

Proposal Kickoff for

W91151-19-R-0003

Base and Test Support Services

KICKOFF DATE: 12/28/2018

Background

The Department of the Army, Army Test and Evaluation Command (ATEC), United States Army Operational Test Command (USAOTC), has a continuing requirement for data management, data collection, and logistics support to operational tests events conducted by the U.S. Army Operational Test Command (USAOTC).

SAMPLE

Opportunity Overview

Sol # and Title:	W91151-19-R-0003 - Base and Test Support Services
Parent Agency:	Department of the Army
End User:	N/A
Set Aside Category: (i.e. 8(a), SB, F&O, etc.)	Small Bus Set-Aside
Contract Type: (FFP, T&M, Task Order, Mixed, etc.)	Cost Plus Fixed Fee, Indefinite Delivery Indefinite Quantity
Applicable NAICS/Size (e.g. 541519 – \$25M):	561210
Period of Performance (e.g. Base +, 5-year, etc.):	5 year(s) base
Place(s) of Performance	Fort Hood, Texas, United States
New/Recompete:	Re-compete
Incumbent:	COMBINED TECHNICAL SERVICES, LLC Contract Number: W9115113D0005
Opportunity Value:	\$ 78,000,000

Evaluation Process

- **Volume I: General**
N/A
- **Volume II: Mission Capability (Technical)**

Technical Evaluation:

Factor 1 - Mission Capability (Technical): The Government will evaluate the offerors separate proposal for each Task Authorization Request (TAR) 1, 2, & Scenario TAR 3. TAR 1 represents Test Support Base Operations identified in Section J-Technical Exhibit (TE) V, TAR 2 represents–Airborne Base Support Operations identified in Section J- TE Q, and Scenario TAR 3–Test Support Services multi-requirement – identified in Section J-Attachment 6 of the solicitation.

Subfactor 1 – Understanding of the Requirement/Mission (TAR 1, 2 & Scenario TAR 3). The Government will evaluate the offerors proposed methodology to TAR 1, TAR 2, and Scenario TAR 3 as it relates to conducting and maintaining base operations IAW PWS Section 5.1 and test support services in PWS Section 5.2.

Evaluation Process, cont.

(a) The Government will evaluate the offerors process and procedures in its ability to manage increases and decreases in multiple requirements simultaneously to ensure there is no interruption in support, and qualified staff is obtained and retained as necessary. This will include assessing the Offeror's ability to reach back to corporate support in a compressed timeframe. The Government will evaluate the offerors ability to manage the task order process, the maintenance of separate records for each task order, and the cross-utilization of personnel with the goal of optimizing core experience and expertise across base operations and TARs.

(b) For Scenario TAR 3 -Multi-Requirement only- The Government will evaluate the offerors ability to plan, schedule, and execute the scenario provided in Attachment 6. The evaluation will include the ability of the offeror to demonstrate its understanding of the process and procedures during the planning, scheduling, and execution of a complete TAR requirement. The planning, scheduling, and execution of the requirement will include the following:

Evaluation Process, cont.

- Manpower resources
- Data collection
- Data management
- Logistics
- Assumption and risks

The Government will evaluate its approach to handling surges, slack periods, timelines, and scheduling of workload and its solution to potential problems in handling these situations.

Subfactor 2 – Personnel Qualification, Management, and Authority/Employee Recruitment and Retention. The Government will evaluate the offeror's organizational staffing and approach, to include key personnel, to determine whether it demonstrates adequate oversight for the performance of the contract and all TARs. The evaluation will encompass if the offeror's staffing has met the minimum positions and qualifications IAW PWS Section 1.6.29.1 that explains the work they are responsible for managing and accomplishing to include estimating support, timelines, workload, and other related administrative support functions.

Evaluation Process, cont.

- (a) The Government will evaluate the offerors demonstrated ability for recruiting, and replacing key personnel as vacancies occur and its innovated ways of meeting these personnel requirements. The offeror's proposal shall demonstrate how it plans to manage retention of employees, and respond to potential problem areas internal to both the corporate structure and the Government.
- (b) The evaluation will focus on the relevancy of the qualifications of the proposed key personnel and the extent to which they meet or exceed the minimum personnel qualification requirements in the PWS. This will include ensuring a letter of commitment has been provided.
- (c) The Government will evaluate the offeror's approach and plan for scheduling transition of key personnel during the 30-day phase in period between the awardee contractor and the incumbent. The Government will evaluate its ability to transition work and personnel without disruption to ongoing tests, and base operations. The Government will evaluate the offerors labor categories and hours for key personnel staffing for this transition to ensure adequate supervision and staffing is available during transition.

Evaluation Process, cont.

- **Volume III: Past Performance**

Factor 2- Past Performance. The Past Performance evaluation will assess the relative risks associated with an offeror's likelihood of success in performing the solicitation's requirements as indicated by that offeror's record of past performance. Performance risk is assessed at the factor level after evaluating aspects of the offeror's recent past performance and focusing on performance that is relevant to the services being procured under this solicitation. Offerors are cautioned that in conducting the performance risk assessment, the Government may use data provided in the offeror's proposal and data obtained from other sources, such as the Past Performance Information Retrieval System (PPIRS) or similar systems and State Department Watch Lists. A Past Performance Questionnaire will be provided in the solicitation and will require the contractor's performance to be rated by each customer on a scale from Outstanding to Unacceptable. A past performance questionnaire is provided at Attachment 3.

Evaluation Process, cont.

- a) Each offeror will receive a performance confidence assessment rating based on the Offeror's recent past performance, focusing on performance that is relevant to the contract requirements. There are two aspects to the past performance evaluation. The first is to evaluate the offeror's past performance to determine how relevant a recent effort accomplished by the offeror is to the effort to be acquired through the source selection.
- b) **Recency Assessment:** An assessment of the past performance information will be made to determine if it is recent. To be recent, the effort must be ongoing or must have been performed during the past three (3) years from the date of issuance of this solicitation. Past performance information that fails this condition will not be evaluated.

Evaluation Process, cont.

- c) **Relevancy Assessment:** To be relevant, the effort must be of similar in nature of work, size, and complexity. The Government will conduct an in-depth evaluation of all recent performance information obtained to determine if it is the same or similar in nature, size, and complexity to the services/products being procured under this solicitation. Recent past performance is defined as not more than three (3) years from the solicitation release date; relevant in terms of similar nature of work, size, and complexity.

▪ **Volume IV: Price**

Factor 3 – Cost.

- a) The Cost Factor will not be scored or rated. The Government will evaluate the five year base period. For evaluation purposes, FAR 52.217-8 will be added to the overall cost evaluation by adding half of the offeror's cost from the final year of performance to the total cost. The Government will evaluate all responsive offers for realism and reasonableness and balance of the offered costs. The Government may use any or all of the applicable techniques described in FAR 15.404-1. Evaluation of FAR 52.217-8 does not obligate the Government to exercise that clause.

Evaluation Process, cont.

- b) The resultant contract will be a contract consisting of CPFF, FFP, and CR CLINs. The Cost Factor will include evaluation of cost for reasonableness, balance, and cost realism.
 - (1) The total evaluated price/cost (TEP/C) for conducting a best value analysis will be calculated as follows:
 - (a) The Probable Cost estimate of all CPFF CLINs; plus
 - (b) The most probable amount of the CR CLINs plus the impact of any applicable indirect rates; plus
 - (c) The proposed price of all FFP CLINs; plus
 - (d) The probable cost of the last 12 month ordering period will be multiplied by 0.5 for evaluating the FAR 52.217-8 Option to Extend Services.
 - (2) The overall proposed price will be evaluated for reasonableness based on price analysis IAW FAR 15.404-1(a) and balance in accordance with FAR 15.404-1(g) (Unbalanced pricing).

Evaluation Process, cont.

- c) The CLIN pricing will be evaluated as follows:
- CPFF CLINs: The CPFF CLINs will be evaluated in accordance with FAR 15.404-1(c) and (d). The cost realism analysis is the process of independently reviewing and evaluating specific elements of the Offeror's proposed cost estimate to determine whether the estimated proposed cost elements are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance and materials described in the Offeror's technical proposal. Cost realism analyses will be performed to determine the probable cost of performance for each Offeror. The probable cost resulting from such analysis will be applied as described in paragraph b (i) above. For the purpose of conducting cost realism analysis, lower direct labor rates proposed for the same labor category will be adjusted to the highest direct labor rate proposed for that labor category (e.g., an offeror proposes \$25, \$40, and \$50 for Engineer III then the \$50 rate will be used for the probable cost adjustment). The Government does not intend to re-forecast the Offerors projected base and pool amounts for recalculating indirect rates as a result of adjustments made to direct labor cost as part of its probable cost adjustment.

Evaluation Process, cont.

c) *(continued)*

Indirect rates will themselves be evaluated for realism in accordance with the solicitation. These rates will, in turn, be utilized to markup probable cost adjustments made to the direct costs proposed. Accordingly, the Government recommends the offeror be as realistic as possible with its direct costs, as proposed, to ensure that any potential impact of their adjustment is minimized.

CR CLINs: The CR CLINs with no fixed fee are based on the NTE amounts provided by the Government. The Government has provided the estimated value for CR CLINs. These CLINs will be evaluated for reasonableness and realism of the contractor proposed material handling or other applicable indirect rate. The total value of Government supplied NTE amount plus the product of the NTE and the proposed indirect rates, if applicable, will be evaluated for the base period and the six month Option to Extend Services (52.217-8).

FFP CLINs: FFP CLINs will be evaluated in accordance with IAW FAR 15.404-1(a) & (b). The Government will evaluate the price reasonableness for the proposed prices in FFP CLINs.

Evaluation Process, cont.

c) (continued)

Unbalanced Pricing may be evaluated in accordance with FAR 15.404-1(g), as applicable, to assess potential performance risk which could result in unreasonably high costs. The Cost Factor will not be scored or rated. Cost realism will be evaluated in accordance with FAR 15.404-1(d) using the Data other than Certified Cost or Pricing Data requested. The cost realism analysis will be conducted to determine whether the estimated proposed cost elements are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance described in the offeror's technical proposal. The Government will develop a most probable cost estimate for evaluation purposes only, to determine the overall best value.

- 1) The offeror's proposed rates, factors, and expenses will be examined to substantiate utilization of consistent forward-pricing procedures, i.e., negotiated forward-pricing rates, if applicable, or rates and factors contractors ordinarily utilize in proposals if no negotiated forward-pricing agreement exists. This includes indirect expense rates, projected rates, and projected expense pools.

Evaluation Process, cont.

2)The rates and factors shall then be applied to the quantitative and qualitative analyses of the labor hours, travel, and other direct cost factors which shall be proposed to accomplish the required efforts for the entire effort.

2)The Government will develop a most probable cost estimate for evaluation purposes only, to determine the overall best value. Cost calculation shall include the five year base period of performance and option to extend services, FAR 52.217-8. Cost calculation will include phase-in as part of the evaluated cost. Should the Government determine proposed costs are unrealistically low (an indication of “buy-in”), this will be considered a performance risk.

Proposal Requirements (High Level)

- **Volume I: General [L.C.3.A]**
 1. **Tab 1 Solicitation, Offer, and Award – SF 33 [L.C.3.A TAB 1]**
 2. **Tab 2 Section B (Supplies or Services and Costs) [L.C.3.A TAB 2]**
 3. **Tab 3 Section K (Representation, Certifications, and Other Statements of Offerors) [L.C.3.A TAB 3]**
 4. **Tab 4 Exceptions/Assumptions (If Required) [L.C.3.A TAB 4]**

Proposal Requirements (High Level), cont.

- **Volume II – Mission Capability (Technical) (75 Pages Limit) [L.C.3.B, M.D.2]**
 - 1 Tab 1 – Subfactor 1 – Understanding Of The Requirement/Mission (Tar 1, 2 & Scenario Tar 3) [L.C.3.A.1, M.D.2.SUBFAC 1]
 - 1.1 Task Authorization Request (TAR) 1 Base Operations Support/ Transitional Phase-in
 - 1.1.1 Base Operations Support [Technical Exhibit (TE) V.3.1]
 - 1.1.1.1 Safety/ Human Research and Protection Plan (HRPP) [TE V.3.2]
 - 1.1.1.1.1 Human Research and Protection Plan (HRPP) [TE V.3.2.a]
 - 1.1.1.1.2 Safety Issues and Concerns [TE V.3.2.b]
 - 1.1.1.1.3 Other Safety Issues and Concerns [TE V.3.2.c]

Proposal Requirements (High Level), cont.

- 1.1.1.2 Specific Technical Requirement [TE V.3.3]
- 1.1.1.3 Contract Management and Staff (Core personnel) [TE V.3.4]
- 1.1.1.4 Information Technology [TE V.3.5]
 - 1.1.1.4.1 Requirements [TE V.3.5.a]
 - 1.1.1.4.2 LAN Access [TE V.3.5.b]
- 1.1.1.5 Logistic Operations [TE V.3.6, PWS 5.9]
 - 1.1.1.5.1 Requirements [TE V.3.6.a]
 - 1.1.1.5.2 Transportation Services [TE V.3.6.b, PWS 5.11]
 - 1.1.1.5.3 Supply Services [TE V.3.6.c, PWS 5.12]
 - 1.1.1.5.4 Uniforms [TE V.3.6.d, PWS 5.13]
 - 1.1.1.5.5 Property Control [TE V.3.6.e]

Proposal Requirements (High Level), cont.

1.1.1.6 Purchasing [TE V.3.7]

1.1.1.7 Maintenance [TE V.3.8]

1.1.1.7.1 General Maintenance Requirements [TE V.3.8.a, PWS 5.10, PWS 5.10.4, 5.10.5]

1.1.1.7.2 Automotive Maintenance and Motor Pool [TE V.3.8.b, PWS 5.10.4, PWS 5.10.6]

1.1.1.7.3 Communication Equipment Services [TE V.3.8.c] 17

1.1.1.7.4 Calibration Services [TE V.3.8.d]

1.1.1.7.5 Personal Computer (PC) Maintenance [TE V.3.8.e]

1.1.1.7.6 Carpentry Services [TE V.3.8.f]

1.1.1.7.7 Electrical Services [TE V.3.8.g]

1.1.1.7.8 Heating and Air Conditioning Services [TE V.3.8.h]

Proposal Requirements (High Level), cont.

- 1.1.1.8 Facility Services [TE V.3.9]
- 1.1.1.9 Program Management and Administration Requirements [TE V.3.10]
 - 1.1.1.9.1 Financial Management Services and Reports [TE V.3.10.a]
 - 1.1.1.9.2 Electronic Files [TE V.3.10.b]
 - 1.1.1.9.3 Security Services [TE V.3.10.c]
 - 1.1.1.9.4 Identify and Track All Test-Related Labor [TE V.3.10.d]
 - 1.1.1.9.5 Comply with the Safety Provisions [TE V.3.10.e, PWS 1.6.51]
 - 1.1.1.9.6 Planning [TE V.3.10.f]
 - 1.1.1.9.7 Documentation Requirements [TE V.3.10.g]
 - 1.1.1.9.8 Purchase of any Information Technology Resources (ITR) [TE V.3.10.h]

Proposal Requirements (High Level), cont.

- 1.1.1.10 Database Administration and Development [TE V.3.11]
 - 1.1.1.10.1 Database Administration [TE V.3.11.a]
 - 1.1.1.10.2 LAN and Personal Computer (PC) Services [TE V.3.11.b]
 - 1.1.1.10.3 Maintain Technical Information and Assistance [TE V.3.11.c]
 - 1.1.1.10.4 Documentation Services [TE V.3.11.d]
 - 1.1.1.10.5 Configuration Management and Control [TE V.3.11.f]
- 1.1.1.11 Environmental Support [TE V.3.12]
- 1.1.1.12 Financial [TE V.3.13]

Proposal Requirements (High Level), cont.

- 1.1.2 Transitional Phase-in [TE V.5.0]
- 1.2 Task Authorization Request (TAR) 2 Airborne Special Operations Test Directorate (ABNSOTD) Base [TE Q.3.0, TE Q.4.0]
 - 1.2.1 Data Management Requirements [TE Q.4.1]
 - 1.2.2 Instrumentation Requirements [TE Q.4.2]
 - 1.2.3 Logistics Requirement [TE Q.4.3]
 - 1.2.3.1 Obtain Repair Parts, Spares, and Raw Materials [TE Q.4.3.a]
 - 1.2.3.2 Property Control [TE Q.4.3.b]
 - 1.2.3.3 Purchasing [TE Q.4.3.c]
 - 1.2.3.4 Maintenance [TE Q.4.3.d]

Proposal Requirements (High Level), cont.

- 1.2.4 Non-Personal Technical Support Services [TE Q.4.4]
- 1.2.5 Transitional Phase-in [TE Q.5.0]

- 1.3 Technical Approach (For Scenario TAR 3 –Multi-requirement Only)
[L.C.3.A.1.B, M.D.2.SUBFAC 1.B, ATTACH 6 – 3.1, ATTACH 6 – 3.2]
 - 1.3.1 Manpower resources
 - 1.3.2 Data Management Requirements [Attach 6 – 3.3]
 - 1.3.3 Data Collection Requirements [Attach 6 – 3.4]
 - 1.3.4 Logistics
 - 1.3.5 Assumption and Risks

Proposal Requirements (High Level), cont.

- 2 Tab 2 – Subfactor 2 – Personnel Qualification, Management, and Authority/Employee Recruitment and Retention [L.C.3.A.2, M.D.2.SUBFAC 2]**
- 2.1 Recruitment and Retention [L.C.3.A.2.A, M.D.2.SUBFAC 2.A]
- 2.2 Key Personnel Resumes (3 PAGES EACH) [L.C.3.A.2.B, M.D.2.SUBFAC 2.B, PWS 1.6.29]
 - 2.2.1 Resume Name, Program Manager (PM)
 - 2.2.2 Resume Name, Security Manager
 - 2.2.3 Resume Name, Logistics Manager (LM)
 - 2.2.4 Resume Name, Site Manager (Fort Bragg)
- 2.3 Approach and Schedule to Assume Full Contractual Responsibility [L.C.3.A.2.C, M.D.2.SUBFAC 2.C]

Proposal Requirements (High Level), cont.

Volume III – Past Performance (50 Plus 5 For Each Major Subcontractor) [L.C.3.C, M.D.3]

- 1. Summary Page**
- 2. Consent Letters**
- 3. Client Authorization Letters**
- 4. Organization Structure Change History**
- 5. Specific Relevant Contract References (Attachment 09)**
 - 5.1 Reference # 1
 - 5.2 Reference # 2
 - 5.3 Reference # 3

Proposal Requirements (High Level), cont.

Volume IV – Price [L.C.3.D, M.D.4]

- 1. DCMA/ Defense Contract Audit Agency (DCAA) POC Information [L.C.3.D.4.A]**
- 2. Government Approval Accounting System [L.C.3.D.4.B]**
- 3. Service Contract Labor Standards (SCLS) Wage Determination [L.C.3.D.4.C]**
- 4. Cost Proposal [L.C.3.D.4.D, L.C.3.D.5]**
 - 4.1 FFP CLINS (X003 AND 0005) [L.C.3.D.5.A]
 - 4.2 CR CLIN (X002) [L.C.3.D.5.B]
 - 4.3 CPFF CLINS (X001) [L.C.3.D.5.C]

Proposal Requirements (High Level),

- 4.3.1 Labor Hours and Staffing [L.C.3.D.5.c.1]
 - 4.3.2 Labor Rates [L.C.3.D.5.c.2]
 - 4.3.3 Indirect Rates [L.C.3.D.5.c.3]
 - 4.3.3.1 Fringe Rates
 - 4.3.3.2 General and Administrative (G&A)
 - 4.3.3.3 Any Other Applied Overhead/Indirect Rate
 - 4.3.4 Other Direct Cost Elements [L.C.3.D.4]
 - 4.3.5 Escalation [L.C.3.D.5]
 - 4.3.6 Fixed Fee [L.C.3.D.6]
- 5. Subcontractors [L.C.3.D.4.E]**
- 6. Any Assumptions or Exceptions [L.C.3.D.4.F]**

Proposal Schedule (key milestones)

- Proposal Kickoff: 12/28/2018
- Writing days: MM/DD/YYYY to MM/DD/YYYY
- Review #1: MM/DD/YYYY to MM/DD/YYYY
- Review #2: MM/DD/YYYY to MM/DD/YYYY
- Desktop Publishing/Finalization: MM/DD/YYYY
- Final files sent to (Company Name): MM/DD/YYYY
- Proposal due to Govt.: 01/22/2019
- Question due: 01/09/2019

Proposal Portal

The official Proposal Portal is <https://proposalhelper.sharefile.com>

The portal structure contains the following subfolders:

1. RFP
2. Proposal Outlines
3. Proposal Schedule
4. Data Call & Client Input
5. Working Draft(Only for PH)
6. Review Copy (For Client)
7. Final Editing-Formatting (Only for PH)
8. Final Files (Submitted to Client by PH)

When in doubt – Contact:

Coordinator Name:

Email ID:

Thank You

SAMPLE