimates of the costs at the rates expected to be negotiated for a contract and performance thereunder. There is no advantage in proposing costs or rates which are understated on the assumption that they will increase the probability of receiving a contract award. Since total cost estimates will not be given a numerical score in the evaluation process, unrealistic costs or rates, either low or high, will tend to indicate the Offeror's lack of understanding of the PWS and requirements for contract performance. Therefore, unrealistic cost estimates may adversely impact the Offeror's Mission Suitability ratings and scores.

- (6) The Offeror shall disclose the methods used in determining particular classifications of cost (direct versus indirect). The Offeror shall furnish a synopsis of accounting policies and procedures. The proposed Fringe Benefits, Overhead, and General & Administrative (G&A) rates shall be supported by forecasts and substantiating rationale which provide the following specific information for each rate, including any forward pricing rate agreements (this applies to the Offeror and each proposed major subcontractor):
- i. Specify accounts and associated content within each indirect pool;
 - ii. Allocation base (comprising elements and basis for projections);
 - iii. Equivalent indirect personnel in each pool by contract year. Specify types of personnel and functions performed;
 - iv. Equivalent direct personnel in the allocation base by contract year; and
 - v. Specify the impact of this proposed activity on the total allocation base and expense pools (expressed as a percentage) to include major subcontractors.
- (7) The Offeror and all major subcontractors shall identify the cognizant DCAA office (name, address, and telephone number) on Attachment **L-C**, *Cognizant Audit Office Template (CAOT)*, and the cognizant Government Agency (including name, address, and telephone number) that currently approves forward pricing rates. The Offeror and all major subcontractors shall provide a copy of the latest approved forward pricing rate package applicable to the Cost Volume.
- (8) The Cost Volume for the prime Offeror and major subcontractors shall consist of the four separate parts, with each part consisting of one or more sections. Each part and section shall be clearly tabbed and labeled. Table L.21-5, *Cost Volume Table of Contents*, below outlines the structure of the four parts and their respective sections:

Cover Page – The Offeror and major subcontractors shall provide the following information on the cover page of the Cost Volume:

- (i) Solicitation number.
 - (ii) Name, address, and telephone number of Offeror.
 - (iii) Name, title, telephone number, and email address of Offeror's point of contact.
 - (iv) Type of contract, place(s) and period(s) of performance.
 - (v) The total proposed amount in real dollars.
 - (vi) Name, address, telephone and email address of the Government cognizant contract audit office.
 - (vii) Name, address, telephone and email address of the Government cognizant contract administration office.
 - (viii) Name and title of authorized representative of the company, and date of submission.
- (5) Section 2 – Cost or Pricing Information and Supporting Data

- (i) Exempt/Non-Exempt Position Descriptions applicable to this contract are provided in Attachment **J-3A** and address the applicable qualifications and experience levels Exempt/Non-Exempt Position Descriptions that are to be used for proposal purposes. Exempt/Non-Exempt Position Descriptions shall be used by the Offeror for proposal development. The Offeror shall develop its cost estimates using their customary estimating system. The Offeror shall map its internal labor categories to the Exempt/Non-Exempt Position Descriptions provided in this RFP and provide a discussion of the rationale used in the mapping process.

Direct labor shall be provided in the cost proposal (Attachment **L-A**, Tab D-1 through D-8) by labor category for the PWS by Line of Business. A detailed staffing plan (WYEs by PWS and Offeror/subcontractor), mapped to the PWS sections, shall be provided in Section L.23, Attachment **L-A**, Tab K. The data in Section L.23, Attachment **L-A**, Tab J, Personnel and Fringe Benefit Questionnaire, shall be consistent with the Staffing Approach BOE provided (see the instructions for Mission Suitability, Staffing and Total Compensation Approach subfactor). A majority of this contract effort is expected to be performed at MSFC, Huntsville, Alabama. In addition, support shall be required at NASA Headquarters (HQ), Washington D.C. The logic and reasonableness of the relationship between personnel qualifications, proposed labor rates, and fringe benefits will be carefully evaluated as a significant indicator of the Offeror's understanding of cost requirements. The proposal shall include a Total Compensation Plan (as addressed in the Mission Suitability instructions for MA-3, Staffing and Total Compensation Approach).

- (ii) In order to facilitate evaluation of cost proposals, overtime shall be estimated at 1% of the total productive hours for each employee in the labor categories. Estimated overtime dollars shall be proposed in Attachment L-A, Tab B.
- (iii) In accordance with FAR 52.237-10, *Identification of Uncompensated Overtime*, the Offeror shall identify any uncompensated overtime included in the direct labor rates and the overhead pool. The Offeror's policy on uncompensated overtime shall be provided in Section L.23, Attachment L-A, Tab J. The Offeror shall clearly describe the impact of uncompensated overtime on the direct labor rates provided in the cost forms in the cost narrative and shall quantify the impact of the use of uncompensated overtime on the direct labor rates (clearly identify the amount by which each labor category direct labor rate is reduced as a result of the Offeror's uncompensated overtime policy). The Offeror is reminded that use of uncompensated overtime is not encouraged. The proposed use of uncompensated overtime for professional employees that reduces direct labor rates may result in cost realism adjustments to the Offeror's cost proposal, lower cost confidence, and may be considered a lack of cost realism in the Mission Suitability evaluation.
- (iv) The Offeror shall provide the methodology and rationale used to establish salary/wage ranges for each individual, including consideration of the following: the various skills and disciplines; the features of the compensation plan designed to enable the Offeror to attract and retain qualified employees; applicability of CBAs, if any; and overtime payment policies.
- (v) Cost information for rate application shall be presented by both contractor fiscal year and contract year (Clause F.2, *Period of Performance*). In order to facilitate verification of the proposed rates and factors, if the contract year overlaps two contractor accounting (fiscal) years, the Offeror shall provide a separate application of rates for each of the contractor accounting (fiscal) years, which are totaled to arrive at the contract year cost. Both the application of rates and totals must be clearly shown. Formats consistent with the Offeror's normal, disclosed, and/or approved estimating and accounting practices shall be used. The Offeror's established labor classifications, by individual labor position (including hours and rates), and all other cost categories (including overhead/burden rates), base amounts, and application of rates shall be clearly shown. Also, a summary of total program cost by cost element shall be provided.
- (vi) In accordance with sound business practices and applicable labor laws, the Offeror and major subcontractors shall propose reasonable labor rate increases.

Some labor to be utilized in performance of this contract is covered by the Department of Labor (DOL) Service Contract Act (SCA) for Huntsville, AL (MSFC) and NASA Headquarters (HQ), Washington D.C.

- (vii) The Offeror shall specifically address how the proposed labor rates and anticipated escalation increases will be provided and processed per the applicable labor laws. The Government expects all labor (including SCA labor) will be escalated in the cost proposal.
- (viii) A written explanation and justification for escalation shall be provided in the supporting information of Volume II - Cost Factor. This explanation shall include the rationale and methodology used for the annual escalation rate development, including escalation assumptions, sources of projections, and a clear description of the projected rate. These uniform rates of change for pricing purposes are for estimating purposes only; the Government realizes the prevailing escalation rates during contract performance shall be utilized and implemented on a case-by-case basis for the appropriate labor market segment and labor skill levels.
- (ix) If a Forward Pricing Rate Agreement (FPRA) is issued, all rates contained therein and agreed to shall be used in the development of the proposed costs. For all FPRA and Forward Pricing Rate Proposals (FPRP) utilized in an Offeror's Cost Volume, the Offeror is to provide a statement identifying the agreement by report number, date issued, and the issuing agency's office and phone number. A signed copy of the FPRA and/or FPRP shall be provided. The financial impact on indirect rates imposed by the award of this contract may require an Offeror to deviate from its FPRA. Should an Offeror deviate from the published FPRA, a written explanation and justification shall be provided in the supporting information, along with the rationale and methodology used for the varying rate development and a clear description of the projected rate.
- (x) In addition, the Offeror (including major subcontractors) that does not have an FPRA/FPRR on record, the Offeror or subcontractor shall provide contact information for their respective cognizant Defense Contract Audit Agency Office (DCAA) and Defense Contract Management Agency (DCMA) office. Contact information should include: Office name, point of contact name (if known), office address, and phone number. Additionally, all Offerors shall complete and submit the forms in Attachment L-A, Tab G, *Schedule of Overhead, G&A and Other Indirect Rates*, for each proposed indirect rate and complete and submit the forms in Attachment L-A, Tab F, *Fringe Benefits/Payroll Additives (Parts A, B & C)*, for all elements of cost for proposed fringe benefits.
- (xi) In accordance with the FAR Part 30 the Offeror, including major subcontractors, shall provide a copy of their most recent Cost Accounting Standards (CAS) Disclosure Statement, if applicable, and shall identify the Government Administrative Contracting Office (ACO) responsible for

determination and date of adequacy determination. The Offeror shall explain in detail any accounting practice where there is a disagreement between the Offeror and the ACO, and provide a new Disclosure Statement in the event the Offeror plans to establish a new cost/profit center for performance of this effort, or if the existing Disclosure Statement does not accommodate the requirements imposed by this RFP.

- (xii) Any business relationships between the Offeror and all subcontractors, beyond the apparent prime/subcontractor relationship shall be disclosed and fully recognized. Any discounts and/or favored treatment because of a business relationship, by virtue of an agreement or otherwise, shall be disclosed and explained.
- (xiii) 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*, shall be included in the resulting contract.
- (xiv) The total estimated cost of this contract shall include estimated costs for materials, travel, and training. Table L.21-7 shows the Government’s best estimates of what these costs will be; and shall be utilized in the development of the Offeror’s Cost Volume. The Offeror shall adapt the values in Table L.21-7 to the cost periods of the 24-Month Base, Option Period 1, Option Period 2, Award Term Option 1, Award Term Option 2 and Award Term Option 3 (*Option to Extend Services*). The plug figures are provided below. The Offeror or major subcontractor intending to purchase the materials must include these values in its own EPM and must provide evidence in the narrative of an acceptable purchasing system.

Table L.21-7, Estimated Other Direct Costs (Predefined Plug Numbers)

Category	Base Year 1	Base Year 2	Option 1 Year 1	Option 1 Year 2	Option 2 Year 1	ATO 1 Year 1	ATO 2 Year 1	ATO 3 Year 1	TOTALS
	(CY-1)	(CY-2)	(CY-3)	(CY-4)	(CY-5)	(CY-6)	(CY-7)	(CY-8)	
<u>Software License</u>									
Enterprise S/W License	\$2.8M	\$2.8M	\$2.8M	\$2.8M	\$2.8M	\$2.8M	\$2.8M	\$2.8M	\$22.4M
MSFC S/W License	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$7.2M
<u>Supplies/Material</u>									
Enterprise Supplies/Materials	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$24M
MSFC Supplies/Materials	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$16M
<u>Travel</u>									
Enterprise Travel	\$0.05M	\$0.05M	\$0.05M	\$0.05M	\$0.05M	\$0.05M	\$0.05M	\$0.05M	\$40M
MSFC Travel	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$0.03M	\$24M
<u>Training</u>									
Enterprise Training	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$0.02M	\$16M
MSFC Training	\$0.01M	\$0.01M	\$0.01M	\$0.01M	\$0.01M	\$0.01M	\$0.01M	\$0.01M	\$08M

The predefined plug numbers listed above for Enterprise and MSFC Software License shall be used for evaluation purposes only. The selected Contractor shall be required to complete the Cost Schedule in Attachment **J-5B**, *Inventory of Software License & Cost Schedule* upon contract award, during Phase In, prior to contract assumption.

(6) Section 3 – Basis of Estimates Summary

The Offeror and all major subcontractors shall provide a pricing narrative Basis of Estimate (BOE) and Excel spreadsheet showing mathematical calculations for all proposed cost elements of the PWS (e.g., 2.1 and 5.1.1) that explains in detail all pricing and estimating techniques; discloses the basis of all projections including a detailed explanation of learning curve application, rates, ratios, percentages, and cost estimating relationships; and explains all judgmental elements of cost projections. The Offeror shall include a matrix providing traceability to the Mission Suitability Volume and other pertinent parts of this Cost Volume. The information provided under this part will be used to assess the reasonableness and realism of the Offeror's estimate and to develop the Government's probable cost.-

(7) Section 4 – Copies of Subcontractor Analysis

The Offeror and all major subcontractors shall perform and submit a copy of a cost and/or price analysis of the subcontractor's cost proposal as required by FAR 15.404-3(b). The Cost Volume shall provide details and a discussion on all adjustments made to the major subcontractor's Cost Volume, including any adjustments based on technical findings, rate adjustments, and fee adjustments. The Cost Volume shall provide a discussion on the use, or non-use, of any adjustments based on the Offeror's history with the subcontractor.

(8) Section 5 – Personnel and Fringe Benefit Questionnaire

The *Personnel and Fringe Benefit Questionnaire* (Attachment **L-A**, Tab J) shall be completed and submitted by the Offeror and all major subcontractors.

(9) Section 6 – Financial Capability

Financial capability is an important element of success for the Offeror. Therefore, the Offeror and major subcontractors shall submit one copy of the audited financial statements and accompanying notes for the last three (3) most recently completed fiscal years (for small businesses, Small Business Administration (SBA) submittals, as well as unaudited financial statements are acceptable). In addition, the Offeror shall provide data which shows the amount of established and/or available credit; the financial institution extending the line; and the dollar amount (if any) presently in use. If a line of credit is available, the Offeror shall provide a copy of the letter with the name of the institution and the amount of credit extended to the Offeror's Company for this proposed effort. If the Offeror

is, or will be, a newly formed business entity, a financial statement relating thereto shall accompany the proposal showing the contribution that each participant is required to make with regard to the entity’s capital and equity, amount pledged or paid in to date by each of the principals, and the working capital availability. In addition, the Offeror shall discuss the funding requirements, and limitation of liabilities, if any, of all participants. The Offeror shall provide a summary of financial ratios including quick ratio, current ratio, summary of working capital, and debt to equity ratio for the 3 most recently completed fiscal years.

(10) Section 7 – Proposed Offeror/Subcontractor Information Summary

The Offeror shall submit a completed Proposed Offeror/Subcontractor Information Summary – Table L.21-8 for the Offeror, and all major subcontractors (regardless of the tier) having a mission services contract/subcontract value of \$6,000,000 or greater. This is for NASA to provide information in the public contract award notification.

Table L.21-8, Proposed Offeror/Subcontractor Information Summary

The Offeror shall fill-in the italic areas in column 2 with the required information	
Offeror or Major Subcontractor Name	<i>Identify name of the prime Offeror or major subcontractor.</i>
Title:	<i>The title of the effort the Offeror has subcontracted or the program name subcontracted.</i>
Description:	<i>A brief non-technical description of the work, including identification of the program, project, and period of performance.</i>
Program:	<i>Office of the Chief Information Officer (OCIO)</i>
Project:	<i>Enterprise Applications Service Technologies 2 (EAST 2)</i>
Period of Performance:	<i>The length from start date, mm/dd/yyyy to completion date of the contracted effort.</i>
Type of Action:	<i>Follow-on Contract</i>
Contract Type:	<i>Identify the contract type, Cost-Plus Fixed Fee (CPFF), Cost-Plus Award Fee (CPAF), Firm Fixed Price (FFP), Time & Material (T&M), Cost-Plus Incentive Fee (CPIF), etc.</i>
Company:	<i>The name of the Prime, Major Subcontractor (This is a subordinate company to the prime or major sub.)</i>
Address:	<i>Full USPS street address to include suite or apartment numbers.</i>
Performance Location:	<i>City and State of the principal work performance location(s).</i>
USPS 9 digit zip code:	<i>Enter the 9 digit United States Postal Service (USPS) zip code</i>

	<i>XXXXX-XXXX. The 9 digit zip code is a mandatory requirement.</i>
Estimated Cost:	<i>\$ Amount rounded to the nearest \$1,000.</i>
Subcontractors: (>\$6M):	<i>List all subcontractors and their business size status for each subcontract worth \$6,000,000 or more for the total contract performance.</i>

(11) Section 8 – Excel Pricing Model (EPM) Cost Forms Instructions

- (i) The goal of the EPM is to construct a comprehensive summary model of an Offeror’s proposed cost volume in an automated format. It is not intended to replace an Offeror’s own pricing model, structure, and format required to be submitted as supporting information. Detailed instructions relative to individual templates are provided below.
- (ii) The Government intends to use an IBM-compatible personal computer with Microsoft Excel 2010 to aid in the evaluation of the cost proposal. In addition to the hardcopy requirements of the preceding section, the Offeror and each major subcontractor are required to submit the EPM and any other electronic price data, including formulas, on CD media. The submission of the proposed data on CD shall be compliant with the RFP. Two (2) electronic copies of the cost proposal data shall be submitted with the proposal. Each CD provided shall have an external label affixed indicating:
 - (A) The name of the Offeror or major subcontractor;
 - (B) The RFP number; and
 - (C) An indication of the files/workbooks or range of files/workbooks.
- (iii) All formulas used in the templates shall be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets is necessary, use of external links (source data not provided to NASA) of any kind is prohibited. The EPM and all its associated workbooks/files shall not be locked/protected or secured by passwords.
- (iv) The electronic file/workbook names included in a proposal shall begin with the appropriate contract acronym (i.e. EAST 2), hyphen, followed by the first three letters of the Offeror’s company name. For example: If the company name is ABC Company and the cost templates required by this RFP have been completed, the file/workbook name would be EAST 2-ABC Attachment L-A.xls. The Offeror shall use the template below (Table L.21-9) in naming individual worksheets/tabs within an Excel file/workbook. These templates are required for each Offeror, and proposed subcontractor that meets the major subcontractor threshold.

Table L.21-9, Cost Template Form Numbers

Index	Index of Tabs, Instructions and Links to each Tab
Excel File –EAST 2 Attachment L-A.xls	
Tab A	Summary of Total Cost and Potential Performance Fee
Tab B	Summary of Proposed Base and Fully Burdened Labor Rates-(PWS Section 2.0 & PWS Section 5.0)
Tab C	Labor Cost (PWS Section 2.0) Program Management
Tab D-1-to D-8	Labor Cost (PWS Section 5.0) By Labor Category by Contract Year by Line of Business (LOB)
Tab E	Productive Factor
Tab F	Fringe Benefits/Payroll Additives (Parts A, B & C)
Tab G	Schedule of Overhead, G&A and Other Indirect Rates
Tab H	Phase-In Form
Tab I	Reserved
Tab J	Personnel and Fringe Benefit Questionnaire
Tab K	Total WYE by PWS by Offeror and Subcontractor

- (v) The Offeror and major subcontractors shall map proposed labor classifications to the standard labor classifications used in the Department of Labor (DOL) Service Contract Act (SCA) Directory of Occupations for non-professional positions, and the Office of Personnel Management (OPM) Government Employee Classification guides for professional level employees. Attachment **J-3A**, *Exempt/Non-Exempt Position Descriptions*, contains descriptions of standard RFP labor categories for both exempt and non-exempt positions. The Offeror shall identify, by individual position, its unique classifications of labor that are considered equivalent to the labor categories provided in Attachment **J-3A** and in Attachment **L-E**, *Job Description/Qualification Form (JD/Q)*. Using appropriate proportions of each unique labor classification, the Offeror shall develop its labor category rates. The purpose of this process is to expedite evaluation, not to limit or prescribe the labor classifications proposed.
- (vi) The DOL SCA Directory of Occupations labor classifications are available on the DOL website located at the following Universal Resource Locator (URL):

<http://www.wdol.gov/library.aspx>

The OPM Government employee classifications are available on the following websites:

<http://www.opm.gov/fedclass/html/gsseries.asp>

- (vii) The Offeror shall use RFP *Exempt/Non-Exempt Position Descriptions*, Attachment **J-3A**, for its proposal development. The Offeror shall develop its own cost estimates using its established estimating system, compensation system, accounting system, and other systems that may apply. The Offeror shall include labor classifications with its corresponding labor rates sufficient to identify the entire spectrum of personnel associated with management, supervision, and/or other unique labor categories of the Offeror. The Offeror shall map the Exempt/Non-Exempt Position Descriptions to its proposed labor categories.
- (viii) To facilitate uniformity in proposal evaluation, the Offeror is requested to classify and propose cost elements in consonance with the specified format, and furnish addenda which explain and reconcile any differences between the way the Offeror normally classifies its costs and costs classified in accordance with the RFP cost forms.
- (ix) The Offeror shall complete all cost forms as shown in the list below and provide detailed, supporting data to explain the basis and rationale for each proposed element of cost. The required cost forms are provided in Microsoft Excel, Excel Pricing Model (EPM) Forms. The forms are designed to provide NASA with information necessary to evaluate all Offerors' proposals on a uniform and consistent basis. The composition of some forms may require an Offeror to classify some proposed elements of cost in a manner that differs from the Offeror's normal, disclosed, and/or approved estimating and accounting practices. Instructions for completing Attachment J-5A, IDIQ Labor Rate Schedule and Attachment L-A, Excel Pricing Model (EPM) Forms are as follows:

Attachment J-5A, IDIQ Labor Rate Schedule (Completed by the Prime)

This attachment is for the Offeror to populate using their most favorable fully-burdened IDIQ labor rates for each labor category, for each Center/HQ, for all eight (8) years. An escalation rate should also be considered for each year.

In the event the Offeror plans to use multiple subcontractors/teammates for ID/IQ services, you are instructed to use one (1) consolidated fully-burdened and blended labor rate for each labor category.

The Offeror's proposed IDIQ Labor Rates in Attachment J-5A will be populated by the Government in Section M, Table M.5-1, based on the predefined labor categories and hours, to evaluate IDIQ labor rates for all eight (8) years.

(Note to Offerors: The labor categories in Attachment J-5A are the Government's best estimate of the types of labor to be required during the course of the contract. If an IDIQ Task Order Plan is requested by the Government in accordance with Clause H.20 for work at another NASA location, the Contractor will have the opportunity to provide additional fully burdened IDIQ labor categories for the proposed Task Order requirements, including any onsite and or offsite rate differentials.)

Attachment J-5B, Inventory of Software License & Cost Schedule (Enterprise and MSFC): The cost schedule attached herein in Attachment **J-5B**, Inventory of Software License & Cost Schedule, shall include the negotiated software license prices between the Contractor and the product vendors by each Contract Year (CY) for all the items listed. This shall include the software item, description, revision, number of licenses users or copies, period of performance, and or any other pertinent information to identify the software. This software license schedule will change over time as software is added, deleted and/or changed.

(Note to Offeror: (Reference J-5B, A-Enterprise SW License Listing and B-MSFC SW License Listing,). This attachment shall only be priced after contract award during phase in, but prior to full contract. For evaluation purposes only, you will be provided predefined (plug numbers) estimated cost numbers for software license/maintenance agreements in Attachment L-A, Tab A.)

Attachment L-A, Excel Pricing Model (EPM) Forms (Completed by the Prime and all Major Subcontractors)

- (A) Tab A: *Summary of Total Cost and Potential Performance Fee* – This worksheet is designed to summarize the total cost (fee included) for the entire contract effort. This tab categorizes the proposed dollars for PWS Section 5.0 by each line of business (LOB) to include the allocation of PWS Section 2.0. Areas in yellow require manual input. Additionally, the Offeror shall input the applicable burden percentages to be applied to the Government-provided Software Licensing, Supplies/Materials, Travel, Training values, and the burdens applied to Subcontracts. The Offeror shall provide its rationale for the composition of burden rates and basis of application.
- (B) Tab B: *Summary of Proposed Base and Fully Burdened Labor Rates* – On this form, the Offeror maps the Government-provided labor categories to its own labor categories. In addition, the

Offeror and subcontractors shall provide the details used to calculate their individually proposed fully burdened labor rates for each of the labor categories specified. The form includes typical indirect categories (e.g. fringe, overhead, G&A,) fee, and escalation rates for each year in accordance with the RFP. The Offeror shall manually input data where the cells are highlighted in yellow.

This worksheet allows the Government insight into the Offerors base labor rates and fringe for each labor category, which is also used to calculate labor cost on the other tabs in Attachment L-A. It is used by the Offerors to develop and show the build-up of their fully burdened IDIQ Labor Rates for the MSFC location, inclusive of fee. These fully burdened labor rates in Tab B shall be populated by the Offerors in Attachment J-5A, IDIQ Labor Rate Schedule. In the event the Offeror plans to use multiple subcontractors/teammates for ID/IQ services, you are instructed to use one (1) consolidated fully-burdened and blended labor rate for each labor category.

Additionally, the Government will use the rates from Attachment J-5A to populate Section M, Table M.5.1, *IDIQ Fully Burdened Labor Rates Model* to calculate the Offeror's proposed IDIQ Cost Model Total Amount. The Offeror shall not add any lines to this form.

- (C) Tab C: *Labor Cost (PWS Section 2.0) Program Management* – This form is the instrument by which the Offeror inputs Work Year Equivalent (WYE) by labor category for all elements of PWS Section 2.0/Program Management. Section A at the top of the form is used to summarize the cost from the input provided in Section B below by year. In Section B, the Offeror inserts lower level PWS proposal information. The direct labor rates for the specified labor categories are populated from Tab B and the productive factors based on job type (Exempt or SCA) are populated from Tab E to compute the labor cost. The total cost will transfer into the Section A summary. Also, the Offeror shall input the appropriate Fringe, G&A and Overhead for the total direct labor. PWS Section 2.0 effort will be allocated across the Lines of Business in Tab D-1 through D-8.
- (D) Tab D-1 through D-8: *Labor Cost (PWS Section 5.0) by Labor Category by Contract Year by Line of Business (LOB)* – In this form, the Offeror inputs WYE by PWS by labor category by Contract Year by LOB. Section A (at the top of the form) is used

to summarize the cost from the input provided in Section B, which is where the Offeror inserts lower level PWS proposal information. The direct labor rates for the specified labor categories are populated from Tab B and the productive factors based on job type (Exempt or SCA) are populated from Tab E to compute the labor cost. The total cost will transfer into the Section A summary. Also, the Offeror shall input the appropriate Fringe, G&A and Overhead for the total direct labor. PWS Section 2.0 effort will be allocated across the Lines of Business in Tab D-1 through D-8.

- (E) Tab E: *Productive Factor* – This form discloses the Offeror’s and major subcontractor’s productive labor hours by Contract Year (CY). This estimate shall be provided based on the typical productive and non-productive hours per work year based on the Offeror’s personnel and accounting policies and practices. Non-productive time is all paid absences, e.g., vacations, holidays, sick leave, and other authorized paid absences. The Offeror shall also provide the productive hours for all major subcontractors included in the proposal.

Table L.21-10, Hours Available Per Contract Year

Contract Period		Hours
Base Period - 1st Year	02/01/2016-01/31/2017	2096
Base Period - 2nd Year	02/01/2017-01/31/2018	2088
Option Period 1 - 1st Year	02/01/2018-01/31/2019	2088
Option Period 1 - 2nd Year	02/01/2019-01/31/2020	2080
Option Period 2	02/01/2020-01/31/2021	2088
Award Term Option 1	02/01/2021-01/31/2022	2088
Award Term Option 2	02/01/2022-01/31/2023	2088
Award Term Option 3	02/01/2023-01/31/2024	2088

- (F) Tab F: *Fringe Benefits/Payroll Additives (Parts A, B & C)*- This form details the fringe benefit cost (Group Health, Dental, Retirement, Sick Leave, etc.), and the payroll additives that are required by law. Section B of this form sums payroll additives by individual rate additive such as Federal Insurance Compensation Act (FICA) calculations, workman’s compensation application, unemployment tax, and any other additive the Offeror considers applicable by location. Part A combines the payroll additive rate developed in Part B with the individual elements of fringe to obtain a fringe rate by year for each location. The Offeror shall

demonstrate that the estimates for fringe benefits shown in this form are incorporated into its proposed contract cost in accordance with its normal accounting and estimating practices for each contract year.

- (G) Tab G: *Schedule of Overhead, G&A, and Other Indirect Rates* - This form details each overhead pool (labor overhead, material handling, and/or subcontract handling), G&A, and any other applicable indirect rates. This template shall provide insight into the composition of the burden pool(s) for the proposed overhead rates. As supporting data, there are templates below the summary data that specify a breakout of specific cost accounts that are included in the individual cost pools. On the supporting data templates, the Offeror shall provide cost history for the prior two (2) years and for the full term of the contract. The Offeror shall also provide the basis for projections of indirect rates with an explanation that demonstrates the impact that the award of this contract will have on the expense pool and allocation base. The template also provides a formula to convert the Offeror's accounting fiscal year to contract year.
- (H) Tab H: *Phase-In Form (PIF)* – This form provides a complete cost estimate of all Phase-In costs, by the elements of cost specified on the PIF and in accordance with the Offeror's normal estimating procedures. Proposed Phase-In will be for a period NTE 60 calendar days which shall be performed prior to the contract period of performance as defined in Section F, Clause F.3, *Period of Performance*. The Offeror shall provide additional detail supporting the development of the proposed Phase-In costs as deemed necessary. The RFP limits the Phase-In price of the separate Purchase Order to a Not-To-Exceed (NTE) amount of \$150,000.
- (I) Tab I: Reserved.
- (J) Tab J: *Personnel and Fringe Benefit Questionnaire* - This form is required of the Offeror and all major subcontractors. This form provides visibility by employee category, into personnel policies and fringe benefits, consistent with the Offeror's Total Compensation Plan.
- (K) Tab K: *Total WYE by PWS by Offeror and Subcontractor* – This form requires the Offeror to designate the intended mix of Offeror and major and minor subcontractor labor for each category by PWS.

(12) Section 9 – Offeror Price Model (OPM)

The Offeror shall submit its OPM based on its adequate accounting practices and the Cost Volume shall include cost element reconciliation to the EPM. As stated above, if an Offeror or major subcontractor does not have an adequate Government-approved accounting system, that entity may use the EPM as its OPM. In this case, the submission of the EPM only will satisfy the requirement for submission of both the EPM and OPM. Any reference made to the OPM is intended to include both the Offeror and its major subcontractors. Further, if there are discrepancies between the OPM and the EPM data, the EPM takes precedence. The Offeror and major subcontractors shall clearly explain any discrepancies between the OPM and EPM. The Offeror shall include an electronic copy (CD/DVD) in Microsoft Excel format of its OPM with each hardcopy of the Volume II –Cost Proposal. The electronic copy shall not have hidden or password protected files and/or cells and all information shall be fully viewable.

(13) Section 10 – Performance Fee

The contract will be a Cost-Plus Performance Fee type arrangement. The Offeror shall propose the total potential Performance Fee amount and fixed percentage rate it is based upon. The Performance Fee shall be based on the Offeror's assessment of risk and its confidence in performing all the requirements in Attachment **J-1**, *PWS*. The Offeror shall provide a description of its proposed fee structure. If a fee sharing pool arrangement is proposed, the Offeror shall discuss the arrangement and the distribution of fee earned. Under this arrangement, evaluations of overall performance will be based on established fee evaluation criteria in Attachments **J-4**, *Service Level Standards*, **J-4A**, *Service Level Method*, **J-4B**, *Service Level Matrix*, and **J-4C**, *Service Level Surveillance Plan*. There is no base fee for this contract. Fee shall not be paid for software licensing, supplies/materials, travel, and training. An excessive Contractor fee shall not be applied to subcontractor(s) fee.

VOLUME III - PAST PERFORMANCE FACTOR PROPOSAL INSTRUCTIONS

The Offeror's Past Performance proposal shall be in a separate volume. An Offeror's past performance record indicates the relevant quantitative and qualitative aspects of performing services or delivering products similar to the requirements of EAST 2. The information requested below is anticipated to be sufficient for purposes of the evaluation of Past Performance. However, the Offeror may submit additional information at its discretion if it considers such information necessary to establish a record of relevant past performance (within the established page and reference contract limitations). (Refer to FAR 15.305(a)(2) and NFS 1815.304-70).

The full contents of this volume shall follow the organization of the sections which follow, and the content shall be described in those sections. The information requested in paragraphs (b) and (c) is not contract-specific and may be provided separately within the Past Performance Volume, within the page limits specified.

- (a) At a minimum, the Offeror shall provide the following descriptions and information as part of its Past Performance Volume to facilitate the evaluation of company and past performance as a whole based on experience in meeting the requirements of Attachment **J-1**, *PWS*. The Offeror shall provide a combined total of no more than eight (8) reference contracts/subcontracts. The references can either be for the prime or the major subcontractors but with the stipulation that at least two references shall be for the prime. Relevant past performance is within three (3) years after completion of a project. If a project is not completed, it may be referenced only if the prime or subcontractor has provided three full years of work under it.
- (b) In order to match past performance information with the relevant sections of the PWS, the Offeror shall provide a summary of applicable past performance information in matrix form as described by the Table L.21-11, *Sample PWS Past Performance Matrix*, below. In the first column of this matrix, the Offeror shall insert the Contract Identifier – either a contract number, customer name, or other unique identifier that clearly identifies the contract and matches it with the past performance information submitted pursuant to the above instructions. In the other columns of the matrix, the Offeror shall indicate the relationship between this PWS and the referenced contract by indicating (1) the capacity in which the referenced contract was performed (i.e., “P” if performed as a prime contractor, “SR1R” if performed as a first-tier subcontractor, “SR2R” if performed as a second-tier subcontractor, etc.); and (2) the approximate percentage of the referenced contract value associated with the EAST 2 PWS.

Table L.21-11, Sample PWS Past Performance Matrix

Contract Identifier	EAST 2 Performance Work Statement (PWS)							
	PWS Sec. XX	PWS Sec. XX	PWS Sec. XX	PWS Sec. XX	PWS Sec. XX	PWS Sec. XX	PWS Sec. XX	PWS Sec. XX
USAF/ F41608-98-D-0012	P (25%)			P (10%)	P (15%)			P (5%)
NASA/NAS5-00325		P (10%)		P (12%)	P (8%)			P (5%)
EPA/S-08536		SR ₁ (15%)	SR ₁ (10%)	SR ₁ (10%)				
DOJ/M-12345	SR ₂ (5%)		SR ₂ (7%)		SR ₂ (6%)		SR ₂ (10%)	
XYZ Corp.	SR ₁ (5%)		SR ₁ (12%)	SR ₁ (4%)		SR ₁ (12%)	SR ₁ (8%)	

- (c) For the Offeror and all proposed major subcontractors, provide for the past three (3) years (1) a listing of all contracts terminated for default, and (2) a listing of all contracts whose scope was reduced because of any performance or cost problems. Include the contract number and the name, address, and telephone number of the terminating or contracting officer.
- (d) Past Performance References: A Past Performance Questionnaire is provided as *Past Performance Questionnaire* (Attachment **L-E**) to this solicitation. The Offeror (including major subcontractors when applicable) shall complete the Offeror fill-in sections of the questionnaire and forward this questionnaire to their contracting and technical representatives for final completion. The Offeror shall include a summary of all representative customers to whom it has provided the Past Performance Questionnaire, and advise those customers of the past performance questionnaire due date and delivery location. This summary shall match the responses (limited to no more than eight (8) identified in (a) of this provision). The Offeror shall request the customer references to fully complete the questionnaire and return it to the point of contact referenced in the provision entitled *Communications Regarding This Solicitation* by Volume III submission deadline. The Offeror is solely responsible for ensuring that the questionnaires are completed and provided to the proposal delivery address by the due date. The Offeror may permit its customers to transmit the Questionnaire responses via email, directly to the Contracting Officer. However, the Government cannot guarantee security of email submissions. Additional instructions for completing the Past Performance Questionnaires are contained on the form. In addition to the Offeror-provided references, the Past Performance Information Retrieval System (PPIRS) and any references known or available to the Source Evaluation Board (SEB) will be checked and utilized in the Past Performance evaluation as deemed necessary.

(End of Provision)

VOLUME IV -COMPLETED REPRESENTATIONS AND CERTIFICATIONS, MODEL CONTRACT AND SIGNED SF-33

- (a) Standard Form – SF 33, Offeror fill-ins, and Section K. A Standard Form 33 has been provided in this solicitation. The completed and signed SF33, all pages with the required fill-ins, and all of completed Section K shall be submitted with Volume IV, Model Contract. Volume IV shall be submitted in its entirety, to include all pages provided in the solicitation for Sections B through J, including all Section J attachments. The balance of the solicitation (i.e., Sections L and M) need not be returned. The Offeror shall also complete the following:

Table L.21-12, Offeror Fill-ins

Section/Attachment	Clause/Attachment	Fill-in Required (if Applicable)
A- SF33		Sections 12-18
B	B.4 (a) and (b)	Contract Values
H	H.8(c)	<i>Key Personnel and Facilities</i>
K		<i>Representations, Certifications, and Other Statements of Offeror</i>

In the event the Government elects to award a contract based on initial proposals without discussions, the signed SF33 and completed Volume IV, Model Contract, will form the executed contract.

(b) Additional information to be furnished as part of Volume IV-

(1) Major Subcontractor List

At the beginning of the Contract Volume IV, the Offeror shall provide a summary listing (by name and address) of all major subcontractors and vendors that have been identified by name throughout the Offeror’s proposal; the contract value associated with each entity; and the percentage of total contract work assigned to each entity.

(2) Responsibility Information

The Offeror shall provide information that addresses all of the elements under FAR 9.104 to demonstrate its present responsibility.

(3) Proposal Validity Period

It is requested that Offerors indicate, in Block 12 of the SF 33, a proposal validity period of not less than 210 days. However, in accordance with FAR 52.215-1, *Instructions to Offerors--Competitive Acquisitions*, Offerors may propose a different (longer) validity period.

(End of Provision)

L.22 REQUIRED FORMS

The forms checked below are required to be submitted in the performance of any contract awarded resulting from this solicitation. Forms are available in Part 53 of the FAR or the NASA FAR Supplement (NFS). See FAR 52.253-1 and 53.105(b) for information on the use of computer-generated forms. See FAR 53.107(b) for information on obtaining multiple copies of forms.

Individual Subcontracting Report (ISR) and/or the Summary Subcontract Report (SSR)

SF 298 - Report Documentation Page

SF 1034 - Public Voucher for Purchases and Services Other Than Personal

SF 1408 – Pre-award Survey of Prospective Contractor Accounting System

SF 1413 - Statement and Acknowledgment

SF 1414 - Consent of Surety

SF 3881 - ACH Vendor/Miscellaneous Payment Enrollment Form

NASA Form 533M - Monthly Contractor Financial Management Report

NASA Form 533Q - Quarterly Contractor Financial Management Report

NASA Form 778 - Contractor's Release

NASA Form 780 - Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts

NASA Form 1018 - NASA Property in the Custody of Contractors

DD Form 214 - Certificate of Release or Discharge from Active Duty

DD Form 250 - Material Inspection and Receiving Report

DD Form 1419 - DOD Industrial Plant Equipment Requisition, if applicable.

MSFC Form 4554, Transfer and Shipping Document (MSFC replacement for DD Form 1149)

* ISR and SSR shall be submitted using the Electronic Subcontracting Report System (eSRS) at <http://www.esrs.gov>. See FAR 19.704. SF 294 and SF 295, previously used for reporting, are obsolete.

(End of Provision)

L.23 ATTACHMENTS

- L-A *Excel Pricing Model (EPM) Forms*
- L-B *Background and Historical*
- L-C *Cognizant Audit Office Template*
- L-D *Pre-award Survey of Prospective Contractor Accounting System Checklist*
- L-E *Past Performance Questionnaire*
- L-F *Job Description/Qualification Form*
- L-G *Contract Phase-In*
- L-H *Key Personnel Description Resume Form*

[END OF SECTION]