

PART IV- REPRESENTATIONS AND INSTRUCTIONS

SECTION L

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L-I-1 HISTORICAL BACKGROUND

A. Stennis Space Center

Stennis Space Center (SSC), located in Hancock County, Mississippi, has grown since the earliest days of the space program into NASA's premier center for testing and flight certifying rocket propulsion systems for the Space Shuttle and future generation space vehicles. Additionally, the center has developed into a scientific community actively engaged in research and development programs involving space, oceans, and the Earth.

The operations complex, spread over 13,480 acres, includes industrial, laboratory, and specialized engineering facilities to support engine testing. Its location on the East Pearl River gives NASA water access for transporting oversized cargo and propellants via the East Pearl and the Intracoastal Waterway. SSC is surrounded by 125,828 acres of acoustical buffer zone subject to a restrictive easement that precludes habitable structures. This effectively isolates the test activities from the general population and reduces exposure to loud low frequency noise produced during propulsion tests, making SSC a significant national asset.

Stennis Space Center's primary mission is to support the development testing of large propulsion systems. In May 1994, Stennis Space Center was assigned program test responsibility for the Space Shuttle Main Engine (SSME). Static testing of the SSME is conducted on the same concrete and steel towers used in the 1960's to test first and second stages of the Saturn V rocket used in the Apollo manned lunar programs. In May 1995, SSC was designated the Center of Excellence for Rocket Propulsion Testing. In February 1996, NASA's Human Exploration and Development of Space (HEDS) Enterprise recommended SSC be established as the program manager for Rocket Propulsion Testing. In this role, SSC manages NASA's rocket propulsion test assets and activities for rocket propulsion testing, including facilities at the Marshall Space Flight Center in Alabama, the White Sands Test Facility in New Mexico, and the Glenn Research Center's Plum Brook Station in Ohio. SSC is responsible for making test assignments, sharing equipment and personnel, consolidating and streamlining operations, controlling investments, and has been recognized for the efficiencies and cost savings resulting from this innovative approach. Building on its role in rocket propulsion testing for more than 40 years, SSC provides test services for both government and commercial customers.

B. Marshall Space Flight Center

Marshall Space Flight Center was established in 1960 through the transfer of land, buildings, personnel, and projects from the U.S. Army. As a result of this transfer, MSFC now occupies approximately 1800 acres, with the Test and Evaluation Department occupying 400 of those acres, all located within the Redstone Arsenal Military Reservation. The facilities described herein have been developed to obtain experimental data from ground testing of launch vehicle stages, liquid and solid rocket engines, and components thereof, for the purpose of verifying rocketry theory, design, performance, and manufacturing processes.

The Test and Evaluation Department of the Space Transportation Directorate is responsible for performing experimental research and developmental testing of propulsion systems, subsystems, and components, and providing independent evaluation of the test results. The 400 acres dedicated to testing are divided into two basic areas, the East and West Test Areas. The East Area is currently used for engine component and subsystem testing and subscale solid and hybrid rocket motors, while the West Test Area is used primarily for testing

complete systems. In the East Test Area, numerous tests are performed on propulsion system components including gas generators, heat exchangers, thrust chambers, turbopump assemblies, valves, propellant ducts, and auxiliary propulsion systems. A new area of testing includes tests of propulsion related systems. Composite tanks, valves, and ducts are being tested both on the subscale size to full size flight-like test articles. As requirements change for development of spacecraft to do deep space explorations, MSFC test facilities have been used to demonstrate new combustion concepts to help in the initial feasibility studies of these technologies.

L-I-2 TECHNICAL SERVICES CONTRACT HISTORY

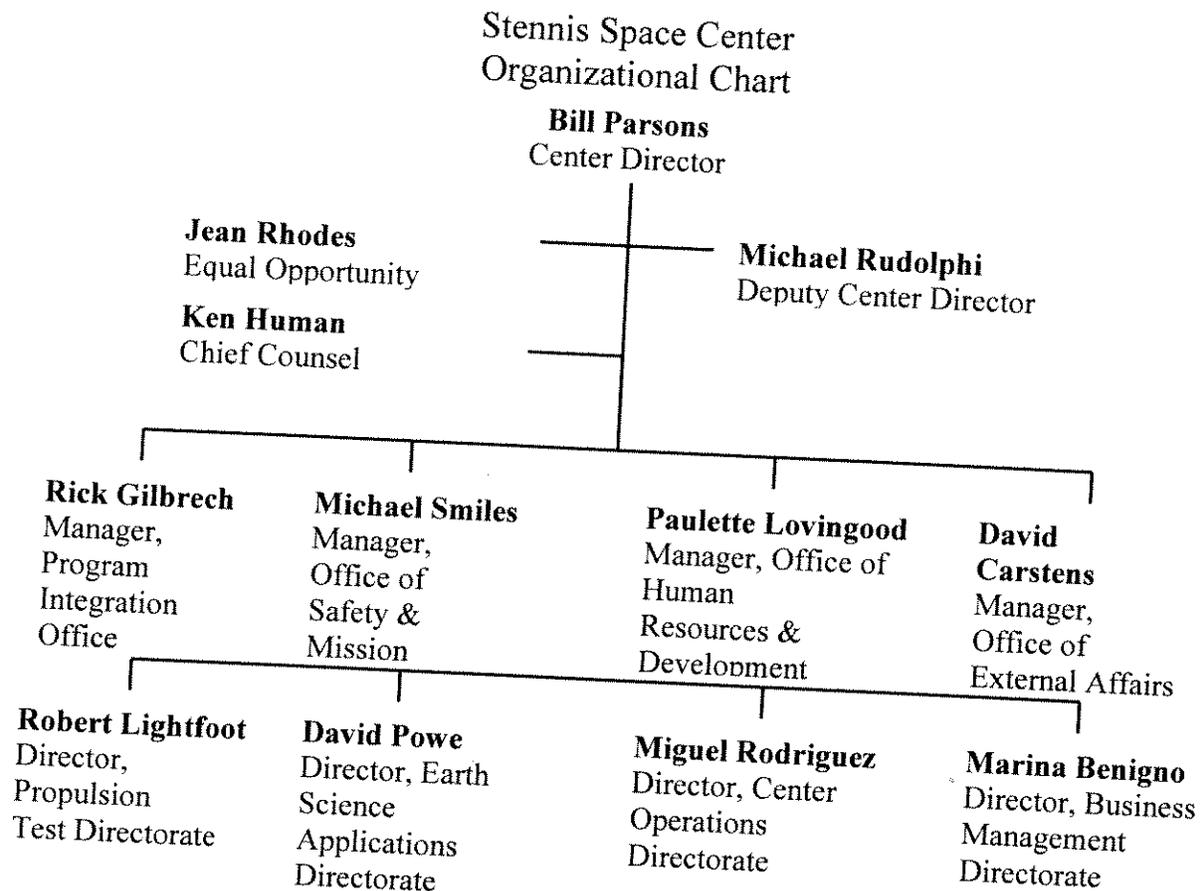
During the period of 1963 through 1970, the General Electric Company (GE) provided SSC with facilities and technical support services under one contract (NASA Contract No. NASW-410). At the end of this contract, NASA separated the procurement of facilities support services and technical services. As a result, GE was awarded a contract to provide technical services at SSC for the period 1971 through 1976. The Computer Sciences Corporation (CSC) was awarded two consecutive five year technical support services contracts covering the period of 1976 through 1986. Sverdrup Technology, Inc. was awarded an eight-year follow-on contract in 1986. In 1994, a solicitation for Test and Technical Support (TTSC) resulted in a seven year contract awarded to Lockheed Martin Stennis Operations (LMSO). The Test Operations Contract portion of the TTSC was extended through two different actions and expected to expire on July 31, 2003.

Since 1994, the TTSC has provided technical support services to all SSC resident organizations, including NASA's Earth Science Applications Directorate, which manages Earth science applications within the Earth Science Enterprise (ESE) that utilize Earth science research results, remote sensing, and other technical capabilities.

Previous technical contracts in support of SSC are detailed in the following table.

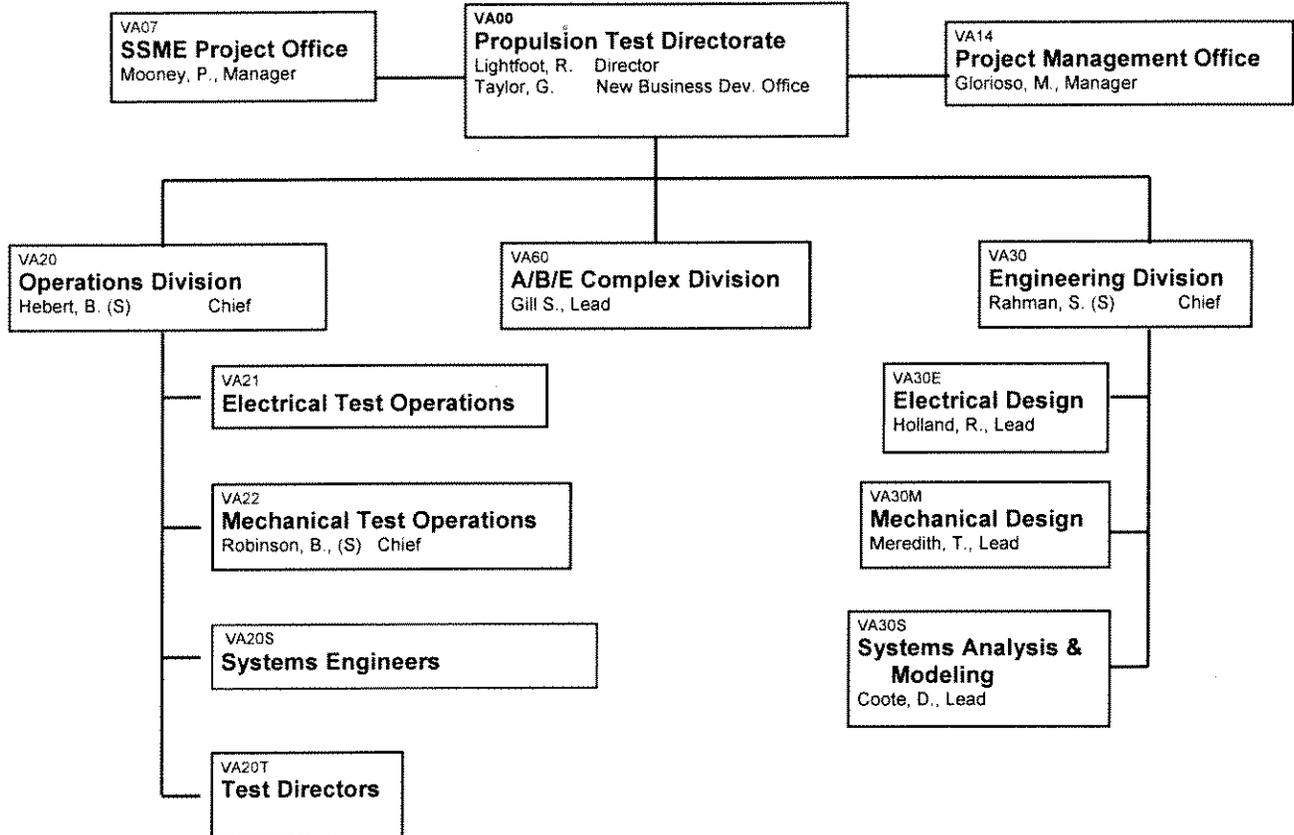
Performance Period	Contract Type	Contractor	Contract No.	Awarding Center
1963 - 1970	CPAF (Technical/Facility)	General Electric Co.	NASW-410	MSFC
1970 - 1971	CPAF (Technical/Facility)	General Electric Co.	NAS8-26010	MSFC
1971 - 1976	CPAF (Technical/Facility)	General Electric Co.	NAS8-27750	MSFC
1976 - 1981	CPAF (Technical Services)	Computer Sciences Corp.	NAS13-50	NSTL
1981 - 1986	CPAF (Technical Services)	Computer Sciences Corp.	NAS13-185	NSTL
1986 - 1994	CPAF (Technical Services)	Sverdrup Technology, Inc.	NAS13-290	SSC
1994 - 2003	CPAF (Test and Technical Services)	Lockheed Space Operations	NAS13-650	SSC

A.

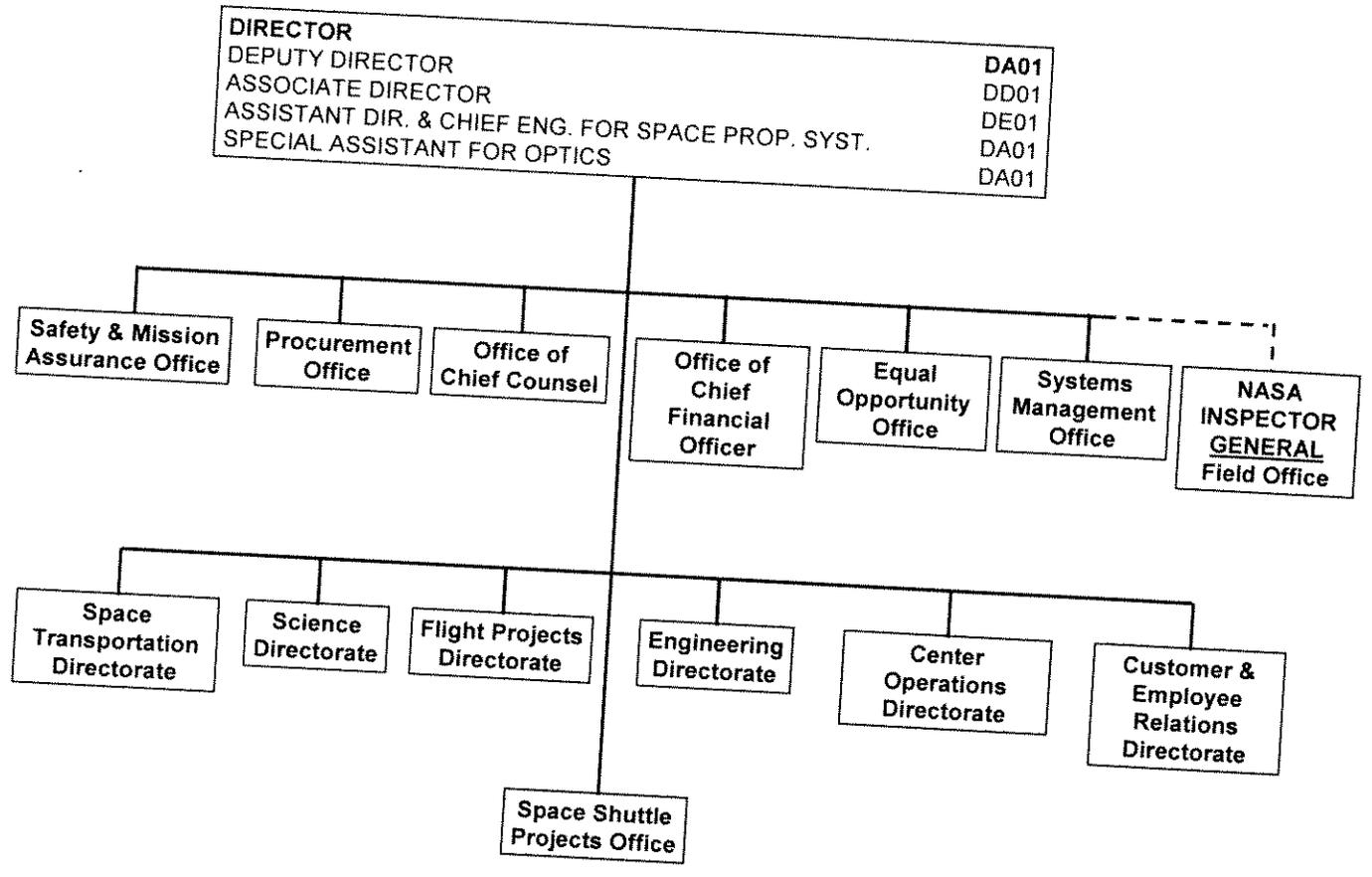


B.

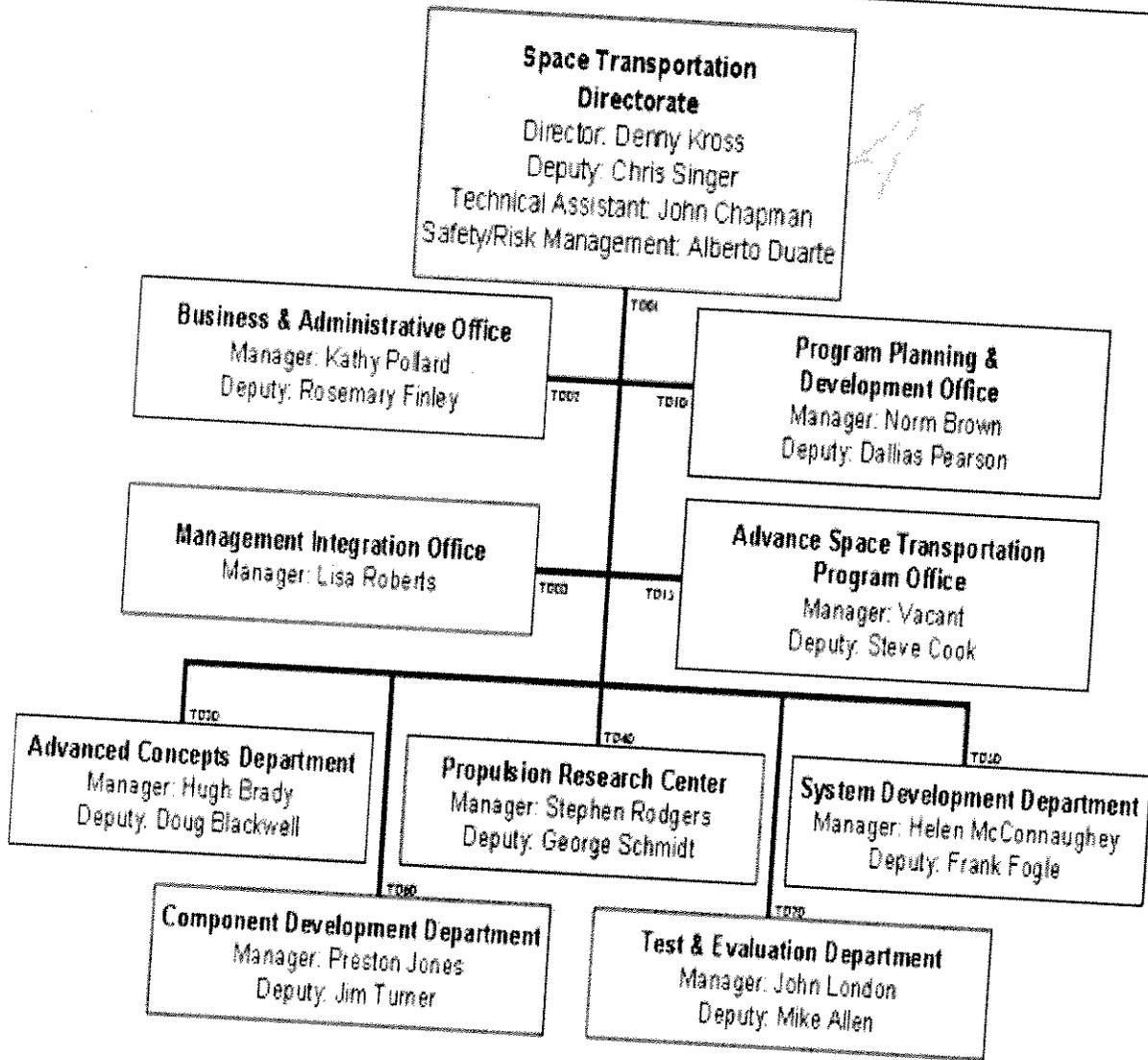
Stennis Space Center PROPULSION TEST DIRECTORATE VA00



National Aeronautics and Space Administration GEORGE C. MARSHALL SPACE FLIGHT CENTER



Space Transportation Directorate



L-I-4 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FAR 52.252-1) (JUN 1988)

A. This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting 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 address(es):

<http://www.arnet.gov/far/>

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

B. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

NUMBER	DATE	TITLE
52.204-6	JUN 1999	DATA UNIVERSAL NUMBERING SYSTEM (DUNS)
52.211-14	SEP 1990	NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE, (DO rating.)
52.215-1	MAY 2001	INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITIONS (ALTERNATE II – OCT. 1997)
52.215-16	OCT 1997	FACILITIES CAPITAL COST OF MONEY
52.215-20	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA
52.222-24	FEB 1999	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION
52.222-46	FEB 1993	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES
52.233-3	AUG 1996	PROTEST AFTER AWARD (ALTERNATE I – JUNE 1985)

C. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

NUMBER	DATE	TITLE
1852.219-73	MAY 1999	SMALL BUSINESS SUBCONTRACTING PLAN
1852.219-77	MAY 1999	NASA MENTOR-PROTÉGÉ PROGRAM
1852.223-73	APR 2002	SAFETY AND HEALTH PLAN
1852.227-71	APR 1984	REQUESTS FOR WAIVER OF RIGHTS TO INVENTIONS

(End of Provision)

L-I-5 COMMUNICATIONS AND REQUESTS FOR INFORMATION

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

Name: James D. Huk II
Contracting Officer

Address: NASA/Acquisition Management Office
Mail Code: BA31
Stennis Space Center, MS 39529-6000

Phone: (228) 688-1045
(Collect Calls Not Accepted)

Fax: (228) 688-1141

E-Mail: james.d.huk@nasa.gov

B. QUESTIONS/COMMENTS REGARDING THIS SOLICITATION MUST BE SUBMITTED IN WRITING to the government representative identified above not later than March 3, 2003 for Volume III, Past Performance; and March 10, 2003 for Volumes I, II and IV, Executive Summary, Mission Suitability and Cost, in order to ensure a government response. Questions/ comments should reference RFP Section, Paragraph, Performance Work Statement (Section) number and line item. Questions/comments received after that date may not be answered. Questions and answers that result in changes to the RFP will be provided by amendment and will be posted to the NASA Acquisition Internet Service (NAIS) at this address: <http://procurement.nasa.gov/cgi-bin/EPs/bizops.cgi?gr=D&pin=64>
All offerors are reminded to monitor the aforementioned NAIS address for the most current information regarding this acquisition.

(End of Provision)

L-I-6 TYPE OF ACQUISITION

This acquisition is unrestricted.

(End of Provision)

L-I-7 TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)

The Government contemplates award of a single Cost-Plus-Award Fee (CPAF), performance based contract.

(End of Provision)

L-I-8 AVAILABILITY OF DOCUMENTS

The TOC Technical Reference Library (TRL) consists of an electronic library, and will be available at the following website: (<http://www.ssc.nasa.gov/library>). Access by foreign nationals to this TOC library may require an Export License that may not be granted. The TOC/TRL web site contains data subject to export control laws of the United States. Such data shall not be used or disclosed to any foreign national, firm, or country, including foreign nationals employed by or associated with the United States, without first complying with the licensing, approval, and all other requirements of the U.S. export control laws, regulations and directives, including, but not limited to Export Administration Regulations (15 CFR Parts 730-774) of the U.S. Department of Commerce or the International Traffic in Arms Regulations (22 CFR Parts 120-130) of the U.S. Department of State.

(End of Provision)

L-I-9 SERVICE OF PROTEST (FAR 52.233-2) (AUG 1996)

- 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 General Accounting Office (GAO), shall be served on the Contracting Officer by obtaining written and dated acknowledgement of receipt from John C. Stennis Space Center. ATTN: Contracting Officer, Mail Code BA31, Stennis Space Center, MS 39529-6000
- B. The copy of any protest shall be received in the office designated within one day of filing a protest with the GAO.

(End of Provision)

L-I-10 PROTEST TO NASA (NFS 1852.233-70) (OCT 2002)

Potential bidders or offerors 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-I-11 FACILITY CLEARANCE

The offeror must possess, or acquire prior to contract phase-in/start, a facility clearance equal to the Security classification stated on the Contract Security Classification Specification (DD Form 254, Attachment J-9), attached to this solicitation.

(End of Provision)

L-I-12 PROPOSAL SUBMISSION

- A. Submit your proposals to arrive at the John C. Stennis Space Center, to the address noted on the SF 33, Block No. 7, no later than 3:00 PM local time on the date specified below. Please note that these dates and times are firm. Late submissions will be handled in accordance with FAR provision 52.215-1.
1. Submit your past performance information (Volume III) no later than March 10, 2003.
 2. Submit Volume I, Executive Summary and Volume II, Mission Suitability, no later than March 24, 2003.
 3. Submit Volume IV, Cost, no later than March 31, 2003.
- B. All proposals delivered in response to this solicitation shall reflect the following information on the address label:
1. Solicitation No. 13SSC-O-02-38, SSC/TOC
 2. The legend, "To be delivered unopened to the Contracting Officer", and
 3. The volume and copy numbers contained in each box.

(End of Provision)

L-I-13 SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM-TARGETS (FAR 52.219-24) (OCT 2000)

- A. This solicitation contains a source selection factor or subfactor related to the participation of small disadvantaged business (SDB) concerns in the contract. Credit under that evaluation factor or subfactor is not available to a SDB concern that qualifies for a price evaluation adjustment under the clause at FAR 52.219.23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, unless the SDB concern specifically waives the price evaluation adjustment.*
- B. In order to receive credit under the source selection factor or subfactor, the offeror must provide, with its offer, targets, expressed as dollars and percentages of total contract value, for SDB participation in any of the Standard Industrial Classification (NAICS) Major Groups as determined by the Department of Commerce. The targets may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor; however, the targets for subcontractors must be listed separately.

*SDB MUST STATE IN ITS PROPOSAL IF IT SPECIFICALLY WAIVES THE PRICE ADJUSTMENT FACTOR. Refer to FAR Clause 52.219-23 in Section I.

L-I-14 SMALL BUSINESS SUBCONTRACTING PLAN

- A. Offerors shall submit their proposal's Subcontracting Plan in accordance with FAR 52.219-9 (Alternate II) Small Business Subcontracting Plan. This plan is a requirement evaluated under the Mission Suitability Factor, Management Subfactor under L-II-5D.2.
- B. Offerors are advised that NASA seeks to place a fair portion of its contract dollars with small business, small disadvantaged business, women-owned small business, veteran owned small business and HUBZone concerns as defined in FAR 52.219-8. For this procurement the Contracting Officer has made an assessment and has established small business, small disadvantaged business, women-owned small business, veteran owned small business and HUBZone concerns, subcontracting goals (at the prime and/or subcontracting level). The Contracting Officer's estimate of an appropriate small business subcontracting goal is 33%, including 29% of small disadvantaged business, 2% women-owned small business, 1% veteran owned small business and 1% HUBZone goal. Each of these goals are stated as a percentage of total contract value.
- C. NASA encourages all offerors to propose goals to meet or exceed our stated goals to the maximum extent practicable. Offerors shall make an independent assessment of opportunities for small, small disadvantaged, women-owned small business, veteran owned small business and HUBZone concerns to participate in this procurement and propose goals based on the total contract value. As a minimum this independent assessment shall include but not be limited to your rationale in choosing the proposed subcontractor, their technical capabilities, managerial capabilities, relevant past performance and associated risk. Offerors should also discuss proposed methods for achieving the goals. Offerors should discuss the rationale in designating portions of the PWS to subcontractors in support of the contract. Offerors should discuss the types and amount of work, in terms of total dollars, that will be performed by these entities. This discussion should include any plans for utilizing such concerns in high technology areas. "High technology" means research and/or development efforts that are within or advance the state of the art in a technology discipline and/or performed primarily by professional engineers, scientists and highly skilled and trained technicians, or specialists.
- D. Offerors will include the name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual and a description of the efforts the offeror will make to assure that SDB concerns have an equitable opportunity to compete for subcontracts. Include assurances that the offeror will cooperate in any studies or surveys as may be required and submit the reports required in the DPD lists. Provide (1) a recitation of the types of records the offeror will maintain to demonstrate procedures that have been adopted to comply with the requirements and goals in the plan, (2) provide the basis for establishing source lists; and (3) a description of its efforts to locate Small Disadvantaged Businesses (SDB) and award subcontracts to them.
- E. The North American Industry Classification System (NAICS) Code is 541710, with a Small Business size standard of 1000 included in Section K, Provision K.6, will be used for determining whether the offeror, as a prime contractor is a small or large business. This NAICS Code was chosen based on the requirements, as set forth in Section J, Attachment J-1, Performance Work Statement, as a whole. This does not necessarily indicate that this

NAICS Code (and size standard) would be applicable to every service or product that could be acquired through subcontracting during the performance of the contract. It is up to the prime contractor to determine the appropriate NAICS Code, and corresponding size standard, for each specific (or category of) product (s) and/or service (s) proposed to be furnished through subcontracting.

(End of Provision)

L-I-15 DETERMINATION OF COMPENSATION REASONABLENESS
(NFS 1852.231-71) (MAR 1994)

- A. The proposal shall include a Total Compensation Plan (TCP). 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 them. The TCP 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.

NOTE: The Total Compensation Plan is a requirement in the Mission Suitability Factor, Technical Performance Subfactor under L-II-5 D.1.

(End of Provision)

L-I-16 SAFETY AND HEALTH PLAN (NFS 1852.223-73) (APR 2002)

- A. The offeror shall submit a detailed Safety and Occupational Health Plan as part of its proposal (see NPG 8715.3, NASA Safety Manual, Appendices). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.
- B. When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the

NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.

- C. The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:
1. The work will be conducted completely or partly on premises owned or controlled by the government.
 2. The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.
 3. The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).
 4. When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.

D. This plan, as approved by the Contracting Officer, will be included in any resulting contract. (See DR SA-02)

NOTE: The Safety and Health Plan is a requirement under the Mission Suitability Factor, Safety, Health, and Mission Assurance Subfactor under L-II-5 D.3.

(End of Provision)

L-I-17 IDENTIFICATION OF UNCOMPENSATED OVERTIME (FAR 52.237-10) (OCT 1997)

- A. Definitions. As used in this provision—
1. "Uncompensated overtime" means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act.
 2. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.
- B. For any proposed hours against which an uncompensated overtime rate is applied, the offeror shall identify in its proposal the hours in excess of an average of 40 hours per week, by labor category at the same level of detail as compensated hours, and the uncompensated overtime rate per hour, whether at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.
- C. The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

- D. Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.
- E. The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

(End of Provision)

L-I-18 USE OF GOVERNMENT-FURNISHED PROPERTY

- A. NASA policy regarding Government-Furnished Property (GFP) is reflected in FAR Part 45. With certain exceptions, it is Government policy that contractors will furnish all property required for the performance of Government contracts. However, this contract includes circumstances where it is essential to contractor performance or otherwise advantageous to NASA to provide Government property to a contractor. Services and property to be furnished by the Government for use on the proposed contract are as set forth in Section G, NFS Clause 1852.245-77, and Section H.
- B. If the offeror proposes to use Government production or research property on a no-charge, noninterference basis in performance of this contract, the offeror will furnish with his proposal an authorization from the Contracting Officer having cognizance of such property. The Government will evaluate the inclusion of any proposed Government property and make cost proposal adjustments, where necessary, to eliminate the competitive advantage that might accrue to a contractor from the use of Government property.

(End of Provision)

L-I-19 ACCOUNTING FOR LEASE COSTS

- A. Financial Accounting Standards Board Statement No. 13 "Accounting for Leases" applies to government contracts through its incorporation into the FAR. FAR 31.205-36 applies to the cost of renting or leasing real and personal property acquired under operating leases as defined in the Statement. If the lease is classified as a capital lease the provisions of FAR 31.205-11 and Cost Accounting Standard 404 "Capitalization of Tangible Assets" will apply. The amount of lease costs that will be allowable under the contract will depend, in part, on whether the lease is considered to be "operating," wherein lease costs would be allowable if otherwise allocable and reasonable, or "capital," in which allowable lease costs would be limited to what the cost would have been if the contractor has acquired the facility and depreciated it.
- B. Whether a lease is properly characterized as an operating lease or a capital lease depends upon criteria established by Financial Accounting Standards Board Statement No. 13, which states, in pertinent part, that a lease is a capital lease if (1) the lease transfers ownership of the property to the lessee; (2) the lease contains a bargain purchase option; (3) the lease term is equal to 75 percent or more of the estimated economic life of the leased property; or (4) the present value of minimum lease payments equals 90 percent or more of the fair market value of the leased property. The Statement also requires the determination as to whether a lease is operating or capital, to be made at the inception of the lease.

SECTION L – INSTRUCTIONS FOR PROPOSAL PREPARATION**L-II-1 INTRODUCTION**

- A. A Request for Proposal (RFP) is projected to be issued to secure proposals for providing Test Operations Support to NASA at the John C. Stennis Space Center (SSC) and the George C. Marshall Space Flight Center (MSFC) in accordance with the performance-based requirements set forth herein.
- B. It is NASA's intent, by providing the instructions set forth below, to solicit information that will demonstrate the offeror's competence to successfully complete the requirements specified in the Performance Work Statement (PWS), to determine its capability to successfully accomplish the work defined therein, and to permit a competitive evaluation of its proposal. These instructions are not, however, all-inclusive, and offerors should therefore include in their proposals any further discussion they believe to be necessary or useful in demonstrating their ability to perform the work. Offerors are encouraged to propose innovative techniques and methods that would benefit the Government, and should not limit proposed methods to processes currently used. In addition, offerors are encouraged to describe innovative approaches to meeting the intent of the PWS. Any innovations must, however, include sufficient rationale to demonstrate the feasibility of the offeror's ideas.
- C. The TOC is considered a successor contract insofar as the Test Operations portion of the current Test and Technical Services Contract (TTSC) at SSC and Test Operation Support Contract (TOSC) at MSFC contracts are being combined together to form this requirement.
- D. The single contract resulting from this RFP shall be a cost plus award fee performance-based contract.
- E. The contents of this RFP should be carefully reviewed to assure that all requirements for proposal data, detail, and supporting rationale are fully met. Failure to provide such rationale may be just cause to exclude that offer from further consideration for selection.
- F. Each offeror is cautioned to submit its most realistic and competitive offer initially, since the Government intends to award a contract based on the initial offers received, without discussion of such offers. Discussions will be held only if award on the basis of initial offers is determined not to be in the Government's best interest.
- G. The prime Contractor will be responsible for satisfactory accomplishment of the contract awarded. In the event that subcontracts and teaming arrangements are proposed as being involved in conducting this work, their relationships during the effort shall be explained and their proposed contributions to the work shall be identified and integrated into each part of the proposal, as appropriate.
- H. Each offer shall be based on a basic period of two (2) years, with two (2), two (2) year priced option periods for a maximum period of six (6) years. The phase-in period covers a 46-day period from June 16, 2003 through July 31, 2003.

- I. The PWS set forth is unclassified, and offers should be submitted accordingly. Contractor personnel working at SSC must comply with pertinent SSC and DOD security regulations in effect at the time of contract award.
- J. Section M's Mission Suitability evaluation shall reflect the results of Source Evaluation Board required cost realism analysis performed under the cost factor. Using a graduated scale (see M.4 B2), the Government will proportionally adjust a proposal's Mission Suitability score for its assessed cost realism. This point adjustment will be based on the percentage difference between proposed and probable cost.
- K. Information in your proposal must clearly respond to the requirements of the RFP, must consolidate information to the extent practical under each area discussed, and must be complete within itself. The information requested and the manner of submission is essential to permit a prompt and thorough evaluation. Reference provision L-II-3, Proposal Page Limitations (1852.215-81) (February 1998). No proposal material may be incorporated by reference.
- L. Proposal risk will be carefully considered in evaluating proposals. The proposal risks to be assessed are those associated with technical and cost performance. These risks will be considered in the Mission Suitability subfactors and the Cost factor evaluation.

(End of Provision)

L-II-2 GENERAL

A. Volume Organization

Each offeror's proposal shall be submitted in four (4) physically separate volumes (as identified below) contained in loose-leaf three-ring binders. Each set of the four (4) volumes shall identify the original from the copies and the copies shall be consecutively numbered, e.g., Volume 1, copy 1 of 10. The offeror's proposal shall be composed into the following volumes:

- Volume I – Executive Summary
- Volume II – Mission Suitability
- Volume III – Past Performance
- Volume IV – Cost

1. Transmittal Letter. A transmittal letter is to be prepared on the responding company's letterhead. It should be brief, be signed by an official authorized to commit the company to the extent proposed, and should identify all enclosures being transmitted. Attach the Standard Form 33, Amendments, and the completed certifications and acknowledgements specified in Section K of the solicitation to the transmittal letter.

- (a) Address and forward the proposal package to: Same as SF 33, Block No. 7.
 - (b) Proposal Volumes I, II, III, and IV, and required CD-ROMs shall be submitted in accordance with section L-I-12.
2. Cover Pages. The first page of each proposal volume must show the information specified in paragraph (c)(2) of FAR provision 52.215-1, "Instructions to Offerors – Competitive Acquisition (Alternate II)." Paragraph (e) of this provision also provides instructions on restriction on disclosure and use of data.
3. Table of Contents. Each volume shall include a Table of Contents for ready reference to the page numbers of each section, figure, table, fold-out, or illustration.
4. Sectional Dividers. Each volume shall be divided into the required sections using tabbed dividers between the sections, with each section starting on a new page.
5. Standard Form 33 and Section K. Fill in blocks 12 through 18 of the SF 33 and the required (TBDC) fill-ins in Sections B-K. The signed SF 33, the pages with the required fill-ins, and all of Section K must be submitted. The balance of the solicitation need not be returned unless the offeror has made changes to pages that will constitute part of the contract.
6. Offer Acceptance Period. It is requested that offerors indicate, in Block 12 of the SF 33, a proposal validity period of 180 days. However, in accordance with paragraph (d) of FAR provision 52.215-1, "Instructions to Offerors—Competitive Acquisitions (Alternate II)", a different validity period may be proposed by the offeror.
7. Summary of Exceptions. Include in your proposal a statement of acceptance of the proposed contract terms and conditions that are incorporated in this RFP and will be included in a resultant contract. If exceptions are taken, list all exceptions to the terms and conditions of Sections A through J of this solicitation, to the Representations and Certifications (Section K) or to the information requested in Section L. Include the reason for the exception, or refer to where the reason is addressed in the proposal. This list must include all exceptions, both "business" and "technical". Any failure to clearly indicate objections to the proposed contract terms and conditions contained in this RFP will be construed as acceptance of them in their entirety. Offerors are cautioned that exceptions may result in a determination of proposal unacceptability, may preclude award to an offeror if award is made without discussions, or may otherwise affect an offeror's competitive standing.
8. Late Submission. Any volume submitted after the above specified time period will cause the entire proposal to be considered late in accordance with provision FAR 52.215-1, Instruction to Offerors—Competitive Acquisitions (Alternate II).
9. Computerized Proposal Instructions
 - (a) In addition to the number of paper copies cited in L-II-3 below, the offeror must submit electronic versions of the proposal on CD-ROMs. The government may use

the electronic copies in the evaluation process and may compare the electronic and paper copies. If a variation in content between the paper copy and the electronic one is noted and that variation is not resolved with the offeror, the paper copy marked original shall be the primary document of record. Proposal page counts will be determined using the paper copy marked original. Additionally, the offeror shall submit electronic versions in some MS Office 2000 software except for the Zipped file containing cost forms that will be completed and returned to the government in their native format. The offeror is required to populate each of the cost related forms in the zipped file "Section L Forms" with the same data that is supplied on the hard copy responses. Unprotected text forms will allow rows to be inserted for additional information. The Excel 2000 spread sheets will be formatted such that data and any formulas, macros, or special calculations must remain embedded as part of the electronic spread sheet file. Specific instructions for the cost forms are located in L-II-7.

- (b) Each proposal is divided into four (4) volumes. Each volume must be stored on a separate CD or set of CDs. Each CD-ROM must reside in an individual case with CD-ROM and associated case being labeled as to the offeror, volume identifier, and proposal copy number. CD-ROM information must be submitted on quality media, be error free, virus free, and readable by a PC compatible computer executing Windows 2000. If a volume extends to multiple CDs, the offeror shall clearly indicate the sequence number.
- (c) Downloading RFP Forms. All forms - both cost and text forms - are published on the NAIS as a single file in ZIP format. This ZIP file contains all required cost form spreadsheets in Excel 2000 and text forms in Word 2000. When unzipped, from the NAIS website, this single file will restore all cost and text files to their original file names. Specific instructions for the cost forms are located in L-II-7.
- (d) File Preparation. Each CD-ROM will contain files specific to a proposal Volume (I, II, III, IV). Each CD-ROM will contain a Table of Contents file with hypertext links to each section of the proposal volume. Additionally, hypertext links shall be provided for figures, tables, and attachments. File compression must not be used. To facilitate the Government's evaluation of proposal data, provide data access instructions on CD-ROMs.
- (e) Font and Page Setup. Text font and layout shall be as stated for paper copies. However, the offeror may indicate hyperlinks by any color font.
- (f) Other Requirements. The offeror shall not embed sound or video files into the proposal files. Minimize the use of scanned images and keep embedded graphics as simple as possible.
- (g) Proposal Format and Structure. Each volume of the electronic proposal shall reside on a separate CD-ROM. An informational (readme) file shall also reside on each CD-ROM listing all files with directory pathnames, document title/description, and filename for the contents of the CD-ROM.

- (h) The offeror shall provide a list of key terms and/or acronyms used in the proposal with their definitions. This list is not included when calculating the maximum page count.
- (i) Viewing Environment. The government anticipates viewing and/or accessing the electronic submittals with the following computer software and hardware: (a) IBM - compatible; (b) Windows 2000 operating system; (c) Microsoft Office 2000 premium SR-1; (d) WinZip.

(End of Provision)

L-II-3 PROPOSAL PAGE LIMITATIONS 1852.215-81 (FEB 1998)

- A. The following page limitations are established for each portion of the proposal submitted in response to this solicitation:

<u>Volume</u>	<u>Proposal Section Required</u>	<u>Page Limit</u>	<u>Required Paper Copies (Excluding Original)</u>	<u>Required CD Copies</u>
I	Executive Summary	5	10	5
II	Mission Suitability	100	15	5
III	Past Performance	15	15	5
IV	Cost	No Limit	10	5

- B. A page is defined as one side of a sheet, 8 ½" x 11", with at least one inch margins on all sides. Font for all text is 12-point with exceptions being made for detailed graphics, organization charts, etc. where needed detail could be restricted. The graphic elements will have a minimum font of 8 but will be discarded entirely if the government determines a larger font may have been used with no restriction of detail. Foldouts count as an equivalent number of 8 ½" x 11" pages. The metric standard format most closely approximating the described standard 8 ½" x 11" size may also used.
- C. Exclude from the page limitations any required cross-reference list or chart, RFP forms to be completed, plans as required by Data Requirements, Subcontracting Plan, Total Compensation Plan, financial reports, safety logs, OSHA forms, title pages, tables of contents, past performance questionnaires, and section dividers which contain no substantive narration. As specified above, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.
- D. Provide a list or chart that tracks the page and paragraph numbers of the management and technical performance proposal instructions to the proposal's page and paragraph numbers. This list is excluded from the page limitation. When citing references of the RFP, refer to the paragraph numbers and not the page numbers.
- E. If the final revisions are requested, separate page limitations will be specified in the Government's request for that submission.

- F. Any pages in excess of the maximum number will be removed from the proposal without being evaluated and will be returned to the Offeror.

(End of Provision)

L-II-4 EXECUTIVE SUMMARY VOLUME I

In the Executive Summary section, the offeror should summarize the contents of the other three volumes and provide insight and understanding of the offeror's rationale, logic, and approach to furnish Test Operations Support at the John C. Stennis Space Center and the George C. Marshall Space Flight Center in the manner reflected in the proposal. Any unique features or merit that an offeror feels the proposal offers should be highlighted, as well as any innovations, productivity enhancements, or recommendations, which the offeror wishes to emphasize. The offeror should also provide information that will indicate how the work covered by the RFP relates to overall company plans and long-range objectives. However, no new information shall be included in the summary that is not covered in the body of the proposal. This volume is not evaluated; therefore, information which you deem important in responding to the evaluation criteria stated in Section M of the RFP must be reflected in other portions of the proposal.

(End of Provision)

L-II-5 MISSION SUITABILITY EVALUATION FACTOR VOLUME II

- A. The offerors are advised of the importance of cost realism in the evaluation of Mission Suitability subfactors. Cost realism will be considered in the evaluation and selection decision. Unrealistic cost proposals may reflect a lack of understanding of the requirements and may result in a reduction of mission suitability score.
- B. Briefly define the terms "exempt" and "non-exempt" as used by your organization. Correlate your definition with that provided in the Code of Federal Regulations as defined by 29 CFR 541. Identify the categories of personnel that are of a bona fide executive, administrative, or professional capacity as defined by FAR 22.1102 and 29 CFR 541.
- C. Offerors are cautioned that lowered compensation for essentially the same professional and non-professional work may be interpreted as a lack of sound management judgment and understanding of the requirement.
- D. The Mission Suitability volume preparation shall use the following subfactors: Technical Performance; Management; Safety, Health, and Mission Assurance; and Small Disadvantaged Business Participation.
1. Technical Performance Subfactor
 - (a) Discuss each section of each functional area of the entire PWS to demonstrate your understanding of and approach to meeting the requirements of the contemplated contract.

- (b) Stating that you understand and shall comply with the requirements described in the PWS is considered an inadequate response, as is paraphrasing. Statements such as “standard procedures will be employed” or “well known techniques will be used” do not indicate a sufficient level of awareness and understanding of the PWS, and will not be considered as an effective response to the solicitation. Your discussion should be concise to ensure that the evaluators have sufficient understanding of your proposed technical approach. Your approach may contain innovations that promote a better, more economical way of doing business. Identify and provide supporting rationale for any proposed innovations or exceptions to be taken to the PWS. The technical approach shall be cross-referenced to the PWS.
- (c) Demonstrate a logical, organized approach for receiving/originating, validating, planning, prioritizing, coordinating, estimating, scheduling, controlling, completing, tracking, reporting and closing out contract activities relating to the PWS. Include work flow charts, estimating procedures, coordination procedures, work scheduling, resource assignment, control of work (including scope, schedule, and cost), problem identification, corrective measures, response time, acceptance procedures, and final closeout and cost reporting of work assignments. Provide plans for utilizing existing Configuration Management and Control systems. Highlight features providing for flexibility in accommodating fluctuations in workload and capability for rapid reaction to changes in priority assignments. Discuss methods and techniques for detecting fluctuations in workload and adjusting for these fluctuations.
- (d) Specify the company policy regarding upgrading and advancement of procedures and methods, and recommendations for new equipment and facilities. This includes techniques for adopting new procedures, methods, and equipment as soon as they are proven workable and with minimum disruption.
- (e) Identify and provide resumes for key management and technical personnel. Provide the rationale for the selection of key personnel, including the appropriateness and reasonableness of these designations. Include evidence of each individual’s availability and commitment to work for your organization at SSC and MSFC. Clearly state your commitment to use those proposed. Describe your ability to provide backup for all key personnel, and describe techniques and approaches to be used for replacement in the event of absences or vacancies. For each key person, indicate how each individual’s background, education, and experience qualify him or her for the position. Offerors shall complete the proposed Key Personnel Resume form (Form R), located in L-II-FORMS, for each one identified. Offerors are authorized to adjust cell formatting to adjust for cell expansion as necessary, as Form R cells are unprotected. Ensure that phone numbers provided for references are current and correct.
- (f) Provide a Staffing Plan for obtaining and maintaining a qualified workforce for the contract, including all subcontractors. Detail the number of personnel per skill category and by organizational element for the total work force. Address your selection of skill levels and job qualifications and their relationship to the PWS for the total workforce. Include qualification standards for all positions proposed. Address fluctuating work force requirements, cross-utilization of multi-skilled

personnel and retention of qualified personnel. Relate staffing qualification rationale to the overall management approach and to work flexibility features that are addressed in the Management Subfactor. Identify the critical skills essential to successful contract performance. The Staffing Plan shall reflect an overall understanding of the application, implementation, and administration of the mandatory provisions of the Service Contract Act (SCA). Denote the SCA Classification Determination Equivalents for each proposed skill, as applicable.

- (g) Submit a description of the recruitment and employment methods your company will use to staff the contract, initially and during the contract term. Include a table of personnel sources, noting the percentage of the total workforce (including subcontractor personnel) that you intend to recruit from the following sources: (a) offeror's own resources; (b) other divisions of the company; (c) incumbent contractor work force; and (d) outside recruitment, including subcontractors, consultants, and other. Address the use of part-time support. Indicate the availability of required personnel. Relate these resources to the Staffing Plan.
- (h) Provide a resource control plan detailing the method of implementation for the orderly and timely adjustment of staffing resources including procedures for controlling cost of fluctuating staffing levels.
- (i) The Total Compensation Plan (TCP) shall include recognition of differences in skills and complexities of disciplines. Discuss how the proposed TCP recognizes the differences in skill and complexities of varied disciplines as well as job difficulty. Include the following:
 - i. **Salary/Wage Ranges for Professional and non Professional Employees.** Discuss the company's salary range for each labor classification identified for professional employees. Salary/wage ranges should also reflect the impact of employment tenure. Discuss the company's minimum and maximum labor rate for each labor classification identified for non-professional employees. Discuss how these ranges were established. Include support data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure. Describe planned cost-of-living adjustments for exempt and non-exempt employees. Explain the formula used for computing the cost-of-living adjustments, if any, and the frequency of the adjustment.
 - ii. **Fringe Benefits.** On Fringe Benefits Analysis of Compensation Package Form M, "Fringe Benefits," (refer to L-II forms) identify which of the fringe benefits listed will be applicable to the employees identified, with any differences in site location annotated.
 - iii. **Employee Policies.** Discuss the company's fringe benefit policies and practices for both full-time and part-time employees. Utilize Form N, "Personnel and Fringe Benefits Policies" (refer to L-II Forms). Address escalation and employee/employer cost sharing ratios and your policy on assuming health insurance coverage for incumbent employees, including the coverage of pre-existing medical conditions. Any difference in policies or practices for the

different locations should be annotated. Where differences exist, provide a statement to applicability to the TOC. Provide summaries of current and proposed policies relative to benefits, such as:

Relocation	Holidays
Recruitment	Special Workweek
Per Diem, Subsistence, and Travel	Overtime Policy
Insurance (Life)	Uncompensated Overtime
Insurance (Health)	Pension Portability
(Employee/Company Share)	Pay Differentials Policy
Insurance (Dental, Disability, Etc.)	Shift
Retirement	Off-site
Reduction-In-Force	Compensatory Leave Policy
Severance Pay	Incentive Plans
Personal Leave	Suggestion
Sick Leave	Other
Vacation	Bonus Plan
Training/Education	Employee Morale

- iv. Discuss the policy for dealing with seniority and recognition of seniority if incumbents are hired, including a statement regarding the offeror's intent with respect to salaries/wages/fringe benefits to be paid to incumbent employees including accrued leave. Refer to Special Cost Provision in Schedule, B.6.(e) of this RFP.
- v. Uncompensated Overtime. If uncompensated overtime is proposed, discuss the effect of uncompensated overtime on the Total Compensation Plan, and indicate whether it is voluntary or involuntary. Discuss the affect of uncompensated overtime on retention of critical skills. Refer to provision L-I-17, Identification of Uncompensated Overtime. Provide a copy of your policy addressing uncompensated overtime.
- (j) Describe the services, facilities, equipment and staff assistance available to this contract via the offeror's corporation. Detail how you plan to obtain these resources. Discuss the availability of these resources and any overhead or burden charges over and above those proposed on this contract.
- (k) Discuss proposed interactions with multiple NASA centers, specifically SSC and MSFC, and describe how you will identify, prioritize and satisfy their short and long range requirements. Also discuss how you will handle interfaces with the other contractors at each site to resolve any problems that may occur. Describe the approach to customer service and how scheduling, status, cost, close-out and other pertinent information will be provided. Explain the mechanism or system for insuring customer satisfaction.
- (l) The Mission Suitability volume of the proposal should contain a risk analysis that identifies risk areas as well as the offeror's recommended approaches to minimize the impact of those risks on the overall success of the requirements. The Offeror shall

demonstrate how the Risk Management approach is integrated into the overall performance of contract requirements on an ongoing basis.

(1) The Offeror shall provide an assessment of relevant risks associated with the Offeror's approaches to contract transition/phase-in; contract administration/execution; and performance of PWS requirements. Risk areas to be addressed include, but are not limited to, safety and health; technical performance; cost; schedule; security (including personnel, information technology, facilities/property); the need to involve foreign sources (Offeror and/or Governmental); export control; and environmental considerations. This assessment must discuss the sources of risk; provide criteria for and evaluate risks attributes including probability and impact; and propose mitigation strategies. The Offeror shall identify any risks introduced by proposed management or technical innovations, new processes, and systems associated with their approach.

2. Management Subfactor

- (a) Identify the company or combination of entities, which will be the contractor. Describe your management approach to plan, direct, control, and manage the services in the PWS in a timely, efficient, and cost effective manner.
- (b) Describe your proposed organization in enough detail to ensure that the evaluators have sufficient understanding of the proposed structure, staffing, work distribution, and distribution of responsibility, authority, and accountability. Show relationship and lines of authority and responsibility between SSC and MSFC contractor management. Describe the authority, roles, and responsibilities of the project manager and other key personnel. Identify the decision-making autonomy invested in the project manager by the corporation. Also, describe the authority, roles, and responsibilities of all supervisors. Identify all entities which will have authority over, or an ability to impact the technical, management, or cost performance of the performing single entity. Clearly identify specific steps being taken to integrate personnel, policies, and procedures to allow the organization to function as a single entity. Any business management operations proposed off-site from SSC and MSFC must be completely supported to convincingly demonstrate that the operations will be timely and sufficient to satisfy Government requirements. Describe organizational features which contribute to maintaining flexibility and efficiency throughout the implementation of the PWS.
- (c) If you propose a joint venture, subcontracting arrangement, or any other type of contractual arrangement, clearly delineate the approach for overall management and integration of this teaming arrangement. Provide documented evidence that you have obtained or can obtain the necessary approvals and ID numbers from the State of Mississippi. Describe your operational and management interfaces (including all levels of supervision and management) for interacting with subcontractors, other contractors, NASA, and why you think they will be effective in accomplishing the PWS.
 - (1) Provide organizational charts to at least three (3) levels, (e.g., Division, Branch, Section/Shop), that show the entire organization structure, including the interface

with the corporate or home office operations, and a description of the internal line of responsibility and authority. In addition, for each major subcontractor (subcontracts over \$500,000 annually) or a subcontract performing an entire function, submit organization charts of the subcontractors and describe how you will function in conjunction with the subcontractor's operations.

- (2) The organizational chart(s) shall describe the authority for operation and management, from lower levels through intermediate management to top-level management. Key all functions proposed for each organizational block to each Section of the entire Performance Work Statement (PWS) to indicate where all requirements are covered in your organizations. Indicate by name where the key personnel are located in your organizational chart.
- (d) Identify and discuss your management systems and their integration across SSC and MSFC.
- (e) Submit a Quality Manual prepared in accordance with ISO 9001:2000 Standards. Discuss how the organizational structure, processes, procedures, and resources will be applied to implement quality management in all areas of the contract.
- (f) Describe the performance metrics you plan to employ and your system(s) to respond to those metrics. Describe how your metrics relate to the PWS.
- (g) Describe your property management system (Government Furnished and Contractor-Acquired Property). Describe how you will manage and operate the NASA property systems at SSC and MSFC including the NASA Equipment Management System (NEMS); NASA Supply Management System (NSMS) and NASA Property Disposal Management System (NPDMS). Address company policies, procedures, and processes to demonstrate a comprehensive property management program. Discuss how you will protect the integrity of the NASA property systems and protect government property from loss, damage or misuse, including the extent of employee liability.
- (h) Describe in detail your phase-in plan for assuming total responsibility for work on August 1, 2003, including a schedule showing each major step, needed training, critical tasks, skills, efforts toward retention and continuity of services and any other prerequisites necessary for successful phase-in. For proposal purposes, your plan should be for a period not to exceed 46 days prior to the initial contract period. Show how you will identify and track operational transition. Identify your phase-in management team. After selection by the Government and in accordance with its proposed phase-in plan, the successor contractor shall jointly prepare, with the incumbent contractor, mutually agreeable details for phase-in/phase-out operations. Discuss your approach for interfacing with the incumbent contractor including your approach for dealing with labor unions, training, identifying and retaining critical skills during phase-in, and maintaining overall continuity of service.
- (i) Describe your Labor Relations expertise and approaches, including those of your major subcontractors. Include a summary of the expertise, the proposed location of, and the degree of independence of the person(s) responsible for this area. Discuss

company policy with respect to the use of organized labor, plans for utilizing organized labor on this contract, and steps to be taken to ensure amicable labor relations during phase-in transition and contract performance. Describe plans for complying with the terms of the current organized work force, if applicable.

- (j) Submit a complete plan for utilization of Small Business, Small Disadvantaged Businesses, Women-Owned Small Business (WOSB), veteran owned small business and HUBZone Small Business concerns in accordance with provision L-I-14, 1852.219-73 and FAR 52.219-9, Small Business Subcontracting Plan. This plan shall specifically address the 33% small business goal, including the 29% SDB goal, 2% women-owned, 1% veteran owned, and 1% HUBZone small business goal.

- (1) Describe the type of work and your rationale in designating that portion of the PWS to subcontractors in support of the contract and cross-reference this work to the applicable Section in the PWS, Attachment J-1. Provide evidence of technical capability, depth and commitment by Small Business, SDB, HUBZone Small Business, veteran owned and WOSB to work with your organization.

- (2) Offerors shall complete Form S, Subcontracting Dollars (L-II Forms) for subcontract dollars and percentages for proposed small businesses, small disadvantaged businesses, women-owned small businesses, veteran owned small businesses and HUBZone small businesses for each contract year and a total for all six (6) contract years. These amounts must correspond with the proposed subcontracting plan.

- (k) Provide a Handling of Data plan in accordance with Section H-8. Detail how sensitive third party data (e.g. technical data, computer software, generated test data, administrative, management information, or financial, including cost or pricing) will be protected by the Contractor from unauthorized use, release, duplication, or disclosure.

3. Safety, Health, and Mission Assurance Subfactor

- (a) The Offeror shall describe their approach to assuring safety and health. The approach shall provide sufficient detail to demonstrate an understanding of how occupational health, industrial, systems, operational and process safety; safety risk identification and assessment, quality assurance, mishap reporting, environmental compliance, and external and internal reporting contribute to the Offeror's total performance.
- (1) The Offeror's approach shall address and be consistent with the NASA safety priority – protecting (1) the public, (2) the astronauts and pilots, (3) the NASA workforce, and (4) high-value equipment and property.
- (2) The offeror's approach shall address applicable environmental elements specified in SPG8500.2, SSC Environmental Operations and Implementation Program procedures and guidelines.
- (b) The Offeror shall demonstrate knowledge of Safety and Health compliance requirements and how they are effectively implemented into the safety management approach including but not limited to federal, state, local, NASA Agency-wide, and

installation specific policies and procedures. The proposed integration of safety, health, and mission assurance, into the management processes shall be demonstrated. Discuss how the safety, health and mission assurance goals and objectives are communicated to the workforce. Offeror's are directed to submit a "SAFETY AND HEALTH PLAN in accordance with NFS 1852.223-70 (APR 2002)," and address the elements specified in NPG 8715.1, SSC Safety and Health Procedures and Guidelines and DR SA02.

- (c) Understanding of VPP compliance shall be demonstrated. The Offeror shall briefly discuss the process and elements to ensure a robust Safety Program capable of being OSHA VPP Star certified, if and when required.
4. Small Disadvantaged Business (SDB) Participation Subfactor
- (a) Address the extent of participation of small disadvantaged business (SDB) concerns in accordance with provision L-I-13 (FAR 52.219-24). Provide with your offer, targets expressed as dollars and percentages of total contract value, in each of the applicable authorized NAICS Major Groups for each contract year as determined by the Department of Commerce (DOC) – see FAR 19.201(b). Provide your total target for SDB participation for each contract year, including joint venture partners, teaming arrangement members, or subcontractors. List the targets for subcontractors separately. Provide a listing of proposed SDBs, capability and include evidence of the proposed SDB's commitment to work with your organization.
- (b) Describe the types of work that the SDB firms will perform and cross-reference this work to the applicable Section in PWS, Attachment J-1. Provide a realistic approach for integrating the types of work into the overall requirements. (NOTE: Specifically identified SDBs will be listed in the resultant contract. Contractor shall notify the contracting officer of any substitutions of firms that are not SDBs).
- (1) Obtain and submit with proposal those representations of small disadvantaged status from joint ventures, teaming arrangement members, and subcontractors in accordance with FAR 52.219-25. Complete Form P and Form P Summary (L-II-Forms) for targets expressed as dollars and percentages of total contract value for each contract year and the total 6 years.

NOTE: The designated NAICS Groups may also be found at <http://www.arnet.gov/References/sdbadjustments.htm>

L-II-6 PAST PERFORMANCE FACTOR (VOLUME III)

A. Overview

Provide a short overview/self assessment of your past performance history. Provide a concise discussion of any awards, certifications or special recognition. Identify the date and what segment of the company received the award or certification. Provide a chart or matrix that relates the PWS (at the third indenture level) to the experience that you consider relevant to Mission Suitability and Cost Proposal. Since Volume III, Past Performance, is to be

submitted no later than March 10, 2003, this chart or matrix may be submitted with Volumes I, II, and IV and attached to the transmittal letter. This chart or matrix does not count toward the page limitation. The information requested in this section is anticipated to be sufficient for purposes of the evaluation of past performance; however, you may submit additional information considered necessary to establish a record of relevant past performance.

B. Contract List

Provide a list of all active or completed contracts or subcontracts greater than \$5M annually during the last three (3) years. Name the file CONLIST.PDF. For this list, include the contract name, contract number, brief description, Contracting Officer and the Contracting Officer Technical Representative (COTR) with their current phone numbers. Indicate with an asterisk, contracts you consider relevant to the current RFP. This list shall contain, if applicable, a composite of the offeror's teaming partners' and/or major subcontractors' past contracting efforts. When the list contains a composite, list the name of the performing team member, partner, or subcontractor, in addition to the information required above. This list will be in addition to the references provided in the response to paragraph L-II-6F below. This listing does not count toward the page limitation.

C. Safety

1. Provide copies of Bureau of Labor Statistics log and summary of Occupational Injuries and Illnesses (OSHA) Form 200 for each of the last five (5) calendar or contract years for each affected company division, or joint venture/partnership principal, major subcontractors, performing the reference contracts listed under L-II-6F. List all safety and health insurance carriers that have underwritten each affected company division, or joint venture/partnership principal, major subcontractors, performing the reference contracts listed under L-II-6(f). Provide an Experience Modification Factor, a current point of contact and a current telephone number for each of the above insurance carriers.

2. Provide a statement and explanation of all OSHA citations for the last 5 calendar or contract years for each affected company division or joint venture/partnership and major subcontractors performing the reference contract listed under L-II-6B and L-II-6F.
NOTE: This information does not count toward the page limitation and is not required to be submitted electronically (CD-ROM). In the event the offeror declares no safety OSHA citations, the offeror may include this declaration in the overview of Volume III.

D. Environmental

Provide a statement and explanation of all EPA violations that were received as a result of performance over the last 5 years for each affected company division, or joint-venture/partnership principal, and major subcontractors. Give specific location(s), agency or company, point of contact, and current phone numbers related to each citation. In the event the offeror declares no EPA violations, the offeror may include this declaration in the overview of Volume III.

E. Termination

Provide a list of any contract(s) and major subcontracts for each affected company division, or joint venture/partnership that were terminated (partial or complete) within the past ten (10) years for both convenience and other than the convenience of the government. Include the contract number, name, address, and telephone number of the terminating officer. In the

event the offeror declares no terminations, the offeror may include this declaration in the overview of Volume III.

F. Past Performance References

1. Contract references apply to each contract performed by your organization, joint ventures, teaming partners and/or major subcontractor(s) performing major or critical aspects of the contract. Provide relevant past performance references on no more than three (3) contracts by your organization and each of your affiliates active and underway for a minimum of 12 months or completed within the last three (3) years. Name the file REF.PDF. A subcontract will be considered major if proposed to perform at least \$500,000 or greater of the proposed total annual contract value. Data may include information on government and non-government contracts, and efforts performed by the existing organization, other divisions, corporate management, major subcontractors, or teaming partners. If data is provided on major subcontractors or teaming partners, state specifically the nature and extent of work each will perform on this contract. For new corporate entities/teaming partners, these entities comprising the offeror may submit data on prior contracts.
2. Relevant contracts are defined as test operations and engineering support contracts. The government will focus on information that demonstrates quality of performance relative to the scope, size and complexity of the procurement. For each reference, provide a brief description of the scope of the contract, state why the contract is considered relevant and complete the Past Performance Questionnaire, (Form Q) located in L-II-FORMS as a self-assessment. Offerors are authorized to adjust cell formatting to adjust for cell expansion as necessary, as Form Q cells are unprotected. Offerors are authorized to identify problems and/or weaknesses in the performance of the described contract, as well as the processes, corrective actions, or methods of problem resolution used to correct the problems and/or weaknesses.
3. For each relevant contract identified, provide the Summary of Contract Reference Data (Form O), located in L-II-FORMS. Offerors are authorized to adjust cell formatting to adjust for cell expansion as necessary, as Form O cells are unprotected.
4. Offerors shall send a cover letter and Past Performance Questionnaire (Form Q), provided in L-II-FORMS, to their references cited in paragraph L-II-6F above authorizing the government to obtain past and current performance information. Upon completion, Past Performance Questionnaires are considered source selection sensitive. Offerors shall indicate in Volume III that the required letters and questionnaires have been sent, and request that each reference forward the completed questionnaire to arrive no later than March 10, 2003.
5. Offerors are reminded that both independently obtained data and data provided by offerors in their proposal may be used to assess offeror's past and current performance. It is the offeror's responsibility to validate all information provided by the offeror, including telephone numbers and addresses for points of contact.
6. The Contract List as specified in L-II-6B and the Past Performance References as specified in L-II-6F shall be submitted in Portable Document File (PDF) electronic file

format as CONLIST.PDF and REF.PDF in addition to the hard copies required by Section L-II-3. Offerors shall mark "Self Assessment" on Forms O and Q [refer to L-II-6F], and these forms will not be included in the page count. Questionnaires are not required to be included on the CD-ROM Volume III submittals.

(End of Provision)

L-II-7 COST FACTOR (VOLUME IV)

- A. The cost proposal will encompass all costs associated with the requirements of the contemplated contract and will comply with applicable FAR, NFS, and governing statutory requirements, including Public Law 100-679 and Cost Accounting Standards. The contract will be subject to the Service Contract Act of 1965, as amended.
- B. A ten percent (10%) price evaluation adjustment factor for Small Disadvantaged Business concerns will be applied as determined by the Department of Commerce (see FAR 19.201(b)). The factor will be added to the offerors' total proposed contract value, as adjusted by the SEB for probable cost, including fee, for each contract year. Joint ventures may qualify provided the requirements set forth in 13 CFR 124.1002(f) are met. Also, refer to provision L-I-13, FAR 52.219-24, Small Disadvantaged Business Participation Program – Targets.
- C. A ten percent (10%) evaluation factor for Historically Underutilized Business Zone (HUBZone) small business concerns will be added to the offerors' total proposed contract value, as adjusted by the SEB for probable cost, including fee, for each contract year in accordance with FAR Subpart 19.13. Refer to FAR Clause 52.219-4, Notice of price evaluation preference for HUBZone small business concerns, included in Section I, of this RFP. The HUBZones small business must state in its proposal if it specifically waives the evaluation preference.
- D. A single NASA contract will be awarded as a result of this RFP. It is anticipated to be a cost-plus award fee contract encompassing a phase-in period, basic performance period of two (2) years, and two (2), two (2) year priced option periods.
- E. Cost or Pricing Information: Offerors are exempt from the requirements of submission or certification of cost or pricing data, as defined in FAR 15.401, based on a reasonable expectation of adequate price competition. However, information other than cost or pricing data will be required to allow for evaluation of cost realism and reasonableness in accordance with FAR 52.215-20, Requirements for Cost or Pricing Data or Information other than Cost or Pricing Data (Alternate IV).
- F. In preparing the cost proposal, the RFP specified format is required. Offerors are instructed to complete all applicable forms provided herein, and fully substantiate and provide detailed supporting information to explain the basis and rationale for each proposed element of cost. These instructions, including the requirements for detailed cost and substantiation information, are equally applicable to all principals in joint ventures, business combinations, and teaming arrangements, as well as all cost reimbursable subcontracts. In the event the offeror's affiliates, including subcontractors, are reluctant or unwilling to reveal detailed cost data to the prime contractor for inclusion in the prime contractor's proposal, the affiliate will

be allowed to submit cost detail directly to the government subject to the provisions of L-II-2 and L-II-3. The total proposed prime cost must include all subcontract cost.

- G. Offerors are required to submit a Total Compensation Plan, which demonstrates compliance with the wage rates and fringe benefits stipulated in the Wage Determination and disclosure requirements of NFS 18-52.231-71 "Determination of Compensation Reasonableness" and FAR 52.222-46 "Evaluation of Compensation of Professional Employees." Supporting data, (e.g., recognized national or regional wage or compensation surveys, relevant studies of professional, public or private organizations) upon which the compensation structure was developed shall be cross-referenced to the Total Compensation Plan. This data should substantiate the reasonableness and adequacy of the proposed structure.
- H. The cost forms, included herein, are structured on a contract year basis (August 1 through July 31) and are designed to provide information necessary to evaluate all proposals on a uniform and consistent basis. Offerors are requested to classify and propose cost elements in the specified format, and furnish addenda which explain and reconcile, at the total estimated cost level shown on Form A, differences between the way the company classifies costs in accordance with its disclosure statement or normal accounting practices and the way costs are requested to be classified by the RFP. The contemplated resultant contract will be written in a manner which is consistent with the offeror's normal, disclosed, and/or approved estimating and accounting practices.
- I. In order to facilitate timely evaluation of cost proposals, offerors shall utilize a labor escalation factor of 3% from year to year and shall observe the following contract terms. Offerors are cautioned that the total numbers of hours available per labor-year are as follows:

<u>Contract Year</u>	<u>Available Hours</u>
1	2088
2	2080
3	2088
4	2088
5	2096
6	2088

J. Phase-In

A phase-in period between award and initiation of the basic period of performance is anticipated. The projected phase-in will be for a period not to exceed 46 calendar days with an anticipated start date of June 17, 2003. Phase-in activities will be accomplished on a cost-reimbursable basis. Submit a total cost summary utilizing cost proposal Form B, and attach details supporting the development of the proposed cost. Ensure that the cost proposal is consistent with the activities described in the proposed phase-in approach. Phase-in costs will not be included in the total cost and fee. Phase-in costs will not be considered in the probable cost evaluation.

K. Business Systems Disclosures

Submit the following information relative to the financial management of the contemplated contract:

1. Organization. If a teaming arrangement, joint venture or other business combination is contemplated, submit information relative to the formation, organization and operation of the business unit. Disclose existing or planned agreements between and among the principals, each company's responsibility for financial management of the venture, the business systems contemplated for use by the entity and their location, cost and revenue sharing agreements and any other information which describes the business arrangement.
2. Accounting System. A pre-award accounting system survey may be made to determine the adequacy and suitability of the offeror's accounting system. Describe the prime offeror's capability to provide an integrated financial management system capable of maintaining complete cost integrity and interfacing with the NASA/SSC/MSFC Funds Availability System (FAS), Management Accounting and Statusing System (MASS), NASA Supply Management System (NSMS), Computerized Maintenance Management System (CMMS), Financial Reporting System (FRS), Site Wide Reporting System, and IFMP/SAP. Attach details of any prior accounting system examinations which have been performed and state whether or not the accounting system was found adequate, the survey date, and identify the name of the audit office or contract administration office which conducted the survey. Submit one copy of the most recent disclosure statement, if required by cost accounting standards, with the cost volume marked "original." If the offeror plans to establish a new cost/profit center for performance of this effort and/or revise an existing disclosure statement, explain the planned changes, and advise the projected date the disclosure statement or revision will be submitted for approval.

L. Facilities

Offerors should indicate in the cost proposal, the cost of real property facilities that are planned to be purchased, constructed, leased or otherwise provided by the offeror during the six year performance period. Provide complete information and supporting rationale for anticipated facilities, the planned method(s) for acquisition, and actions taken, if any, to assure availability of necessary facilities at contract inception or transition periods. In addition, the offeror should submit copies of any proposed facility lease, along with a statement of whether it considers the lease to be capital or operating, for purposes of reimbursement under the contract. (Reference RFP Provision L-I-19, Accounting for Lease Costs). Include an analysis of the cost impact of treating the lease as an operating lease and the cost impact of treating the lease as a capital lease. Submit detailed supporting rationale for the determination to enable the government to conclude that the offeror's categorization and proposed cost of the lease is correct.

M. Fee

1. The government anticipates the contract will be a cost-plus-award-fee type. Under this contractual arrangement, the contractor will earn award fee based on contract performance and cost performance. Procedures for award fee computation are described in the Award Fee Evaluation Plan, Attachment J-3.
2. If teaming arrangement or cost-reimbursable subcontracts are proposed, only a single award fee pool will be established for distribution among the participants. The offeror shall propose a fee arrangement that will best achieve the purposes of the contract and

which the offeror is willing to accept during the performance periods. Specifically address how the proposed fee pools will be shared and explain the criteria used to distribute earned fee to participants in the pools.

N. Specific Instructions

1. Follow the specific cost instructions provided below in developing your cost estimates. Forms are included in attachment L-II-FORMS. In addition to the hard copy requirements, the prime offeror and subcontractors are required to submit cost data electronically with all forms and spreadsheets in Microsoft Excel 2000 format. The submission of cost data on CD-ROM is required to be compliant with the RFP instructions. The offeror is required to populate each of these files/spreadsheets with the same data that is supplied on the hard copy responses. Offerors must not adjust the spreadsheet file formats, except as required for formatting such as column widths or row heights. Provide the following information on the cover page of the cost proposal:
 - (a) Solicitation number
 - (b) Name, address, and telephone number of offeror
 - (c) Name, title and telephone number of offeror's point of contact
 - (d) Type of contract, place(s) and period(s) of performance
 - (e) Proposed cost, fee, and total (cost plus fee) for each period of performance (phase-in, basic period, option 1, and option 2).
 - (f) Name, address, telephone and fax number of the cognizant contract administration office and audit office
 - (g) Name, title and signature of authorized representative of the company, and date of submission.
2. To the extent applicable to its proposal, each offeror will include the following forms in its cost proposal. The offeror shall not resize the forms and must adhere to the format designs provided, unless otherwise noted in these instructions. **Embedded formulas shall be left intact.** The location of individual cells must not be adjusted. The forms and instructions are comprehensive and may anticipate cost information that may not be applicable in a particular case. All costs, excluding rates, will be stated in and rounded to the nearest U.S. dollars. A reference column is included on each form for the offeror to identify the supporting data or additional information for each cost sub-element.
3. Section L-II-FORMS includes protected and unprotected forms. Protected forms include protected cells that are linked or that calculate subtotals, totals, percentages, etc. These protected cells are identified onscreen and print out with gray shading. Protected forms will not allow some general formatting commands, such as bolding, underlining, expanding column widths, inserting or deleting columns and rows. If some of these commands are attempted, the following message will be displayed, "Cannot use that command on a protected spreadsheet." **Protected forms shall not be unprotected by the offeror.**
4. Some forms have cell references that are linked to other forms internally and externally; therefore, **all forms shall not be renamed. Opening more than one workbook at a time can cause the forms to become corrupted.** If these forms are renamed, the linkages will not work. Also, some forms contain Visual Basic for Applications (VBA) code that is used for special calculations and linking. To view the VBA code used to

develop these links, unhide the module sheets by selecting Format, Sheet and the unhide option.

5. If the following messages occur while working in the forms: "This document contains links. Reestablish links?" or "Enable Macros?", then click on "yes". To avoid linking error messages, deselect the "Break On All Errors" option in the "Module General" tab of the "Tools/Options" dialog box. If calculations have not occurred as expected, make sure forms D, E and M have all the necessary data, then close all workbooks and re-open.
6. There may be occasions where multiple copies of one cost worksheet within a spreadsheet file is required in providing cost data. In such cases, copy and insert a new copy of that worksheet next to the tab needing multiple occurrences.
7. Create a folder with your Organization Name and copy the Files into this folder. Create a folder for each subcontractor with the subcontractor names, to contain the subcontractors files.
8. Forms containing cost figures are currency formatted to accept up to nine numbers and round up to the nearest dollar amount with no decimal places. Currency format includes a dollar sign (\$) and commas, unless indicated otherwise. Column widths for total columns are set to accommodate up to 9 digits. If values are entered over 9 digits, a series of pound symbols (#####) will be displayed. If a value, other than numeric is entered, a #VALUE! will be displayed in the cell. Print range may need to be reset on some forms.

<u>Form Identifier</u>	<u>Title</u>	<u>File Name</u>
A	Summary of Estimated Cost and Fee	dr-93.xls
B	Summary of Phase-in Costs	dr-94.xls
C	Reserved	
D	Total Estimated Cost by Section	dr-96.xls
E	Labor Input	dr-97.xls
F	Reserved	
G	Equipment	dr-99.xls
H	Subcontracts	dr-100.xls
I	Other Direct Costs (ODC)	dr-101.xls
J	Overhead and G&A Expense Pools	dr-102.xls
K	Salaries Exempt	dr-103.xls
L	Reserved	
M	Fringe Benefits Analysis of Compensation Package	dr-106.xls
N	Personnel and Fringe Benefits Policies	dr-107.xls

9. Offerors are requested to summarize the proposed costs in each contract period requested on the cost proposal form and attach detailed information, presented in the offeror's own format, which supports the various sub-elements of the cost proposed on the form. The offeror shall identify the supporting data for each cost sub-element in the reference column. All pricing and estimating techniques, cost development and computations should be clearly displayed, and should support the proposed cost in such a manner that audit, computation and verification can be readily accomplished. Ensure that the amounts on detail cost forms reconcile with the summary level costs.

10. Recommended order to complete cost forms based on linkages within forms spreadsheets: **Opening more than one workbook at a time can cause the forms to become corrupted.**
- (a) Complete Form E.
 - (b) Complete Form M. Productive Labor Cost and Total Labor Hours are automatically linked from Form E. Fringe Benefit Rate (% of Total Productive Labor Costs) is automatically calculated by dividing the Total Fringe Benefits by the Total Productive Labor Cost. The Average Fringe Benefits Cost Per Labor Hour is automatically calculated by dividing the Total Fringe Benefits by the Total Productive Labor Hours. The Summary sheet for Form M is automatically summed from the Exempt, Union, and Non-Union sheets. The Fringe Benefits Rate on the Summary Form M is an average rate for all categories and is automatically used on Form D.
 - (c) Complete Form H. Subcontractors utilizing Form H will also include their subcontracts. The total will be manually allocated to Form D Subcontracts Line for each Section for which the Subcontractor is involved. For Prime Contractors, Form H will include the totals from all Subcontracts. The total will be manually allocated to Form D, line item entitled "Subcontracts", for each Section.
 - (d) Complete Forms I and J. Form I - Other Direct Costs and Form J - Overhead dollars are manually allocated to each Section, on Form D. For Form J - G&A, rate is automatically used to calculate G&A cost on Form D.
 - (e) Complete Form D.
 - (f) Form A is automatically summed from Form D.
 - (g) Form B, G-1, G-2, K, and N are stand-alone forms.
11. Instructions for completing the provided forms are as follows: (Note: Several Forms have additional feeder forms which automatically roll up data):
- (a) Form A – Summary of Cost and Fee. Summarize the proposed cost and fee by element of cost for the basic period and option 1. Reconcile the totals with the amounts on the proposal cover sheet and supporting cost proposal forms. Form A is automatically summarized from Form D. No data entry is required, except for the Company name at the top of the form.
 - (b) Form B – Summary of Phase-In Costs. Summarize the total phase-in cost. Provide detail according to the format on the form.
 - (c) Form C – Reserved.
 - (d) Form D – Total Estimated Cost by Section. Summarize, by contract year, the proposed cost and fee of the offeror's proposed PWS structure for each Section as

specified on the form. The prime contractor shall include the total cost of all subcontracts on line element entitled "Subcontracts" allocated to each Section. Labor input is automatically summarized from Form E. "Other Direct Costs" and "Overhead" are to be allocated to each Section on Form D.

- (e) Form E – Labor Input. Prime - Assign Subcontractors a unique Sub ID (S01, S02, S03, etc.), a Sub-Section ID(s) from Section J Attachment J-1, and an Organizational Breakdown Structure ID(s)(OBS). The OBS is the contractor's organizational breakdown which shall be shown to the third level (e.g., Division #2, Branch #3, Shop #5 results in 2.3.5).
- i. Provide the Productive Labor Hours per Employee for each Contract Year. For each Labor Classification (e.g. Mechanical Tech 2) provide:
 1. P/S column:
Subcontractors enter Sub ID as provided by the Prime (see above).
Prime Contractors enter a "P". **NOTE: Case sensitive, use capital letters.**
 - ii. Section ID (1st indenture level) must be completed for each line.
 - iii. Sub-Section ID (2nd indenture level, e.g. 3.2) must be completed for each line.
 - iv. OBS ID (3rd level, e.g. Division-2, Branch-3, Shop-5 results as 2.3.5)
 - v. Whether Exempt (E), Non-Union Non-Exempt(N) or Union Non-Exempt (U)
NOTE: Case sensitive, use capital letter. (A list of the Unions with a numerical identifier shall be attached and the entry on Form E for Union employees shall include the identifier, e.g. U3 for Union Number 3. The Prime and all Subcontractors shall use the same list.)
 - vi. Labor Grouping using the definitions below and the following initials:
 - M/S - Management/Supervision
 - S/E - Scientific/Engineering
 - P/A - Professional/Administration
 - T - Technical
 - T/M - Trade/Maintenance
 - C/S - Clerical Support
 - vii. Uncompensated Hours - The average per employee
 - viii. Wage Determination Data - The Service Contract Act of 1965, as amended is applicable to the contract expected to result from this RFP. Enter the Wage Determination data for each applicable labor classification.
 - ix. Non-Exempt Min and Max Labor Rates. The "Minimum Labor Rate" and "Maximum Labor Rate" are the lowest and highest wage rates included in the proposal for each labor classification.
 - x. For Contract Year 1
Straight Time Proposed Average Labor Rate and Straight Time Hours (Do not include uncompensated hours).
Average Overtime Labor Rate and Overtime Hours.
 - xi. For Contract Year 2 through 6
Straight Time and Overtime Hours (Rates will be automatically escalated by 3% per year)
 - xii. To reflect a change in rates for a labor classification, the offeror shall indicate the reduced hours or zero hours for the years affected by the change and add another line for that labor classification. The new line shall contain the hours at

the new rate. Enter the rates for Straight Time and Overtime for Year 1 that results in the desired rates when escalated from Year 1 by 3% per year.

NOTE: The number of employees will be automatically calculated by dividing the number of Straight Time Hours for Year 1 by the Productive Labor Hours for Year 1.

- xiii. For proposal purposes, offerors are requested to group their proposed staffing into the six homogeneous groupings, described below:

Labor Grouping	Definition for Labor Classification
Management/Supervision (M/S)	First level supervision and above.
Scientific/Engineering	Any classification requiring a technical degree or equivalent certification, such as engineering or mathematics.
Professional/Administration	Classifications primarily concerned with financial management: labor/personnel management, contract administration, and management systems, such as an accountant or procurement specialist.
Technical	Any classification requiring a technical training or certification in support of scientists or engineers and other work pertaining to electronic, electrical or mechanical components or equipment, e.g. electronic or mechanical technician, technical specialist.
Trade/Maintenance	Any classification requiring expertise in the various trade and support disciplines in the areas of facility maintenance and services e.g., mechanic, machinist, welder, painter, inspector, janitor, security guard, firefighter.
Clerical/Support	All clerical/secretarial and support classification, such as personnel clerk, secretary, typist.

- xiv. Attach supporting detail reconciling any differences between the way the offeror normally groups its labor classifications and the way these are requested to be grouped in the RFP. In addition, explain the rationale and methodology used for labor rate development of each classification, considering the Department of Labor Wage Determination, where applicable, Forms E and K, and applicable collective bargaining agreements (if any). Include an explanation of any differential payments included in the labor rate development for multi-shift effort or non-standard workweek schedules. For proposal purposes, the cost of non-productive time is to be classified as fringe benefit expense, and displayed on Form M.

- xv. Offerors are required to demonstrate compliance with the applicable Department of Labor Wage Determination and collective bargaining agreements relating to wages.
- (f) Form F – Reserved.
- (g) Form G – Equipment. Identify costs to repair and replace existing government provided equipment furnished on an “as is” basis, and other equipment dedicated for use on this contract on the specifically identified classes. Separately identify whether the equipment will be classified as non-capitalized equipment, which is planned to be purchased or acquired under an operating lease or capitalized equipment to be purchased or acquired under a capital lease. Include in referenced information, a brief description of the items to be acquired, quantities, unit costs, planned sources, bases of estimate and original equipment manufacturer (OEM) warranties. Form G-1 is provided for equipment repair, while Form G-2 is provided for equipment replacement costs.
- (h) Form H – Subcontracts. Identify the planned source(s) of items or services which will be obtained from subcontractors. As referenced data, identify the items or services to be furnished, the PWS (specified Section) in which the subcontract will be performed, and the type of subcontract contemplated, and whether the subcontractor was competitive or non-competitive. A separate and complete forms package A-N (excluding Form B), including detailed cost pricing information, is required from each cost reimbursable subcontractor regardless of dollar amount and any fixed price subcontractor having a total proposed value in excess of \$500,000 for all 6 contract years. Prime offerors are required to submit the results of cost or price analysis which was used to establish the reasonableness of proposed subcontract amounts. Address the basis for selection and degree of competition for competed subcontracts included in this proposal.
- (i) Form I – Other Direct Costs (ODC). Identify the type and amount of other direct costs to be charged directly to the contemplated contract. Summarize the costs of travel, training, licenses and certification, recruitment, relocation and other ODC on Form I. Include in referenced information, quantities, unit costs, the bases of estimate, geographical locations and other descriptive data pertaining to the items.
- (j) Form J – Overhead and G&A Expense Pools.
- i. Show the composition of each overhead and G&A expense pool proposed. The total proposed indirect expenses must reconcile to the overhead, and G&A shown on the Summary of Total Cost and Fee (Form A). A separate form is to be submitted, as applicable, for the overhead expense pool and the G&A expense pool. List the elements of each pool, amount of each element, base, rate, and include any other supporting data which would facilitate audit and computation.
 - ii. To facilitate uniform evaluation of proposals, proposed pricing is to be stated on a contract year basis, and offerors are requested to furnish addenda which reconciles the contract year rates with the offeror’s fiscal year rates. To the extent that the rates are to be specified in the resultant contract, they will be stated on the basis of the successful offeror’s fiscal year and in accordance with the offeror’s

established accounting practice. In narrative format, submit a list of the cost elements to be covered by the rates and provide the proposed base of application for the rates. Under "Historical Data", input data requested for the past 3 years including the recorded rate, the DCAA recommended rate and the final negotiated rate.

- iii. Overhead. Submit a separate form for each indirect overhead expense pool, such as local, division and home office overheads, procurement and material handling burdens, and occupancy, service center, manufacturing and engineering overheads. Specifically identify equipment included in the indirect pool which is planned to be shared and the cost allocated over a distribution base containing other divisions or contracts.
- iv. G&A. List separately corporate home office or segment expense pools.
- (k) Form K - Salaries Exempt. For every exempt labor class identified on Form E, provide the minimum and maximum labor salaries on Form K. Also enter on Form K the number of proposed personnel and the proposed average labor salary. Any labor category having no exempt personnel should leave the corresponding sheet in form K blank.
- (l) Form L - Reserved.
- (m) Form M – Fringe Benefits Analysis of Compensation Package.
 - i. Submit this form for exempt, non-exempt non-union, and non-exempt union direct labor. It should be noted that the minimum hourly fringe benefits rate cannot be less than the DOL-specified minimum rate listed in Section, Attachment J-4 for non-exempt employees. Attach supporting data that demonstrates compliance with health and welfare payments required by the Service Contract Act and applicable collective bargaining agreements.
 - ii. Payroll additives will include the costs of Federal Insurance Compensation Insurance and other types of payments required by law or regulation. Fringe benefits will include the costs of health and life insurance, pension, retirement and savings plans, and other employee fringe benefits. Provide rationale and explanation for development of each proposed element of fringe benefits cost, participation assumptions, and employer/employee cost sharing ratios of the various fringe benefits. Compare the proposed escalation history, and explain the basis and rationale for the difference, if any.
 - iii. Non-productive labor will include the cost of all compensated leave. Summarize the cost, and reference supplemental data that quantifies by element (e.g. vacations, holidays, sick leave and other paid absences) the priced non-productive hours per year. List other fringe benefits as applicable.
- (n) Form N – Personnel and Fringe Benefits Policies. This form provides a standard format to disclose, by employee category, the application of personnel policies and fringe benefits which shall be in effect at the time of the contract award. Although only brief explanations are desired, sufficient information is required to allow an

evaluation and estimate of all potential costs which will arise upon award of the contract. Comments are required pertaining to all items listed under the proper column, whether or not the policy is written. The consistent practice of the offeror and its applicability to this proposal shall be provided. If the items are not applicable, so state. Items pertinent to the proposal which are not identified must be included if cost recovery is anticipated. The contractor shall indicate eligibility requirements, which include year threshold for number of days for vacation, holiday, sick leave, and all other leave, and they shall be cross-referenced to the Compensation Plan. In the event that the personnel and fringe benefits' policies remain constant throughout all contract years, indicate by marking all contract years on one form.

O. Contract Facilities Capital and Cost of Money. If claimed, the offeror must compute contract facilities capital cost of money on DD Form 1861, based on factors developed on Form CASB-CMF in accordance with Cost Accounting Standard 414, and enter the proposed cost on the Form D. In view of the policy stated in NFS 1815.970-4 to reduce fee/profit objectives, dollar-for-dollar, for imputed facilities capital cost of money, offerors may elect to forego the development of facilities capital cost of money and attendant profit/fee objective reduction. If this approach is elected by the successful offeror, the clause in FAR 52.215-31 (Waiver of Facilities Capital Cost of Money, Sept. 1987) will be included in the resultant contract.

P. Financial Capability

1. Submit one copy of financial statements and accompanying notes for the last three (3) most recently completed fiscal years. In addition, provide data which show the amount of established and/or available lines of credit, the financial institution extending the line and the dollar amount (if any) presently in use.
2. If a line of credit is available, provide a copy of the letter with the name of the institution and the amount of credit extended to your company for this effort. This information is required only for the prime contractor. Unless a joint venture or partnership is proposed, then this information shall be provided for each participant in the joint venture or partnership.
3. If the offeror is, or will be, a newly formed entity, a financial statement relating thereto should accompany the offer showing the contribution that each participant is required to make with regard to the entity's capital and equity, the amount pledged or paid in to date by each of the principals, and the working capital availability. In addition, discuss the funding requirements, and limitation of liabilities, if any, of all participants.

(End of Provision)

[END OF SECTION]

L-II-FORMS

Forms Index

Form Name	Filename	Stand-Alone	Internal Links	External Links	Protected Forms
Form A	dr-93.xls			Rolled from D	x
Form B	dr-94.xls	x	x		
Form C				Reserved	
Form D	dr-96.xls		x	Rolls up to A	x
Form E	dr-97.xls		x	Rolls up to D and M	x
Form F				Reserved	
Form G	dr-99.xls	x			x
Form H	dr-100.xls	x			x
Form I	dr-101.xls	x	x		x
Form J	dr-102.xls		x	G&A Rate rolls to D	x
Form K	dr-103.xls	x			x
Form L				Reserved	x
Form M	dr-106.xls		x	Rolls from E and Rolls to D	x
Form N	dr-107.xls	x	x		
Form O	dr-108.doc	x			
Form P	dr-110.xls	x	x		
Form Q	dr-109.doc	x			
Form R	dr-112.doc	x			
Form S	dr-105.xls	x			x
Form T				Reserved	