

SECTION K

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF QUOTER OR RESPONDENTS

- K.1 Listing of Provisions Incorporated by Reference
- K.2 Organizational Conflicts of Interest Disclosure Certification
- K.3 52.204-8 Annual Representations and Certifications (MAY 2011)
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PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

K.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

(a) Federal Acquisition Regulation (48 CFR Chapter 1) Clause

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.225-25	Prohibition on Engaging in Sanctioned Activities Relating to Iran-Certifications	SEP 2010

(b) NASA FAR Supplement (48 CFR Chapter 18) Clauses

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
None incorporated by reference.		

(End of Provision)

K.2 ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE CERTIFICATION

By submission of its quote, the Quoter warrants that to the best of its knowledge and belief, there are no relevant facts or circumstances which could give rise to an actual or potential Organizational Conflict of Interest (OCI), as described in the Federal Acquisition Regulation (FAR) Subparts 2.101 and 9.5, or that the Contractor has disclosed all such relevant information in writing to the Contracting Officer.

(End of Provision)

K.3 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAY 2011)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541712.

(2) The small business size standard is 1,000.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual

representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

☐ (i) Paragraph (d) applies.

☐ (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless-

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the clause at 52.204-7, Central Contractor Registration.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that-

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations-Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, or 2010.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance-Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA designated items.

(xvi) 52.225-2, Buy American Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate. (Basic, Alternate I, and Alternate II) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$67,826, the provision with its Alternate II applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan-Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Engaging in Sanctioned Activities Relating to Iran-Certification. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to-

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

___ (i) 52.219-22, Small Disadvantaged Business Status.

___ (A) Basic.

___ (B) Alternate I.

___ (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

___ (iii) 52.222-48, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

___ (iv) 52.222-52, Exemption from Application of the Service Contract Act to Contracts for Certain Services Certification.

___ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA Designated Products (Alternate I only).

___ (vi) 52.227-6, Royalty Information.

___ (A) Basic.

___(B) Alternate I.

___ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of provision)

K.4 52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JAN 2011)

(a) *Definitions.* As used in this provision-

"Administrative proceeding" means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

"Federal contracts and grants with total value greater than \$10,000,000" means-

- (1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

(b) The Offeror [] has [] does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the Offeror checked "has" in Paragraph (b) of this provision, the Offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the Offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

- (i) In a criminal proceeding, a conviction.
- (ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.
- (iii) In an administrative proceeding, a finding of fault and liability that results in-

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in Paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the Offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this Provision, whether the Offeror has provided the requested information with regard to each occurrence.

(d) The Offeror shall enter the information in Paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the Central Contractor Registration database at <http://www.ccr.gov> (see 52.204-7).

"Principal" means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

(End of Provision)

[END OF SECTION]

SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO QUOTERS

- L.1 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)
- L.2 52.216-1 Type of Contract (APR 1984)
- L.3 52.233-2 Service of Protest (SEP 2006)
- L.4 1852.233-70 Protests To NASA (OCT 2002)
- L.5 52.215-20 Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data (OCT 2010) (ALTERNATE I)
- L.6 Communications Regarding this Solicitation
- L.7 1852.215-81 Proposal Page Limitations (FEB 1998)
- L.8 1852.223-73 Safety and Health Plan (NOV 2004)
- L.9 1852.245-80 Government Property Management Information (JAN 2011)
- L.10 1852.245-81 List of Available Government Property (JAN 2011)
- L.11 Determination of Compensation Reasonableness
- L.12 Submission of Quotes by Commercial Carrier
- L.13 Quote Marking and Delivery
- L.14 MSFC 52.253-90 Required Forms (DEC 1997)
- L.15 Due Date For Receipt of Quotes
- L.16 Phase-In
- L.17 Service Contract Act
- L.18 MSFC 52.215-90 Summary of Deviations/Exceptions (APR 1987)
- L.19 Availability of Documents Incorporated by Reference
- L.20 Pre-Solicitation Conference
- L.21 Instructions for Quote Preparation
- L.22 Volume I – Mission Suitability Factor
- L.23 Volume II – Price Evaluation Factor
- L.24 Volume III – Small Business Utilization
- L.25 Volume IV – Standard Form 33 and Submittal of Quote (Contract Volume)
- L.26 List of Attachments to Section L

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO QUOTERS

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

FAR:

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

NASA FAR Supplement:

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

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

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.215-1	Instruction to Offerors— Competitive Acquisition (Alt 1)	(OCT 1997)
52.222-46	Evaluation of Compensation For Professional Employees	(FEB 1993)

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

None included by reference

(End of Provision)

L.2 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price (FFP) Mission with Indefinite Delivery Indefinite Quantity (IDIQ) contract resulting from this solicitation.

(End of Provision)

L.3 52.233-2 SERVICE OF PROTEST (SEP 2006)

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

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by obtaining written and dated acknowledgment of receipt from Office of Procurement, Marshall Space Flight Center.

PS33/Bobby J. Holden
NASA Marshall Space Flight Center
Building 4203, Room B312
MSFC, AL 35812

E-mail: bobby.j.holden@nasa.gov

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

(End of Provision)

L.4 1852.233-70 PROTESTS TO NASA (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.5 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 2010) (ALTERNATE I)

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

(b) Provide information described below: See Provision L.21 Instructions for Quote Preparation.

(End of Provision)

L.6 COMMUNICATIONS REGARDING THIS SOLICITATION

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

Name: Bobby J. Holden/PS33
Phone: 256-961-2103 (collect calls not accepted)
E-mail: bobby.j.holden@nasa.gov
Address: PS33/Bobby J. Holden, NASA Marshall Space Flight Center
Building 4203, Room B312, MSFC, AL 35812

The contents of this RFQ should be carefully reviewed to assure that all requirements for quote: data, detail, and supporting rationale are fully met. In order to expedite the acquisition process,

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written questions and comments to the Government regarding this solicitation shall be received no later than 2:00 p.m. CST January 10, 2012. The Government is not obligated to answer questions on the RFQ. All questions and comments must be submitted in writing; oral questions will not be accepted. Facsimile questions are not authorized. Only questions submitted via e-mail or through the U.S. Postal Service will be accepted.

(End of Provision)

L.7 1852.215-81 PROPOSAL PAGE LIMITATIONS (FEB 1998)

- (a) Table L.7-1 establishes page limitations for each portion of the proposal submitted in response to this solicitation. There are no page limitations for the contract volume or the price volume. The price proposal is strictly limited to 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.

Proposal Page Limitations
Table L.7-1

Volume	Volume Proposal Page Limit	Page Guidelines
Volume I - Mission Suitability Factor	Not-to-Exceed one-hundred fifty (150) pages (Firm; No Exclusions)	Specific Page Guidelines within the one-hundred fifty (150) Page Limit: <ol style="list-style-type: none">1. Key Personnel position descriptions and resumés (See Attachment L-2, <i>Form SA</i>, should not exceed three (3) pages per Resumé).2. Job Description/Qualification Forms (See Attachment L-2, <i>Form SB</i>, should not exceed fifteen (15) pages total).3. On-site Safety, Health, and Environmental Plan (See DRD 1395SA-001, <i>Safety, Health, and Environmental (SHE) Plan</i>, should not exceed fifteen (15) pages total).4. Lost Time Case (LTC) Rate Matrix and Total Recordable Incident Rate (TRIR) (See Attachment L-2, <i>Form SC</i>, should not exceed five (5) pages total).5. Phase-In Plan for contract transition, should not exceed ten (10) pages total.

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		6. Total Compensation Plan required by Provision L.11, <i>Determination of Compensation Reasonableness</i> and L.22 Subfactor B, S3, <i>Compensation Plan</i> (should not exceed fifteen (15) pages total).
Volume II - Price Evaluation Factor	Unlimited	
Volume III – Small Business Utilization	If Applicable Not-to exceed 15 pages (Firm; No Exclusions)	If applicable, a Subcontracting Plan is required
Volume IV – Standard Form 33 and Submittal of Quote (Contract Volume)	Unlimited	

- (b) A page is defined as one side of a sheet, 8 ½" x 11", with a minimum of one (1) inch margins on all sides using not less than twelve (12)-point type Times New Roman font for standard text with normal kerning (spacing between individual characters). The proposal text shall be printed on non-glossy white paper. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than eight (8)-point type Times New Roman font. All sheets are two-sided, each side counts as one page. Foldouts count as an equivalent number of 8 ½" x 11" pages and shall be printed on one (1) side only. The front of the foldout will have 2 page numbers and the backs shall be blank and not be numbered. The metric standard format most closely approximating the described standard 8 ½" x 11" size may also be used. Use of non-standard text should be used only where appropriate. Non-standard text shall not be used to avoid the RFQ page limitations (e.g., providing all information in table format using eight (8)-point font). Illustrations, charts, etc., are all included in the limitation total. Include in the numbering: cover pages, Table(s) of Contents, RFQ Reference Matrix, and section dividers.
- (c) Each volume shall contain a page numbering convention. For the quote Volume I the Quoter shall consecutively number the pages subject to the limit, starting with "one (1)." A partially filled page shall count as one (1) page.
- (d) If final quote revisions are requested, separate page limitations will be specified in the subsequent Government request.
- (e) Pages submitted in excess of the limitations specified in this Provision will not be evaluated by the Government and will be returned to the Quoter.

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- (f) No exclusions are provided from Page Limitations including transmittal letter, title or cover pages, tables of contents, RFQ Reference Matrix, and sectional divider pages (pages for division of proposal parts with no narrative text) from the page count specified in Paragraph (a) above.
- (g) Material deemed to belong in other volumes will be treated as such and placed at the end of the appropriate volume for purposes of Paragraph (e) above.
- (h) The key personnel resumés shall be included under the Mission Suitability Factor proposal, as required in Volume I and in accordance with the page limits as set forth in Paragraph (a), Table L.7-1 above.

(End of Provision)

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

- (a) The offeror shall submit a detailed safety and occupational health plan as part of its proposal (see NPR 8715.3, NASA Safety Manual, Appendices). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.
- (b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.
- (c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:
 - (1) The work will be conducted completely or partly on premises owned or controlled by the government.
 - (2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.
 - (3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).
 - (4) When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.
- (d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of Provision)

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NOTE: This requirement will be evaluated under M.4 Subfactor C: Safety, Health, and Environmental (SHE); SHE1, Safety, Health, and Environmental (SHE).

L.9 1852.245-80 GOVERNMENT PROPERTY MANAGEMENT INFORMATION (JAN 2011)

- (a) The Offeror shall identify the industry leading or voluntary consensus standards, and/or the industry leading practices, that it intends to employ for the management of Government property under any contract awarded from this solicitation.
- (b) The Offeror shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.
- (c) The Offeror shall identify any property it intends to use in performance of this contract from the list of available Government property in the Provision at L.10 1852.245-81, List of Available Government Property.
- (d) The Offeror shall identify all Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The Offeror shall also identify: the contract that provided the property, the responsible contracting officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, *Use and Charges* (June 2007), and the contact information for the responsible Government contracting officer. The Offeror shall provide proof that such use was authorized by the responsible contracting officer.
- (e) The Offeror shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.
- (f) The Offeror shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. The list shall include a description, manufacturer, model number (when available), quantity required, and estimated unit price. Equipment approved as part of the award need not be requested under NFS clause 1852.245-70.
- (g) The Offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment:

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

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

- (h) Existing Government property may be reviewed at the following locations, dates, and times:
MSFC- Upon Authority to Proceed (ATP).

(End of Provision)

L.10 1852.245-81 LIST OF AVAILABLE GOVERNMENT PROPERTY (JAN 2011)

- (a) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-1, *Government Property*. The Offeror shall notify the Government, as part of its proposal, of its intention to use or not use the property.

See Attachment J-12, *Installation-Accountable Government Property (Government is responsible for repair or replacement)*

- (b) The Government will make the following Government property available for use in performance of the contract resulting from this solicitation, on a no-charge-for-use basis in accordance with FAR 52.245-2, *Government Property Installation Operation Services*. The Offeror shall notify the Government of its intention to use or not use the property.

NA

- (c) The selected Contractor will be responsible for price associated with transportation, and installation of the property listed in this Provision.

(End of Provision)

L.11 DETERMINATION OF COMPENSATION REASONABLENESS

- (a) The quote shall include a Total Compensation Plan. This Plan shall address all quoted labor categories, including those personnel subject to union agreements, the Service Contract Act (SCA), and those exempt from both. The Total Compensation Plan shall include the salaries/wages, fringe benefits, and leave programs quoted 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 quoted. Differences between benefits offered Exempt and Non-Exempt employees shall be highlighted. The requirements of this Plan may be combined with that required by the Provision M.3, *FAR Clause 52.222-46 Evaluation of Compensation for Professional Employees* (reference L.22, *Volume I – Mission Suitability Factor*; Subfactor B, *Staffing*; S3 *Compensation Plan*).
- (b) The Quoter shall provide written support to demonstrate that its quoted compensation is reasonable.

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- (c) The Quoter shall include the rationale for any conformance procedures used for those SCA employees quoted that do not fall within the scope of any classification listed in the applicable wage determination.
- (d) The Quoter shall require all subcontractors to provide, as part of their quotes, the information identified in (a) through (c) of this Provision.

(End of Provision)

NOTE: This requirement will be evaluated under Provision M.4, *Mission Suitability Factor*; Subfactor B, *Staffing*, S3 *Compensation Plan*.

L.12 SUBMISSION OF QUOTES BY COMMERCIAL CARRIER

Quoters are reminded that quotes may be sent by U.S. Postal Service. Clear and precise rules regarding the consideration of late submissions are set forth in FAR 52.215-1, Paragraph (c)(3) *Submission, Modification, Revision, and Withdrawal of Proposals*. Quoters are further reminded that it is their responsibility to get quotes to the designated place on time. Quotes which are sent by commercial carrier are considered to be hand carried, and, if they are received late at the place designated in the solicitation, they will only be considered if it is shown that the sole or paramount cause for the late receipt was some Government mishandling.

(End of Provision)

L.13 QUOTE MARKING AND DELIVERY

(a) Receiving Office

The designated receiving place for quotes is NASA George C. Marshall Space Flight Center (MSFC), Building 4203, Basement Elevator Lobby, MSFC, AL 35812. Quoters must either deliver their quote, modifications, or withdrawals by U. S. Postal Service Mail or hand deliver (includes the use of a commercial delivery service). Regardless of the delivery method chosen, the quote must be closed and sealed as if for mailing.

Quotes shall be delivered to: NASA-MSFC located at Building 4203 Basement Elevator Lobby, MSFC, AL 35812, **between 9:00 A.M. and 12:00 NOON CST on February 14, 2012.** Upon arrival, Quoters shall contact the person below to accept delivery: Bobby J. Holden at (256) 961-2103.

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(b) External Marking

The required mailing address/external marking for quotes is as follows:

NASA George C. Marshall Space Flight Center
Attn: PS33/Bobby J. Holden
Building 4203, Basement Elevator Lobby
MSFC, AL 35812
Phone: (256) 961-2103

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QUOTE--DELIVER UNOPENED

(End of Provision)

L.14 MSFC 52.253-90 REQUIRED FORMS (DEC 1997)

- (a) The form checked below is attached to the end of this solicitation and shall be submitted prior to award of any contract resulting from this solicitation, upon request from the responsible contracting office.

___ FAR 15.406-2 - Certificate of Current Cost or Pricing Data

- (b) The forms checked below are required to be submitted in the performance of any contract awarded as a result of this solicitation. Forms are available in Part 53 of the FAR or NASA FAR Supplement. An information copy of a form may be obtained from the responsible contracting office. See FAR 52.253-1 and 53.105(b) for information on the use of computer generated forms. See FAR 53.107(b) for information on obtaining multiple copies of forms.

___ SF 272 - Federal Cash Transaction Report

___ SF 294 - Subcontracting Report for Individual Contracts

___ SF 295 - Summary Subcontract Report

___ SF 298 - Report Documentation Page

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

___ SF 1413 - Statement and Acknowledgment

___ SF 1414 - Consent of Surety

X SF 3881 - Payment Information Form ACH Vendor Payment System

___ NASA Form 533M - Monthly Contractor Financial Management Report

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- ___ NASA Form 533Q - Quarterly Contractor Financial Management Report
- X NASA Form 778 - Contractor's Release
- X NASA Form 780 - Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts
- ___ NASA Form 1018 - NASA Property in the Custody of Contractors
- ___ DD Form 250 - Material Inspection and Receiving Report
- X DD Form 1149 – Requisition and Invoice/Shipping Document
- X DD Form 1419 - DOD Industrial Plant Equipment Requisition, if applicable.

(End of Provision)

L.15 DUE DATE FOR RECEIPT OF QUOTES

- (a) The due date and time for receipt of quotes is as follows:

<u>Volume</u>	<u>Date and Time</u>
Volume I – Mission Suitability Factor	February 14, 2012 12:00 NOON CST
Volume II – Price Evaluation Factor	February 14, 2012 12:00 NOON CST
Volume III – Small Business Utilization	February 14, 2012 12:00 NOON CST
Volume IV – Standard Form 33 and Submittal of Quote (Contract Volume)	February 14, 2012 12:00 NOON CST

- (b) Quotes shall be mailed to the address specified in Block 8 of the SF33 or hand delivered as shown in (c) below.

- (c) Hand delivery of quotes:

Quoters shall contact the CO identified on Block 10(A) on the SF33 to coordinate the delivery of any quote to MSFC on a date prior to those specified in Paragraph (a), above.

Due to increased security at MSFC, Quoters are cautioned to include sufficient time to clear security, obtain parking, and be properly badged (person and vehicle) to ensure quotes are delivered on or before the time specified in Paragraph (a). Quoters hand delivering quotes must provide a valid driver's license, vehicle registration, and proof of vehicle insurance to

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obtain vehicle passes and badges. Quoters should allow a minimum of two hours to clear security when entering Redstone Arsenal. **No escorts will be provided.**

Quotes hand carried to MSFC on the date due, shall be delivered to Building **4203, Basement Elevator Lobby, by 12:00 NOON (Firm), February 14, 2012, CST.** Quoters shall call 256-961-2103 for a representative to accept their quote. A telephone is available in the basement lobby. Individuals placing calls from the basement lobby phone should dial 5-2103.

- (d) Quotes received after the due date and time specified in Paragraph (a), will be processed in accordance with FAR 52.215-1, Instructions to Offerors – Competitive Acquisitions (JAN 2004) Alternate II (OCT 1997).

(End of Provision)

L.16 PHASE-IN

The Government requires phase-in to be priced separately. A GSA Order, not to exceed \$150K, will be issued at Phase-In and will not exceed thirty (30) calendar days beginning with the Phase-In Order's effective date. (See Clause F.4, Phase-In and Phase-Out).

Office space will not be provided by the Government during the Phase-In period. During this time, the Contractor shall not be responsible for performance of the effort described in the PWS. It is understood that during Phase-In the predecessor Contractor will be performing the work described in the PWS.

On May 1, 2012, the Contractor shall assume full responsibility for the effort covered by the PWS.

During Phase-In the Contractor shall:

- (a) Participate in meetings with the predecessor Contractor to identify and discuss problems or areas requiring attention during the Phase-In period.
- (b) Perform all activities described in the Contractor's Phase-In plan submitted with its quote, and all activities necessary to ensure effective transfer of all effort from the predecessor Contractor and readiness to assume full contract performance. The following plans will be submitted during phase-in:

Management Plan (DRD 1411MA-001)

Organizational Conflict of Interest Avoidance Plan (DRD 1411MA-005)

Draft Government Property Management Plan (DRD 1411LS-001)

The Contractor shall invoice the Government for Phase-In activities only at the completion of the period of performance of the Phase-In Order. The Government's obligations under this contract will not commence until after the successful completion of the separate Phase-In Order.

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(End of Provision)

NOTE: This requirement will be evaluated under Provision M.4, Subfactor A: Management and Technical Approach; M1, Phase-In.

L.17 SERVICE CONTRACT ACT

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

The Quoter shall be liable for the proper interpretation, application, implementation, and administration of the mandatory Provisions of this Act. Therefore, it is imperative that the Quoter take appropriate action when preparing its quote to assure compliance and ensure that the Quoter's corporate policies are congruous with the spirit and intent of the law.

(End of Provision)

L.18 MSFC 52.215-90 SUMMARY OF DEVIATIONS/EXCEPTIONS (APR 1987)

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

(End of Provision)

L.19 AVAILABILITY OF DOCUMENTS INCORPORATED BY REFERENCE

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

(a) COMMSS Acquisition Website Portal:

http://ec.msfc.nasa.gov/doing_business/index.php?apt&rid=44

(b) Contact the Contracting Officer as directed above at Provision L.6, *Communications Regarding This Solicitation*.

(End of Provision)

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L.20 PRE-SOLICITATION CONFERENCE

A MSFC Pre-Solicitation Conference (MSFC Industry Day) for this procurement was held on:

Date: November 21, 2011

Time: 2:00pm – 5:00pm (CST)

Location: Building 4200, 10th Floor Conference Room, P110

Attendance at the Pre-Solicitation Conference is neither required nor a prerequisite for quote submission and will not be considered to be in the evaluation.

Pre-Solicitation Conference charts and a List of Attendees was posted on OSAC COMSS Acquisition Website Portal.

(End of Provision)

L.21 INSTRUCTIONS FOR QUOTE PREPARATION

(a) Introduction

This Request for Quote is issued to obtain quotes for providing COMSS in accordance with the Performance Work Statement (PWS) set forth herein.

The Government intends to make only one award as a result of this solicitation.

The successful Quoter shall be expected to perform all work requirements within the PWS elements of the resultant contract within the performance based, Firm-Fixed-Price (FFP) Contract negotiated for the associated Contract against a GSA Federal Supply Schedule.

(b) General

The Quoter shall be responsible for successful execution of the contract awarded hereunder. In the event subcontractors are quoted, their relationship during the effort shall be indicated and their quoted contributions to the work and to your quote shall be identified and integrated into each part of the quote as applicable.

Each Quoter is cautioned to submit their best, most realistic and competitive quote initially. A Quoter not submitting their best, most realistic, and competitive quote initially could face non-selection in the event the Government makes an award from the initial quotes. A Quoter could also be excluded from the competitive range, price and other factors considered, if other than their best, most realistic and competitive quote is submitted.

Upon release of the Final RFQ, any communication in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative:

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Name: Bobby J. Holden/PS33

Phone: 256-961-2103 (collect calls not accepted)

E-mail: bobby.j.holden@nasa.gov

Address: NASA Marshall Space Flight Center, Mail Code PS33, Building 4203, Room B312; MSFC, AL 35812

(c) Quotation Format

(1) General

- (i) The quote shall be submitted in loose-leaf binders with each section appropriately tabbed and identified, and organized into five volumes. Each volume shall stand-alone, provide complete coverage of the topic, and include responses to each item described in the quote instructions. Volume I shall include a master table of contents for the entire quote.
- (ii) Copies of each volume shall be assigned a sequential number (e.g. Volume II, Copy 1 of 4). The quote shall be arranged in the following manner:

Table L21.1

Title	Number of Copies
Volume I – Mission Suitability Factor	Hardcopy(s) 1 original plus 5 copies Softcopy(s) 2 copies CD/DVD (Electronic format)
Volume II – Price Evaluation Factor	Hardcopy(s) 1 original plus 5 copies Softcopy(s) 2 copies CD/DVD (Electronic format)
Volume III – Small Business Utilization (if applicable)	Hardcopy(s) 1 original and 5 copies Softcopy(s) 2 copies CD/DVD (Electronic format)
Volume IV – Standard Form 33 and Submittal of Quote (Contract Volume) Section K Certifications (if required)	Hardcopy(s) 1 original and 1 originally signed SF33s Softcopy(s) 2 copies CD/DVD (Electronic format)

- (A) Transmittal Letter: A transmittal letter, included in Volume I, is to be prepared on the responding Company's letterhead. It should be brief, be signed by an official

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authorized to commit the company to the extent quoted, and should identify all enclosures being transmitted.

- (B) Cover Pages: The first page of each volume must show the information specified in Paragraph (c)(2) of Provision L.1(I), FAR 52.215-1, *Instructions to Offerors – Competitive Acquisition (Alternate II)*. Paragraph (v) of this Provision also provides instructions on restriction of disclosure and use of data.
 - (C) 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.
 - (D) RFQ Reference Matrix: The Quoter shall reference, by page and paragraph number, each requirement of the RFQ. The Quoter shall create a summary matrix cross-referencing RFQ requirements (by paragraph) and quote responses (by volume, part (if required), page, and paragraph).
 - (E) Sectional Dividers: Each volume shall be divided into sections using tabbed dividers between the sections, with each section starting on a new page with continuing pagination from the previous section.
- (iii) In addition to hard copies, two (2) copies of each volume shall be prepared and submitted electronically in Microsoft Word. Supporting price information included in the quote shall also be provided electronically in Microsoft Excel (compatible with Microsoft Office 2007) spreadsheets. Information shall be provided on quality, virus-scanned, virus-free CD-ROM (CD-R only) or DVD. One of the two (2) copies shall be identified as backup. These disks will be used primarily to assist evaluators with focused (e.g. keyword) searches for information within Quoter's technical quote. These disks will not be used to evaluate the quote. Only the paper copy will be used for this purpose. PDF format is acceptable for graphics and photos only. Each electronic media provided shall have an external label affixed indicating: the name of the Quoter; the RFQ number; and a list of the files contained on the electronic media. All electronic media shall be write-protected and submitted with write protection properly enabled. For electronic submissions, each volume of the quote should be submitted as a separate electronic file. To the extent of any inconsistency between data provided on the electronic media and quote hard copies, the hard copy data will be considered to be the intended data. Text, tables, and graphics shall allow for copy and paste into other applications. Supporting price information included in the quote shall also be provided electronically in Microsoft Excel spreadsheets. The cover sheet on each volume/copy shall indicate either "Original" or "Volume ___, Copy ___ of ___."
- (iv) All applicable certifications contained in Section K must be completed and returned with Volume IV. Include the completed Model Contract and two (2) signed SF33s in Volume IV. All required plans are to be included in Volume I.

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- (v) Information in the quote must be furnished entirely in compliance with these instructions and be complete within itself. The information requested and the manner of submission is essential to permit a prompt and thorough evaluation.
- (vi) The Quoter shall prepare Volume I – Mission Suitability Factor, in accordance with the outline provided below.

Subfactor A: Management and Technical Approach (M)

- M1 Phase-In
- M2 Management Approach
- M3 Technical Approach to Performing the PWS Requirements
- M4 Local Autonomy and Authority
- M5 Teaming Arrangements and/or Major Subcontracts
- M6 Quality Control Approach
- M7 Management and Technical Risk Analysis and Mitigation

Subfactor B: Staffing and Key Personnel (S)

- S1 Key Personnel
- S2 Staffing Approach
- S3 Compensation Plan
- S4 Staffing Risk Analysis and Mitigation

Subfactor C: Safety, Health, and Environmental (SHE)

- SHE1 Safety, Health, and Environmental (SHE) Plan
- SHE2 SHE Risk Analysis and Mitigation
- SHE3 Lost time Case (LTC) Rate and Total Recordable Injury Rate (TRIR)

NOTE: The outline is provided for us in organizing your quote only and should not be construed as an indication of the order of importance or relative weighting within the individual Mission Suitability subfactors as there are no discrete point values attached to any of the sub-sections.

(End of Provision)

L.22 VOLUME I - MISSION SUITABILITY FACTOR

The Quoter's Mission Suitability quote response indicates the Quoter's understanding of the requirements of the PWS, the Quoter's plan for satisfying those requirements, and the likelihood that the plan will result in effective and efficient performance.

Subfactor A: Management and Technical Approach (M)

The Quoter shall develop and describe the approach quoted to fulfill the requirements of the contract.

M1 Phase-In

The Quoter shall describe their approach for Phase-In to include:

- (a) The assumption of on-going work under the new contract ensuring completeness and continuity of operations with minimal impact and disruption.
- (b) The Phase-In plan with full description including the Phase-In time required (not to exceed thirty (30) days), the method by which on-going work will be transitioned to the new contract with minimal impact. The approach to processing new employees such that they will have been cleared by NASA security for full access to NASA physical and logical resources, and any other issues deemed critical to a successful transition from the current contract to this follow-on effort. (See Provision L.16, *Phase-In*).
- (c) A comprehensive schedule of all Phase-In activities leading to assumption of full responsibility.

M2 Management Approach

The Quoter shall describe their overall Management Approach including:

- (a) The overall management, organizational, and supervisory structure including connections or associations with corporations, division organizations, subcontractors, quoted interfaces and organizational elements with the Government that will be employed to perform the COMMSS mission.
- (b) The managerial procedures and authority; reporting structure, chain of command and access to corporate resources; including rationale.
- (c) The approach for managing Government property including the contractor's methods of care, accounting, and control government property.
- (d) The approach for maintaining schedules, providing early notification of potential problems, utilizing management metrics to track progress and trends, providing deliverables on time, and maintaining ongoing operations in an effective manner.
- (e) The strategies, processes, and procedures to establish and maintain an integrated, effective, flexible and efficient work flow across team members and subcontractors in order to maintain the parallel flow of services.
- (f) The approach to providing complete and timely responses to IDIQ requirements.

M3 Technical Approach to Performing the PWS Requirements

The Quoter shall describe their Technical Approach to Performing the PWS Requirements to include:

- (a) An in depth explanation of the technical approach and methods of performing the technical aspects of fulfilling all sections of the PWS, with particular emphasis on the approach for strategic communications planning and integration referenced in PWS 4.0.
- (b) Innovations or efficiencies anticipated for each section of the PWS.

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- (c) The methods and/or techniques used in planning, scheduling, integrating, processing, controlling, and completing the PWS tasks, both routine and special.

M4 Local Autonomy and Authority

The Quoter shall describe their approach to Local Autonomy and Authority. This approach shall include:

The degree of local autonomy, including the authority of the Program Manager (PM), any relationship to a parent organization or subcontractor, and any decisions or approvals that will be made outside the local organization. The description shall include, the identification of the organizational and geographical placement of authority for:

- (a) Assume existing tasks.
- (b) Negotiate contract modifications.
- (c) Accept in-scope assignments.
- (d) Reassign work in response to varying workloads.
- (e) Recruit and hire required personnel in a manner consistent with task skills and schedule requirements.
- (f) Acquire (by direct hire, subcontract, or teaming agreement) specific and unique strategic research, analysis and communications expertise in a manner consistent with task skills, and schedule requirements.
- (g) Hire, dismiss, promote, and demote personnel.
- (h) Select, administer, and terminate subcontracts.

M5 Teaming Arrangements and/or Major Subcontracts

The Quoter shall describe their approach to Teaming Arrangements and/or Major Subcontractors, if applicable. A major subcontractor is defined as any subcontract value in excess of \$1,000,000 over the life of the contract. The description and explanation of the approach shall include the name of subcontractors, points-of-contact and the following for each arrangement:

- (a) Rationale for selection of teammates and/or major subcontractors and description of teaming arrangement and the work (Identified by PWS) to be performed by each party.
- (b) How management and control policies will be implemented.
- (c) How work will be controlled, reported and reviewed.
- (d) Accessibility and flow of relevant support from internal and external sources, such as parent organizations and subcontractor arrangements.
- (e) Any integration of subcontracts into the management and supervisory hierarchy.
- (f) NASA's objective is that at least 50% of the work is performed by Small Businesses. Therefore, the quoter shall describe their approach to meeting this objective.

M6 Quality Control Approach

The Quoter shall describe their approach to Quality Control. This approach shall include:

- (a) The Quality Control/Assurance approach through the elements of the PWS and its relationship with the Performance Requirements Summary (PRS).
- (b) The utilization of the anticipated organizational structure and management process in assuring quality control.
- (c) The implementation support of the ISO Q9001 quality systems, continuous quality improvement, employee awareness, monitoring and control activities (including data validation and collaboration), procedures for identifying substandard work, and use of feedback to improve quality control.

M7 Management and Technical Risk Analysis and Mitigation

The Quoter's shall identify risks and the recommended mitigation plan for the risk which may impact this subfactor.

Subfactor B: Staffing and Key Personnel (S)

The Quoter shall provide their approach for providing the key personnel, staffing and total compensation to perform the requirements of this PWS.

S1 Key Personnel

The Quoter shall describe their Key Personnel approach. The Quoter's Key Personnel approach shall include the following:

- (a) The designation of up to three (3) positions as key for fulfilling requirements of this contract, the rationale for designating these positions as key.
- (b) The individuals designated to fill these positions and the rationale for selecting these individuals. Identify and provide resumes for the key personnel using Attachment L-2, Form SA, Key Personnel Position Description and Resume. (The Quoter shall ensure that all key personnel references contain current phone numbers.)
- (c) Evidence of each individual's availability and commitment to work for the Quoter's organization at the start of and for the duration of the contract. Signed letters of intent from all key personnel. Each letter of intent shall state whether the key person is being staffed as key personnel on any other concurrent quote. Indicate the percentage of time each key person will devote to this position.
- (d) Description of the approach for providing a backup for all key personnel as well as techniques and approaches to be used for replacement of key personnel in the event of absences or vacancies to include a strategy for limiting the impact to the Government.

S2 Staffing Approach

The Quoter shall describe its Staffing Approach. The Staffing Approach shall include:

- (a) The Quoter shall describe its staffing plan for recruiting, utilizing and retaining a qualified workforce for the contract. The Quoter's staffing plan shall include its approach for retaining current personnel including target capture rate. Detail the

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- number of personnel per skill category and by PWS element for the total workforce using the template provided in Attachment L-7, Staffing Approach. Identify the critical skills essential to successful contract performance and describe the approach for retaining critical personnel and managing attrition of key resources. Quoter shall include in their staffing plan all major subcontractors. The Quoter shall provide a table delineating sources of staffing. This table shall denote the percentage of the total workforce (including subcontractor personnel) that the Quoter intends to recruit from the following sources: (a) Quoter's own resources; (b) other divisions of the company; (c) current Contractor work force; and (d) outside recruitment, including subcontractors and other sources.
- (b) The Quoter's approach to the application, implementation, and administration of the mandatory Provisions of the Service Contract Act (SCA).
 - (c) The Quoter's approach for cross-training, replacement, and backup for non-key personnel to minimize disruption of services.
 - (d) The Quoter's approach to fill critical positions including management, administrative, and technical functions, including the method of recruitment.
 - (e) The Quoter's completed Attachment L-2, Form SB, Job Description/Qualification Form for each quoted job title (other than key personnel) to be used in the performance of the COMSS contract.
 - (f) The Quoter shall address their approach to provide the workforce flexibility necessary to accommodate short-term and long-term increases and decreases in the level of support. This discussion shall include their approach to accommodating workload adjustments which demonstrate the flexibility to respond to fluctuating requirements.
 - (g) Approach for preventing the loss of corporate knowledge and critical skills throughout the life of the contract and avoiding single points of failure.

S3

Compensation Plan

The Quoter shall describe its Compensation Plan approach. The Compensation Plan shall include:

- (a) The Quoter shall describe that their quoted compensation is reasonable (reference Provision L.11, Determination of Compensation Reasonableness). They shall include the rationale for any conformance procedures used for those SCA employees quoted that do not fall within the scope of any classification listed in the applicable wage determination.
- (b) The Quoter and any teammate(s)/subcontractor(s) shall submit a total Compensation Plan setting forth salaries, wages, and fringe benefits quoted for both exempt employees and non-exempt employees (as defined by the Service Contract Act (29 CFR 4.113(b)) who will work on this contract. (For Professional Employees, ref. Provision L.11, Determination of Compensation Reasonableness and Provision M.3, FAR Clause 52.222-46 Evaluation of Compensation for Professional Employees.) The Compensation Plan shall include:
 - (1) Description of employees' benefits such as; but not limited to, health insurance (including deductibles, annual out-of-pocket cost, lifetime maximum, and employer versus employee percentages/ratio); dental insurance (including provider, coverage, annual maximum and cost to employee); vision

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insurance (including provider, coverage, annual maximum and cost to employee); life insurance and accidental death and dismemberment (ADD); short and long term disability insurance; retirement/pension plans (e.g., including 401K, stock options, and employee stock option plan); vacation; leave (e.g., sick, bereavement, civic, military); severance pay; and educational reimbursement/professional development.

- (2) The compensation levels shall reflect a clear understanding of the work to be performed as evidenced by the capability to attract and retain suitably qualified personnel to meet the PWS requirements.
- (3) The salary and wage rates/range must take into consideration differences in skill, education, experience, the complexity of various disciplines, and professional job difficulty.
- (4) Supporting information may include data such as recognized national and regional compensation surveys and studies of professional, public, and private organizations used in establishing the total compensation structure (reference Attachment L-1A1, Form PH, Fringe Benefits/Payroll Additives).
- (5) The Quoter shall provide a detailed description of the methodology used for all quoted base labor rates. The Quoter shall include all the associated mathematical calculations in an Excel spreadsheet. At a minimum, this information shall include: (i) the name and date of the salary survey(s) used for each labor category, (ii) salary data other than surveys (if applicable), (iii) a mapping from the Government-stated labor category to the salary survey labor category (or categories used), (iv) the job code number (if provided) in the salary survey, (v) any other pertinent information provided in the survey that relates to the base labor rate selected (i.e., percentile, average, etc.), and (vi) complete rationale for the methodology, including the rationale for the sources of information used (weighting of selected sources if more than one source was used for a labor category).
- (6) Description of the policies for addressing portability of current benefits (e.g., sick leave hours and seniority credit) of staff hired.
- (7) The maximum number of roll over sick leave hours that will be accepted from the hours already accrued by the current employees.
- (8) The maximum number of years of seniority/tenure that will be accepted from the current employees, and whether these years will count toward leave accrual and 401K vesting.
- (9) Identify when leave and 401K vesting accrual begins (e.g., immediately, thirty (30) days, ninety (90) days, or one (1) year).

NOTE: Only information relative to the Compensation Plan as it relates to the requirements should be provided. Quoter is cautioned that all narrative discussion of their total Compensation Plan, with the exception of that narrative data needed to complete the Price Volume must be included in the Mission Suitability Volume of the quote. Any narrative data concerning the Quoter's total Compensation Plan placed in the Price Volume will be considered Mission Suitability information and will be subject to the page limitation imposed on the Mission Suitability Volume (L.7, Quote Page Limitations).

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- (c) The Quoter's approach to defining workforce seniority practices and policies including compensation.
- (d) The Quoter's approach to handling the potential impact of different compensation structures where services provided by major subcontractors are similar to those provided by the Quoter.
- (e) The Quoter's compensation structure based on labor classification and planned approach to wage/salary escalations and fringe benefits.

S4 Staffing Risk Analysis and Mitigation

The Quoter shall identify risks and the recommended mitigation plan for the risks which may impact this subfactor.

Subfactor C: Safety, Health, and Environmental (SHE)

SHE1 Safety, Health, and Environmental (SHE) Plan

The Quoter shall describe its Safety, Health, and Environmental approach including:

- (a) The Quoter shall provide their safety, health, and environmental approach including the Safety, Health, and Environmental (SHE) Plan (reference DRD 1411SA-001).
- (b) The Quoter shall ensure each DRD element and sub-element is adequately addressed in accordance with DRD 1411SA-001.

SHE2 SHE Risk Analysis and Mitigation

The Quoter shall submit for evaluation a risk assessment of the potential risks of implementing their SHE Program at MSFC. Each risk shall be clearly stated as to why it is considered a risk in implementing the Quoter's SHE Program at MSFC, include the method(s) of mitigation to eliminate or reduce the probability of the risk occurring and mitigate its impact, if realized.

SHE3 SHE Lost Time Case (LTC) Rate and Total Recordable Injury Rate (TRIR)

The Quoter shall describe its Lost Time Case (LTC) Rate and Total Recordable Injury Rate (TRIR) including: Lost Time Case (LTC) rate is one of the methods MSFC uses to evaluate their safety performance in previous contracts. It is not of concern that the North American Industrial Classification System (NAICS) is different than this contract, because the evaluation is against the national average for the given NAICS. Identify Lost Time Rate for the last 3 years, including the North American Industry Classification System (NAICS) Code.

- (a) Provide in Chart form, Reference Attachment L-2, *Form SC, Lost Time Case (LTC) Rates Matrix*, the Lost Time Case (LTC) rates for the last three (3) calendar years for each contract or project comparable to this requirement. Include 1) the LTC, 2) number of cases that contained lost work days, 3) the total number Contractor employees working on the contract/project, 4) and the total hours worked on each referenced contract/project. The NAICS is also required for each referenced contract/project. If teaming with another Contractor they are also to provide this information. This information is also applicable to any subcontractors proposed on this contract.
- (b) Total Reportable Injury Rate (TRIR) is another method MSFC uses to evaluate their safety performance company wide. This evaluation is against the NAICS

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provided on the proper OSHA Form 300A. Provide the OSHA 300A, *Summary of Work-Related Injuries and Illnesses* for the past three years. This information is also applicable to any subcontractors proposed on this contract.

(End of Provision)

L.23 VOLUME II - PRICE EVALUATION FACTOR

(a) Introduction

Price is important in determining the Quoter's understanding of the PWS requirements and the required resources. Price will be considered in evaluating Volume I and supporting sections, as well as in assessing the validity of the approach proposed for accomplishing the PWS in accordance with the requirements of the RFQ and applicable Federal Acquisition Regulation (FAR), NASA FAR Supplement (NFS), and governing statutory requirements.

Each Quoter shall provide hardcopies and electronic copies in accordance with Table L21.1 of the Volume II, Price Evaluation Factor. The hardcopy data will be considered the official documentation in the event of any inconsistency between the electronic data and hardcopies.

Each Quoter is cautioned to submit its most competitive price. Submission of certified cost or pricing data is not required; however, information other than cost or pricing data is required to determine price reasonableness and/or price risk.

It is important that the Quoter include all requested price information. Failure to include all information will indicate a lack of understanding of the PWS requirements for contract performance.

1) General Instructions

- (a) This must be a separate quote volume. The full contents of this volume shall follow the organization of the sections that follow, and the content shall be described in those sections. The Quoter's total price shall include all mission services, and phase out for the contract period of performance including all options. The total price shall exclude phase-in price (\$150k Maximum) which is to be priced separately and performed under a separate purchase order(s).
- (b) If a modification is required to the Quoter's GSA contract in order to meet NASA's requirements, the Quoter shall submit the modification request to GSA when quotations have been submitted to NASA. The Quoter shall also note in the "Backup spreadsheet" of each pricing template in Attachment L-1, OSAC COMMS FFP Mission and IDIQ Services, the labor categories that will have to be modified to meet NASA's requirements and the schedule for the Quoter's GSA contract update to be finalized. The Quoter shall also provide a listing of any new labor categories proposed and map those proposed labor categories to the appropriate technical requirement(s) and Government provided labor categories. **Submittal of only summary level direct labor prices is not acceptable.**

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- (c) The Quoter shall ensure that its quote includes complete and factual price information. Each Quoter is cautioned to submit its most competitive Price. Submission of certified cost or pricing data is not required; however, information other than cost or pricing data is required to determine price reasonableness and/or price risk. Quoter's are cautioned not to include Mission Suitability-related data in the Price Volume.
- (d) The Price Volume will encompass all prices associated with the requirements of the proposed contract and will comply with the applicable FAR and NASA FAR Supplement Regulations and Governing Statutory Requirements. These instructions, including the requirements for detailed price and substantiation data, are applicable to subcontractors under the circumstances set forth in FAR 15.404-3.
- (e) The Price Volume preparation instructions set forth herein are applicable to the Quoter as a Prime Contractor and any proposed major subcontracts. For purposes of this solicitation, major subcontracts are defined as any subcontract value in excess of \$1,000,000 over the life of the contract.
- (f) The Prime Quoter is responsible for submitting a comprehensive quote including all required major subcontractor quotes. The prospective major subcontractors have the option of submitting proprietary price data in a sealed envelope through the Prime Quoter or in the form of a complete price volume, directly to the Government, no later than the date and time specified in this RFQ.
- (g) The Quoter shall submit all price data electronically in Windows Microsoft Excel 2007. Specific instructions for submitting computerized data are contained in *L.23, Volume II - Price Evaluation Factor, (2) paragraph b* below. All electronic files associated with the EPM and the BOE shall not contain hidden formulas, tables, and shall not be locked or protected. The Quoter shall not alter Price Volume electronic spreadsheet file formats except for lengthening forms as appropriate or adjusting column widths or correcting obvious errors that would preclude the submission of an accurate quote. The hard copy data will be considered the official documentation in the event of any inconsistency between electronic data and hard copies.
- (h) It is important that the Quoter include all requested price information. Failure to include all information will indicate a lack of understanding of the PWS and the requirements for contract performance.

2) Price Volume Contents – Instruction by Section

Price Volume II – Part 1: General Price Information
Section 1 – Cover Page and Table of Contents
Section 2 – Pricing Information
Section 3 – Basis of Estimate Summary
Section 4 – Copies of Subcontractor Analysis
Section 5 – Financial Capability
Section 6 – Proposed Prime/Subcontractor Analysis

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Price Volume II – Part 2: Excel Pricing Model (EPM)
Section 7 – Excel Workbook Templates
Price Volume II – Part 3: Quoter Pricing Model (QPM)
Section 8 – Quoter files in support of the Excel Model
Price Volume II – Part 4: Contractor Basis of Estimate (BOE)
Section 9 – Contractor basis of estimate by PWS with supporting detail

a) Section 1 – Cover Page and Table of Contents (Part 1)

Cover Page – Prime and subcontractors shall provide the following information on the cover page of the price quote:

- (1) Solicitation number
- (2) Name, address, and telephone number of Quoter
- (3) Name, title, telephone number, and fax number of Quoter's point of contact
- (4) Type of contract, place(s) and period(s) of performance
- (5) The total proposed amount in real dollars
- (6) Name, address, telephone and fax number of the Government cognizant contract audit office
- (7) Name, address, telephone and fax number of the Government cognizant contract administration office
- (8) Name and title of authorized representative of the company, and date of submission

b) Section 2 – Pricing Information (Part 1)

- (1) The Quoter shall clearly explain in detail all pricing or estimating techniques (projections, rates, ratios, percentages, etc.) and shall support the proposed rates in such a manner that audit, computation, and verification can be easily accomplished.
- (2) The Quoter's Price Volume shall include all Government-provided pricing templates which are hereby defined as the Excel Pricing Model (EPM), consisting of Workbooks and Templates which are found in Attachment L-1, OSAC COMMS FFP Mission and IDIQ Services. The EPM will be utilized as a Government evaluation tool. The Price Volume shall also include the Quoter Pricing Model (QPM), which represents the source of input for the EPM and the pricing model that the Quoter would submit if a Government template had not been provided. A Quoter's Price Volume that does not include both the EPM and QPM shall be considered an inadequate quote submission. Quoter's price volume that does not include both the EPM and QPM shall be considered an inadequate quote submission. If a Quoter or subcontractor does not have an adequate Government accounting system, that entity may use the EPM as its QPM. In this case, the submission of the EPM only will satisfy the requirement for submission of both EPM and QPM.
- (3) Deviations/Exceptions (Price Volume) - Explain any deviations, exceptions, or conditional assumptions taken with respect to the Price Volume instructions or requirements. Any deviations, exceptions, etc. must be supported by sufficient

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amplification and justification to permit evaluation. All assumptions shall be fully explained.

- (4) Labor Category Position Descriptions (LCPDs) applicable to this contract are provided in Attachment J-16, Position Description. LCPDs address the applicable qualifications and experience levels of LCPDs that are to be used for quote purposes. LCPDs shall be used by the Quoter for quote development. The Quoter shall develop their pricing estimates using their customary estimating system. The Quoter shall map their internal labor categories to the LCPDs provided in this RFP and provide a discussion of the rationale used in the mapping process.
- (5) In accordance with sound business practices and applicable labor laws, the Quoter and its subcontractors shall propose reasonable labor rate increases and shall utilize the following not-to-exceed escalation rates for Fiscal Years 2012 through 2018 which are shown below.

ESCALATION RATES
Table L.23-1

Table of Wage Escalation by Government Fiscal Year						
2012	2013	2014	2015	2016	2017	2018
2.6 %	2.8 %	3.0 %	3.1%	3.1 %	3.1 %	3.0%

NOTE: Some labor to be utilized in performance of this contract may be covered by the Department of Labor (DOL) Service Contract Act (SCA) for Huntsville, AL (MSFC). The Quoter shall specifically address how the proposed labor rates and anticipated escalation increases will be provided and processed per the applicable labor laws. The Quoter shall not escalate the applicable SCA labor rates (Reference Clause 5.222-43, Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts)).

Should a Quoter determine the need for a different annual escalation rate, a written explanation and justification shall be included in the supporting information of Volume II – Price Factor. This explanation shall include the rationale and methodology used for the annual escalation rate development, including escalation assumptions, sources of projections and a clear description of the projected rate.

- (6) The Quoter's, including major subcontractors shall provide a narrative rationale explaining all proposed indirect rates, any assumptions, and basis of applications, as part of this section. Additionally, all Quoter's, including subcontractors shall complete and submit the forms in Attachment L-1, OSAC COMMISS FFP Mission and IDIQ Services, Tab PG, Contractor Overhead, G&A and Other Indirect Rates Calculation, for each proposed indirect rate complete and submit the forms in Attachment L-1, OSAC COMMISS FFP Mission and IDIQ Services, Tab PH, Fringe Benefit Rate Calculation/Detail, for all elements of price for proposed fringe benefits.
- (7) Any business relationships between the Quoter and its subcontractors beyond the apparent Quoter/Subcontractor relationship shall be disclosed and fully recognized.

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Any discounts and/or favored treatment because of a business relationship, by virtue of an agreement or otherwise, shall be disclosed and explained.

- (8) The Quoter shall provide their proposed profit rate, which shall also be provided in the Attachment L-1, Tab PA and submission in Section B of Volume IV of their quote.
- (9) Phase-In prices shall be identified and proposed separately. Clause F.4, Phase-In Purchase Order (PO) and Phase-Out, requires that Phase-In price be priced separately to facilitate a separate Phase-In purchase order, which utilizes Simplified Acquisition Threshold (SAT) procedures and will obligate up to thirty (30) calendar days of start up and Phase-In effort.

c) Section 3 – Basis of Estimate Summary (Part 1)

The Prime and all major subcontractors shall provide a pricing narrative Basis of Estimate (BOE) for all price elements as specified by the breakouts in Attachment L-1, OSAC COMMS FFP Mission and IDIQ Services which explain in detail all pricing and estimating techniques, discloses the basis of all projections including a detailed explanation of all judgmental elements of cost/price projections. Detailed Basis of Estimates by PWS shall be provided in Volume II, Part 4, Section 9, Contractor Basis of Estimate, within a separate binder.

d) Section 4 – Copies of Subcontractor Analysis (Part 1)

The Quoter and all major subcontractors shall perform and submit a copy of a price analysis of their subcontractors as required by FAR 15.404-3(b), Subcontracting Pricing Considerations. The Quoter's pricing shall provide details and a discussion of all adjustments made to the subcontractor's price quote, including any adjustments based on technical findings or other adjustments. The quote shall provide a discussion on the use, or non-use, of any adjustments based on the Quoter's history with the subcontractor.

e) Section 5 – Financial Capability (Part 1)

Financial capability is an important element of success for the Quoter. Therefore, the Quoter is required to submit one copy of the audited financial statements and accompanying notes for the last two (2) most recently completed fiscal years. In addition, the Quoter shall provide data which shows the amount of established and/or available credit, the financial institution extending the line and the dollar amount (if any) presently in use. If a line of credit is available, provide a copy of the letter with the name of the institution and the amount of credit extended to Quoter's company for this proposed effort. If the Quoter is, or will be, a newly formed business 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, 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

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participants. Provide a summary of financial ratios including quick ratio, current ratio, summary of working capital and debt to equity ratio.

f) Section 6 – Proposed Prime Quoter/Subcontractor Information Summary (Part 1)

All Quoter's shall submit a completed Proposed Prime/Subcontractor Information Summary – Table L.23-2 for the Prime, each team member(s) and all major subcontractors and 2nd tier subcontractors having a contract value of \$1,000,000 or greater (over all years) to provide information for use by NASA in the public contract award notification.

PROPOSED PRIME/SUBCONTRACTOR INFORMATION SUMMARY

TABLE L.23-2

Each Quoter and Subcontractor are to fill-in the italic areas in column 2 with the required information	
Prime or Subcontractor Name	<i>Identify name of the Prime Quoter or Subcontractor.</i>
Title:	<i>The title of the effort you have subcontracted or the program name subcontracted</i>
Description:	<i>A brief non technical description of the work, including identification of the program, project and period of performance.</i>
Program:	<i>OSAC COMMSS</i>
Project:	
Period of Performance:	<i>The length from start date, mm/dd/yyyy to completion date of the contracted effort.</i>
Type of Action:	<i>Identify New Contract, Contract Modification, Exercise of Option, Exercise new task or delivery order, or other. If other state the nature of the type of action.</i>
Contract Type:	<i>Identify the contract type, CPFF, CPAF, FFP, T&M, CPIF, etc.</i>
Company:	<i>The name of the Prime, Team Member, or Subcontractor. (This is a subordinate company to the Prime or major sub.)</i>
Address:	<i>Full USPS street address to include suite or apartment numbers.</i>
Performance Location:	<i>City and State of the principal work performance location(s).</i>
USPS 9 digit Zip Code	<i>Enter the 9 digit USPS Zip Code XXXXX-XXXX. <u>The 9 digit Zip code is a Mandatory Requirement.</u></i>
Estimated Price with Options	<i>\$ amount rounded to the \$1,000.</i>
Subcontractors: (>\$1,000K)	<i>List all subcontractors and their business size status for each first tier subcontract worth \$1,000,000 or more for the total contract performance.</i>

3) Excel Pricing Model (EPM) Price Forms Instructions (Part 2)

- (a) The goal of the EPM is to construct a comprehensive working model of your proposed pricing volume in an automated format. The EPM should be designed to facilitate changes to source data.
- (b) The Government intends to use a personal computer with Microsoft Excel to aid in the evaluation of the Price quote. In addition to the hardcopy requirements of the preceding section, the Quoter and each subcontractor is required to submit the EPM and any other electronic price data, including formulas, on CD media. The submission of pricing data on CD is required to be compliant with the RFQ. Two (2) electronic copies of the pricing data shall be submitted with your quote. Each CD provided is to have an external label affixed indicating:
 - (1) The name of the Quoter;
 - (2) The RFQ number; and
 - (3) An indication of the files/workbooks or range of files/workbooks.
- (c) The electronic workbook names included with your quote shall begin with the first four letters of your company name, hyphen, followed by the workbook acronym "IDIQ." For example, if your company name is ACME Corp., and you have completed the ID/IQ workbook; the file name would be "ACME-ID/IQ.xls." Additionally, the Quoter shall use the Tab Identification, shown in the table above, when naming individual worksheets/tabs within their Excel file.
- (d) When multiple forms are required due to multiple year requirements, submit the multiple forms under separate, consecutive tabs and include a sequential number with the Tab Identification. For example, the Tab A form is required for each year of the contract; therefore, a form for each year shall be provided under a separate tab and the tabs would be sequentially labeled as "Tab A-1", "Tab A-2", etc., in the workbook "Company Name-ID/IQ.xls."
- (e) All formulas used in the workbooks must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets or workbooks is necessary, use of external links (source data not provided to NASA) of any kind is prohibited. The workbooks shall not contain any macros, hidden cells, nor be locked/protected or secured by passwords.

TABLE L.23-3

WORKBOOKS	TAB IDENTIFICATION	FORM NAME
L-1	PA	Summary of Total Price
L-1	PB	Summary by PWS
L-1	PC	Labor Price by PWS

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L-1	PD	IDIQ Fully Burdened Rates (FBR)
L-1	PE	Compensation Form Salaries and Wages
L-1	PF	Reserved
L-1	PG	Overhead, G&A and Other Indirect
L-1	PH	Fringe Benefits/Payroll Additives
L-1	PI	Reserved
L-1	PJ	Productive Hours
L-1	PK	Cognizant Audit Office Form
L-1	PL	Phase In Form (PIF)

- (f) The Quoter shall include all price forms provided in L-1, OSAC COMMISS FFP Mission and ID/IQ Services in their quote submission. In completing the forms, the Quoter and all subcontractors shall propose price in a manner that is consistent with their disclosed and/or approved estimating and accounting practices. Subcontractor's not included in mission are not required to complete Tabs PA – PC. Subcontractors must provide the required excel files to the Prime Quoter or directly to the government. For those subcontractors providing the excel files directly to the government, they should also submit their fully burdened rates without profit to the Prime Quoter.

(g) Tab PA – Summary of Total Price

Tab PA is designed to summarize the total price for the contract effort. This form shall include the total FFP Mission Services by year showing: fully burdened labor, other direct elements, G&A and profit. This worksheet has links to other Tabs within the Attachment L-1, OSAC COMMISS FFP Mission and ID/IQ Services workbook and these automatic links should not be broken. Additionally, the quoters are required to input the applicable burden percentages to be applied to Government provided Materials and Supplies and Travel and Training. The rationale for composition of burden rates and basis of application is required.

(h) Tab PB – Summary by PWS

Tab PB is designed to accumulate total hours and burdened labor dollars by PWS. The total labor hours and fully burdened labor dollars will automatically populate from Tabs PC-1 through PC-7.

(i) Tab PC – Labor Price by PWS

Tab PC is designed to identify the PWS by labor categories. Quoter inputs Work Year Equivalent (WYE) by labor category. This worksheet will apply the productive hours (as input on Tab PD) to the fully burdened labor rate to calculate the fully burdened labor dollars.

(j) Tab PD - IDIQ Rates Development – Contractor Specific

Tab PD is designed to provide the detail that each Quoter used to calculate their individually proposed fully burdened labor rates for each of the labor categories specified. The form includes typical indirect categories (e.g. fringe, overhead, G&A). It should be modified to align with the terms of your customary accounting practices. Explain the rationale of any GSA discounts offered and shown in this tab. The labor categories shall be consistent with the GSA Schedule with a complete mapping of GSA labor categories to the RFQ labor categories. Do not add additional labor categories. Insight into fringe benefits is critical to the Government's evaluation. You may add rows and columns to facilitate this; however, do not remove any Labor Category Position Descriptions (LCPDs) from your submitted forms. Subcontractors shall complete this form for labor categories where they perform work to provide visibility into the Prime Quoter's composite rate calculations.

(k) Tab PE – Compensation Form Salaries and Wages

- (1) This compensation form, as well as the other compensation forms required in the EPM, is required for the government to perform an evaluation of your *Total Compensation Plan*. These forms shall reconcile with the pricing forms described above, wherever applicable in addition to the Mission Suitability Volume.
- (2) The Quoter shall submit a completed compensation form for exempt and non-exempt labor categories for contract year one. This form is required of the Quoter and all subcontractors. In the "Quoter's Labor Category" column, list all proposed labor classifications (included in the price quote) by titles from the Quoter's customary estimating system. Each of the Quoter's Labor Categories shall be mapped to the LCPDs. The Quoter shall select either "Exempt" or "Non-Exempt" for each of their proposed labor categories. If "Non-Exempt" is selected, the Department of Labor (DOL) Wage Determination (WD) category should be mapped to the Quoter's Labor Category. If the category is DOL or covered, include the wage rate in the appropriate column. A source column has been provided on the form for the Quoter to use to identify the DOL, WD# for non-exempt personnel.

(l) Tab PF - Reserved

(m) Tab PG – Overhead, G&A, and Other Indirect Rates Calculation

Tab PE is designed to present a summary level computation for overhead, G&A and other indirect rates proposed by the Quoter in accordance with their disclosed accounting practices. The Quoter shall provide pool and base totals by year for each indirect rate proposed. The template also provides a formula to convert the Quoter's accounting fiscal year to government fiscal year.

(n) Tab PH - Fringe Benefit Rate Calculation/Detail

This form is designed to detail the fringe benefits (Group Health, Dental, Retirement, Sick Leave, etc.), and the payroll additives that are required by law. Part B of this form sums payroll additives by individual rate additive such as FICA calculations, workman's compensation application, unemployment tax, and any other additive the contractor considers applicable by location. Part A combines the payroll additive rate developed in Part B with the individual elements of fringe to obtain a fringe rate by year for each location. Part C designates fringe by labor category. This information is required to ensure that the Quoter is meeting the minimum fringe per hour designated by the SCA. The Quoter shall demonstrate that the estimates for fringe benefits shown in this form are incorporated into their proposed contract price in accordance with their normal accounting and estimating practices for each contract year.

(o) Tab PI – Reserved

(p) Tab PJ - Productive Hours per WYE Conversion Table

Tab PJ discloses the Quoter's and subcontractor's productive labor hours by contract period. This estimate should be provided based on the typical productive and nonproductive hours per work year based on the Quoter's personnel and accounting policies and practices. Nonproductive time is all paid absences, (e.g., vacations, holidays, sick leave, and other authorized paid absences). The Quoter shall indicate the productive hours for all major and minor subcontractors included in this quote.

Hours Available per Contract Period

TABLE L.23-4

<u>Contract Period</u>		<u>Hours</u>
Base Period	5/1/2012 – 9/30/2012	872
Option 1	10/1/2012 – 9/30/2013	2,088
Option 2	10/1/2013 – 9/30/2014	2,088
Option 3	10/1/2014 – 9/30/2015	2,088
Option 4	10/1/2015 – 9/30/2016	2,096
Option 5	10/1/2016 – 4/30/2017	1,200
Option 6	5/1/2017 – 9/30/2017	880
Option 7	10/1/2017 – 10/31/2017	176

(q) Tab PK - Cognizant Audit Office Form

This form is required of the Quoter and all subcontractors. This form is designed to capture relevant information concerning:

- (1) The specific location (address or addresses for the Quoter and all subcontractors) where auditable cost information physically resides that support amounts proposed.

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(2) The name and address of their cognizant DCAA field audit office.

(r) **Tab PL - Phase-In Form (PIF)**

Provide a complete price estimate of all Phase-In price, by the elements of price specified on the PIF and in accordance with the Quoter's normal estimating procedures. Proposed Phase-In will be for a period not to exceed *thirty (30) calendar days* which shall be prior to the contract period of performance effective date of *May 1, 2012*. Provide additional detail supporting the development of the proposed Phase-In price as deemed necessary.

NOTE: The Phase-In purchase order is limited to \$150,000.

Quoter Pricing Model (QPM) (Part 3)

The Quoter shall submit its QPM based on their adequate accounting practices and the Price Volume shall include price element reconciliation to the Excel Pricing Model. As stated above if a Quoter or subcontractor does not have an adequate Government-approved accounting system, that entity may use the EPM as its QPM. In this case, the submission of the EPM only will satisfy the requirement for submission of both EPM and QPM. Any reference made to QPM is intended to include both the Prime Quoter and its major subcontractors. Further, should there be discrepancies between the QPM and the EPM data, the EPM takes precedence. Any discrepancies between the QPM and EPM shall be clearly explained.

4) Contractor Basis of Estimate by PWS and Supporting Data (Part 4)

The Quoter and proposed major subcontractors shall submit a separate BOE in the Price Volume for the FFP Mission Services work. The purpose of this section is to give the Government insight into the thought processes and methodologies used by the Quoter in estimating the labor skill mix by labor hours, Other Direct Elements, Materials, etc., required for successful performance on this contract for the price estimates. Emphasis should be placed on a description of the processes and methodologies and how these relate to the technical approach described in the quote. The BOE section shall be specified by the breakouts in L-1, OSAC COMMS FFP Mission and ID/IQ Services which explain in detail all pricing and estimating techniques, discloses the basis of all projections including a detailed explanation of all judgmental elements of cost/price projections. The Quoter shall include a matrix allowing traceability to the Mission Suitability Factor Volume and other pertinent parts of this Price Volume. The information provided under this part will be used to assess the reasonableness of the Quoter's price.

A BOE shall address elements as follows:

- (a) Narrative explaining how the Quoter arrived at the estimate of WYEs.
- (b) How subcontracts were estimated. The Quoter shall note if it has experience with the proposed subcontractor(s).

(End of Provision)

L.24 VOLUME III – SMALL BUSINESS UTILIZATION (SB) (ONLY APPLICABLE IF A QUOTE IS RECEIVED FROM OTHER THAN A SMALL BUSINESS)

NOTE: The Government has established a preference to make an award to a Small Business. The Government is soliciting responses to this solicitation from Small Businesses and requests quotes from only Small Businesses.

This Small Business Utilization Factor is applicable only if the Government receives a quote from other than a Small Business. Small Businesses do not have to comply with the instructions for this evaluation factor.

If a Large Business submits a quote to be the prime contractor for this procurement, then the Large Business shall provide the information required below:

SB1 Small Business Subcontracting

SB-1A Small Business Subcontracting Plan Required by the FAR

Large Businesses must comply with FAR Clause 52.219-9, Small Business Subcontracting Plan with Alternate II. The Plan described and required by the clause, including the associated subcontracting percentage goals and subcontracting dollars, shall be submitted with your quote.

SB-1B Goals

The Contracting Officer's assessment of appropriate subcontracting goals for this acquisition, expressed as a percent of TOTAL CONTRACT VALUE (basic and all options combined), is as follows:

Small Business Contract Goals

Table L.24-1

Categories	% Goals
Small Business (SB)	100.00%

The goal above reflects the Contracting Officer's assessment of the appropriate amount of work to be performed by small businesses under the resultant contract. If it is anticipated that the proposed small business goal will not be met by the submission of the first Individual Subcontracting Report (ISR) for this effort as required by 52.219-9 Small Business Subcontracting Plan, the Quoter shall discuss their approach to include timeline for meeting these goals and the rationale for it.

Quoters are advised that a quote will not be rejected solely because the submitted Plan does not meet the NASA recommended goal that is expressed in Table L.24-1 above in terms of percent of TOTAL CONTRACT VALUE (basic and all options combined). NASA will consider the amount of work being retained for performance by the prime contractor in-house when determining whether a Subcontracting Plan is acceptable. Quoters shall discuss the rationale for

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any goal proposed that is less than the Contracting Officer's recommended goal. In addition, the Quoter shall describe the efforts made to establish a goal for small business and what ongoing efforts, if any, the Quoter plans during performance to increase participation in small business.

SB-1C Commitment to the Small Business Program

- (a) All Large Business submitting a quote to be the prime contractor shall briefly describe work that will be performed by small businesses. Quoters shall describe their work in terms of Mission and ID/IQ that will be subcontracted and provide assumptions and rationale for the proposed approach. Quotes shall also identify any work to be subcontracted that is considered "in-line" with the primary types of services being acquired.
- (b) If the subcontractor(s) is known, Quoters must connect the work to the subcontractor and specify the extent of commitment to use the subcontractor(s) (enforceable vs. non-enforceable commitments).
- (c) All large business Quoters shall provide information demonstrating the extent of commitment to utilize small business concerns and to support their development. Information provided should include a brief description of established or planned procedures and organizational structure for Small Business outreach, assistance, counseling, market research and Small Business identification, and relevant purchasing procedures. This information shall conform to applicable portions of the submitted Small Business Subcontracting Plan.

SB2 Small Business Utilization Risk Analysis and Mitigation

Large business Quoters shall submit a risk assessment for the complete Small Business Utilization subfactor. The analysis shall identify and discuss risk factors and include the approach to mitigate the impact of the identified risks.

(End of Provision)

L.25 VOLUME IV - STANDARD FORM 33 AND SUBMITTAL OF QUOTE (CONTRACT VOLUME)

(1) Standard Form - SF 33

Quoter Fill-Ins and Section **K**. A Standard Form 33 has been provided in this solicitation. Blocks 12 through 18 of the SF 33, the indicated Quoter required fill-ins in Sections **B-K**, and all required plans (as specified in section **L**) must be completed. The signed SF33, all pages with the required fill-ins, and all of Section **K** (completed and signed) must be submitted with the quote. The balance of the solicitation need not be returned unless the Quoter has made changes to other pages that will constitute part of the contract.

The Quoter shall also complete the following sections of the RFQ and include a complete copy of the RFQ (Sections **B-K** plus Forms and Exhibits) in this volume following the SF33s.

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Fill-In Requirements

Table L.25-1

Section	Fill-in Required
A-SF33	Sections 12-18
B- Clause <u>B.2</u>	Table <u>B.2</u> – Matrix of CLINs and Contract Value
Attachment <u>J-4</u>	OSAC COMMSS IDIQ Labor Rate Schedule and Contractor Rate Structure ODC Burdens
Section <u>K</u> (All)	Representations and Certifications as Applicable

In the event the Government elects to award a contract from initial quotes without discussions, the signed SF33 and completed RFQ will form the executed contract.

(2) Quote Acceptance Period

It is requested that Quoters indicate, in Block 12 of the SF 33, a quote validity period of not less than 270 days. However, in accordance with FAR 52.215-1, Instructions to Offerors--Competitive Acquisitions, a different (longer) validity period may be quoted.

(3) Summary of Deviations/Exceptions

List all exceptions to the terms and requirements of Sections **A** through **J** of this solicitation, to the Representations and Certifications (Section **K**) or to the information requested in Section **L**. This list must include all exceptions, both “business” and “technical”. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a quote to be termed unacceptable. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such quote(s) as unacceptable. Highlight exceptions in the margin of the quote where they appear in the text. Include the reason for the exception, or refer to where the reason is addressed in the quote. Quoters are cautioned that exceptions may result in a determination of quote unacceptability (NFS 1815.305-70), may preclude award to a Quoter if award is made without discussions, or may otherwise affect a Quoter’s competitive standing.

(4) Additional Information to be Furnished

Team Member/Subcontractor List

At the beginning of the contract volume, the Quoter shall provide a summary listing (by name and address) of all team members, joint venture partners, subcontractors, and vendors that have been identified by name throughout the quote, the contract value associated with each entity, and the percentage of total work assigned to each entity.

(End of Provision)

L.26 LIST OF ATTACHMENTS TO SECTION L

<u>ATTACHMENT</u>	<u>DOCUMENT</u>	<u>PAGES</u>
ATTACHMENT L-1	A1-COMMSS FFP Mission Services Excel Pricing Model Form PA – Summary of Total Price Form PB – Summary of PWS Form PC – Labor Price by PWS Form PD – IDIQ Fully Burdened Rates (FBR) Form PE – Compensation Forms Salaries and Wages Form PF – Reserved Form PG – Overhead, G&A and Other Indirect Form PH – Fringe Benefits/Payroll Additives Form PI – Reserved Form PJ – Productive Hours Form PK – Cognizant Audit Office Form Form PL – Phase In Form (PIF) A2 – Fringe Benefit Questionnaire	
ATTACHMENT L-2	Form SA – Key Personnel Position Description and Resume Form SB – Job Description/Qualification Form Form SC – Lost Time Case (LTC) Rates Matrix	L-2-1 – L-2-3 L-2-4 – L-2-6 L-2-7—L-2-8
ATTACHMENT L-3	Government Identified Labor Category Description (GILC)	L-3-1 – L-3-13
ATTACHMENT L-4	Background and Historical Data	L-4-1 – L-4-2
ATTACHMENT L-5	MSFC Organization Chart	L-5-1
ATTACHMENT L-6	Office of Strategic Analysis and Communications	L-6-1
ATTACHMENT L-7	Staffing Approach	L-7-1 – L-7-2

(End of Provision)

[END OF SECTION]

Tab	Title	Specific Instruction
PA	Summary of Total Price	This form is designed to summarize the total price for the contract effort. This form shall include the total FFP Mission Services prices/rates by period. This form requires some manual input. The labor price by PWS from Tab PB will automatically populate. The areas highlighted in yellow requires manual input in order to complete the Quoter's total price. Additionally, the quoters are required to input the applicable burden percentages to be applied to Government provided Materials and Supplies and Travel and Training. The rationale for composition of burden rates and basis of application is required.
PB	Summary by PWS	This form is designed to accumulate total hours and burdened labor dollars price by PWS. The total labor hours and fully burdened labor dollars will automatically populate from Tabs PC-1 through Tab PC-8.
PC-1 thru PC-7	Labor Price by PWS	This form is designed to identify the PWS by labor categories, input WYE by labor category and apply the productive hours to the fully burdened rate from Tab PJ. Once the WYE has been input in a cell, a computation of dollars will be automatically calculated based on the productive hour factor as entered in Tab PJan and the fully burdened labor rate by labor category as computed in Tab PD.
PD	ID/IQ Fully Burdened Rates (FBR)	This form provides the detail that each Quoter used to calculate their individually proposed fully burdened labor rates for each of the labor categories specified. The form includes typical indirect categories (e.g. fringe, overhead, G&A). It should be modified to align with the terms of your customary accounting practices. Explain the rationale of any GSA discounts offered and shown in this tab. The labor categories shall be consistent with the GSA Schedule with a complete mapping of GSA labor categories to the RFQ labor categories. Do not add additional labor categories.
PE	Compensation Form Salaries and Wages	This form is required for the government to perform an evaluation of your Total Compensation Plan. The Quoter shall submit a completed compensation form for exempt and non-exempt labor categories for contract period one. This form is required of the Quoter and all subcontractors.
PF	Reserved	
PG	Overhead, G&A and Other Indirect	This form provides the pool and base proposed by period in support of each indirect rate proposed to include Overhead, G&A and additional rates as proposed by the Quoter.
PH	Fringe Benefits/Payroll Additives	This form provides the cost element detail for fringe benefits. A rate should be calculated in Part A that includes the payroll additive from Part B. Part B provides a mechanism to propose payroll additives by site. Part B-This form breaks out statutory payroll additives. Part C- propose the individual elements of Health & Welfare (Health Ins, Disability, personal leave, AD&D, etc.) by Employee per hour (computed based on total hours available to work in the period).
Tab PI	Reserved	
PJ	Productive Hours	Specify the number of Productive Hours per WYE for each contract period. For each, specify in the notes how the figure was calculated.
PK	Cognizant Audit Office Form	This form is designed to capture relevant information concerning (1) the specific location (address or addresses for the Quoter and all subcontractors) where auditable cost information physically resides that support amounts proposed; and (2) the name and address of their cognizant DCAA field audit office.
PL	Phase In Form	This form details the price of phase in.

Note: A separate set of price forms is required for each major subcontractor exceeding \$1,000,000 over the total contract period.

The Quoter is encouraged to correct any errors that may occur in the forms in order to provide an accurate cost estimate. It is the Quoters responsibility to reconcile these cost forms to their own accounting model.

Summary of Total Strategic Analysis and Communications Services Price

Yellow areas require input

Price Elements	Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7	Total
Clins 1-6									
Fully Burdened Labor									
PWS 2.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PWS 3.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PWS 4.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PWS 5.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Fully Burdened Direct Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Mission	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clins 7-12									
Material & Supplies (PWS 6.0) Not-To-Exceed Per RFQ									
Materials & Supplies	\$700,000	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000	\$950,000	\$790,000	\$160,000	\$9,200,000
Subcontracts									
Total Material before Burden	\$700,000	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000	\$950,000	\$790,000	\$160,000	\$9,200,000
Burden - Subcontract Handling (%)	0%								
G&A (if applicable)	0%								
Profit - (%)	0%								
Total Material & Supplies with Burden	\$700,000	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000	\$950,000	\$790,000	\$160,000	\$9,200,000
Rationale for composition of burden rates and basis of application:									
Clins 13-18									
Travel & Training (PWS 7.0) Not-To-Exceed Per RFQ									
Travel & Training	\$150,000	\$350,000	\$350,000	\$350,000	\$350,000	\$200,000	\$170,000	\$30,000	\$1,950,000
Total Travel before Burden	\$150,000	\$350,000	\$350,000	\$350,000	\$350,000	\$200,000	\$170,000	\$30,000	\$1,950,000
Burden (%)	0%								\$0
Profit - (%)	0%								\$0
Total Travel & Training	\$150,000	\$350,000	\$350,000	\$350,000	\$350,000	\$200,000	\$170,000	\$30,000	\$1,950,000
Rationale for composition of burden rates and basis of application:									
Total Price (excluding IDIQ)	\$850,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$1,150,000	\$960,000	\$190,000	\$11,150,000
This form should pick up totals from other Tabs - The quoter is encouraged to correct any errors that may occur in the forms in order to provide an accurate price estimate. It is the quoter's responsibility to reconcile these price forms to their own accounting model.									

PWS 2.0 ELEMENTS	Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
Direct Labor Hours								
Professional Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Strategic Research/Analysis	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Communication Product Development	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Exhibits Design and Operations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Burdened Labor Dollars								
Professional Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Strategic Research/Analysis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communication Product Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exhibits Design and Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Burdened Labor Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PWS 3.0								
<u>ELEMENTS</u>	Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
Direct Labor Hours								
Professional Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Strategic Research/Analysis	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Communication Product Development	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Exhibits Design and Operations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Direct Labor Dollars								
Professional Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Strategic Research/Analysis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communication Product Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exhibits Design and Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Labor Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PWS 4.0								
<u>ELEMENTS</u>	Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
Direct Labor Hours								
Professional Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Strategic Research/Analysis	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Communication Product Development	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Exhibits Design and Operations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Direct Labor Dollars								
Professional Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Strategic Research/Analysis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communication Product Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exhibits Design and Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Labor Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PWS 5.0 ELEMENTS	Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
Direct Labor Hours								
Professional Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Strategic Research/Analysis	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Communication Product Development	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Exhibits Design and Operations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Direct Labor Dollars								
Professional Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Strategic Research/Analysis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communication Product Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exhibits Design and Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Labor Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Company XYZ, Inc.																					
Base Period		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1				
Standard Labor Category		WYE				WYE				WYE				WYE				WYE			
Type	Professional Management																				
Exempt	Program Manager (Mission Only)	-	-							-						-					
Exempt	Communication Manager I	-	-							-						-					
Exempt	Communication Manager II	-	-							-						-					
Exempt	Exhibit/Events Manager	-	-							-						-					
Exempt	Property/Outreach Assistant	-	-							-						-					
	Strategic Research/Analysis																				
Exempt	Researcher/ Analyst I	-	-							-						-					
Exempt	Researcher/ Analyst II	-	-							-						-					
Exempt	Communication Strategist I	-	-							-						-					
Exempt	Communication Strategist II	-	-							-						-					
	Communication Product																				
SCA	Media Specialist I	-	-							-						-					
Exempt	Media Specialist II	-	-							-						-					
SCA	Web Editor I	-	-							-						-					
SCA	Web Editor II	-	-							-						-					
SCA	Writer/Editor I	-	-							-						-					
Exempt	Writer/Editor II	-	-							-						-					
SCA	Writer/Editor III	-	-							-						-					
Exempt	Writer/Editor IV	-	-							-						-					
	Exhibits Design and Operations																				
SCA	Design Graphics I	-	-							-						-					
Exempt	Design Graphics II	-	-							-						-					
SCA	Exhibits Technician I	-	-							-						-					
SCA	Exhibits Technician II	-	-							-						-					
SCA	Exhibits Technician III	-	-							-						-					
	Base Period	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-				

Option Period 1		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1
Standard Labor Category		WYE		WYE		WYE		WYE		WYE		WYE		WYE		WYE	
Type	Professional Management																
Exempt	Program Manager (Mission Only)	-	-							-						-	
Exempt	Communication Manager I	-	-							-						-	
Exempt	Communication Manager II	-	-							-						-	
Exempt	Exhibit/Events Manager	-	-							-						-	
Exempt	Property/Outreach Assistant	-	-							-						-	
	Strategic Research/Analysis																
Exempt	Researcher/ Analyst I	-	-							-						-	
Exempt	Researcher/ Analyst II	-	-							-						-	
Exempt	Communication Strategist I	-	-							-						-	
Exempt	Communication Strategist II	-	-							-						-	
	Communication Product																
SCA	Media Specialist I	-	-							-						-	
Exempt	Media Specialist II	-	-							-						-	
SCA	Web Editor I	-	-							-						-	
SCA	Web Editor II	-	-							-						-	
SCA	Writer/Editor I	-	-							-						-	
Exempt	Writer/Editor II	-	-							-						-	
SCA	Writer/Editor III	-	-							-						-	
Exempt	Writer/Editor IV	-	-							-						-	
	Exhibits Design and Operations																
SCA	Design Graphics I	-	-							-						-	
Exempt	Design Graphics II	-	-							-						-	
SCA	Exhibits Technician I	-	-							-						-	
SCA	Exhibits Technician II	-	-							-						-	
SCA	Exhibits Technician III	-	-							-						-	
	Option Period 1	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-

Option Period 2		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1
Standard Labor Category		WYE		WYE		WYE		WYE		WYE		WYE		WYE		WYE	
Type	Professional Management																
Exempt	Program Manager (Mission Only)	-	-							-						-	
Exempt	Communication Manager I	-	-							-						-	
Exempt	Communication Manager II	-	-							-						-	
Exempt	Exhibit/Events Manager	-	-							-						-	
Exempt	Property/Outreach Assistant	-	-							-						-	
	Strategic Research/Analysis																
Exempt	Researcher/ Analyst I	-	-							-						-	
Exempt	Researcher/ Analyst II	-	-							-						-	
Exempt	Communication Strategist I	-	-							-						-	
Exempt	Communication Strategist II	-	-							-						-	
	Communication Product																
SCA	Media Specialist I	-	-							-						-	
Exempt	Media Specialist II	-	-							-						-	
SCA	Web Editor I	-	-							-						-	
SCA	Web Editor II	-	-							-						-	
SCA	Writer/Editor I	-	-							-						-	
Exempt	Writer/Editor II	-	-							-						-	
SCA	Writer/Editor III	-	-							-						-	
Exempt	Writer/Editor IV	-	-							-						-	
	Exhibits Design and Operations																
SCA	Design Graphics I	-	-							-						-	
Exempt	Design Graphics II	-	-							-						-	
SCA	Exhibits Technician I	-	-							-						-	
SCA	Exhibits Technician II	-	-							-						-	
SCA	Exhibits Technician III	-	-							-						-	
	Option Period 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Option Period 3		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1
Standard Labor Category		WYE		WYE		WYE		WYE		WYE		WYE		WYE		WYE	
Type	Professional Management																
Exempt	Program Manager (Mission Only)	-	-							-						-	
Exempt	Communication Manager I	-	-							-						-	
Exempt	Communication Manager II	-	-							-						-	
Exempt	Exhibit/Events Manager	-	-							-						-	
Exempt	Property/Outreach Assistant	-	-							-						-	
	Strategic Research/Analysis																
Exempt	Researcher/ Analyst I	-	-							-						-	
Exempt	Researcher/ Analyst II	-	-							-						-	
Exempt	Communication Strategist I	-	-							-						-	
Exempt	Communication Strategist II	-	-							-						-	
	Communication Product																
SCA	Media Specialist I	-	-							-						-	
Exempt	Media Specialist II	-	-							-						-	
SCA	Web Editor I	-	-							-						-	
SCA	Web Editor II	-	-							-						-	
SCA	Writer/Editor I	-	-							-						-	
Exempt	Writer/Editor II	-	-							-						-	
SCA	Writer/Editor III	-	-							-						-	
Exempt	Writer/Editor IV	-	-							-						-	
	Exhibits Design and Operations																
SCA	Design Graphics I	-	-							-						-	
Exempt	Design Graphics II	-	-							-						-	
SCA	Exhibits Technician I	-	-							-						-	
SCA	Exhibits Technician II	-	-							-						-	
SCA	Exhibits Technician III	-	-							-						-	
	Option Period 3	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-

Company XYZ, Inc.		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1
Option Period 4		WYE		WYE		WYE		WYE		WYE		WYE		WYE		WYE	
Type	Professional Management																
Exempt	Program Manager (Mission Only)	-	-							-						-	
Exempt	Communication Manager I	-	-							-						-	
Exempt	Communication Manager II	-	-							-						-	
Exempt	Exhibit/Events Manager	-	-							-						-	
Exempt	Property/Outreach Assistant	-	-							-						-	
	Strategic Research/Analysis																
Exempt	Researcher/ Analyst I	-	-							-						-	
Exempt	Researcher/ Analyst II	-	-							-						-	
Exempt	Communication Strategist I	-	-							-						-	
Exempt	Communication Strategist II	-	-							-						-	
	Communication Product																
SCA	Media Specialist I	-	-							-						-	
Exempt	Media Specialist II	-	-							-						-	
SCA	Web Editor I	-	-							-						-	
SCA	Web Editor II	-	-							-						-	
SCA	Writer/Editor I	-	-							-						-	
Exempt	Writer/Editor II	-	-							-						-	
SCA	Writer/Editor III	-	-							-						-	
Exempt	Writer/Editor IV	-	-							-						-	
	Exhibits Design and Operations																
SCA	Design Graphics I	-	-							-						-	
Exempt	Design Graphics II	-	-							-						-	
SCA	Exhibits Technician I	-	-							-						-	
SCA	Exhibits Technician II	-	-							-						-	
SCA	Exhibits Technician III	-	-							-						-	
	Option Period 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Option Period 5		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1	
Standard Labor Category		WYE			WYE			WYE			WYE			WYE			WYE	
Type	Professional Management																	
Exempt	Program Manager (Mission Only)	-	-							-						-		
Exempt	Communication Manager I	-	-							-						-		
Exempt	Communication Manager II	-	-							-						-		
Exempt	Exhibit/Events Manager	-	-							-						-		
Exempt	Property/Outreach Assistant	-	-							-						-		
	Strategic Research/Analysis																	
Exempt	Researcher/ Analyst I	-	-							-						-		
Exempt	Researcher/ Analyst II	-	-							-						-		
Exempt	Communication Strategist I	-	-							-						-		
Exempt	Communication Strategist II	-	-							-						-		
	Communication Product																	
SCA	Media Specialist I	-	-							-						-		
Exempt	Media Specialist II	-	-							-						-		
SCA	Web Editor I	-	-							-						-		
SCA	Web Editor II	-	-							-						-		
SCA	Writer/Editor I	-	-							-						-		
Exempt	Writer/Editor II	-	-							-						-		
SCA	Writer/Editor III	-	-							-						-		
Exempt	Writer/Editor IV	-	-							-						-		
	Exhibits Design and Operations																	
SCA	Design Graphics I	-	-							-						-		
Exempt	Design Graphics II	-	-							-						-		
SCA	Exhibits Technician I	-	-							-						-		
SCA	Exhibits Technician II	-	-							-						-		
SCA	Exhibits Technician III	-	-							-						-		
	Option Period 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Option Period 6		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1
Standard Labor Category		WYE		WYE		WYE		WYE		WYE		WYE		WYE		WYE	
Type	Professional Management																
Exempt	Program Manager (Mission Only)	-	-							-						-	
Exempt	Communication Manager I	-	-							-						-	
Exempt	Communication Manager II	-	-							-						-	
Exempt	Exhibit/Events Manager	-	-							-						-	
Exempt	Property/Outreach Assistant	-	-							-						-	
	Strategic Research/Analysis																
Exempt	Researcher/ Analyst I	-	-							-						-	
Exempt	Researcher/ Analyst II	-	-							-						-	
Exempt	Communication Strategist I	-	-							-						-	
Exempt	Communication Strategist II	-	-							-						-	
	Communication Product																
SCA	Media Specialist I	-	-							-						-	
Exempt	Media Specialist II	-	-							-						-	
SCA	Web Editor I	-	-							-						-	
SCA	Web Editor II	-	-							-						-	
SCA	Writer/Editor I	-	-							-						-	
Exempt	Writer/Editor II	-	-							-						-	
SCA	Writer/Editor III	-	-							-						-	
Exempt	Writer/Editor IV	-	-							-						-	
	Exhibits Design and Operations																
SCA	Design Graphics I	-	-							-						-	
Exempt	Design Graphics II	-	-							-						-	
SCA	Exhibits Technician I	-	-							-						-	
SCA	Exhibits Technician II	-	-							-						-	
SCA	Exhibits Technician III	-	-							-						-	
	Option Period 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Option Period 7		Total WYE	Total 2.0	2.1	2.2	2.3	2.4	2.5	2.6	Total 3.0	3.1	3.2	3.3	3.4	3.5	Total 4.0	4.1
Standard Labor Category		WYE		WYE		WYE		WYE		WYE		WYE		WYE		WYE	
Type	Professional Management																
Exempt	Program Manager (Mission Only)	-	-							-						-	
Exempt	Communication Manager I	-	-							-						-	
Exempt	Communication Manager II	-	-							-						-	
Exempt	Exhibit/Events Manager	-	-							-						-	
Exempt	Property/Outreach Assistant	-	-							-						-	
	Strategic Research/Analysis																
Exempt	Researcher/ Analyst I	-	-							-						-	
Exempt	Researcher/ Analyst II	-	-							-						-	
Exempt	Communication Strategist I	-	-							-						-	
Exempt	Communication Strategist II	-	-							-						-	
	Communication Product																
SCA	Media Specialist I	-	-							-						-	
Exempt	Media Specialist II	-	-							-						-	
SCA	Web Editor I	-	-							-						-	
SCA	Web Editor II	-	-							-						-	
SCA	Writer/Editor I	-	-							-						-	
Exempt	Writer/Editor II	-	-							-						-	
SCA	Writer/Editor III	-	-							-						-	
Exempt	Writer/Editor IV	-	-							-						-	
	Exhibits Design and Operations																
SCA	Design Graphics I	-	-							-						-	
Exempt	Design Graphics II	-	-							-						-	
SCA	Exhibits Technician I	-	-							-						-	
SCA	Exhibits Technician II	-	-							-						-	
SCA	Exhibits Technician III	-	-							-						-	
	Option Period 7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

IDIQ LABOR RATES - CONTRACTOR SPECIFIC (IRDT-CS)

[] Prime Contractor: _____ Base Period

[] Subcontractor: _____

NASA Identified Labor Category	Map to: Quoter's GSA Labor Category	Labor Type	Direct Labor Rate	Burdens					Profit \$	GSA IFF	FBR*	GSA Rate	% Discount
				0.0%	0.0%	0.0%		0.0%					
				Fringe \$	OH1 \$	OH2 \$	Subtotal	G&A \$					
Professional Management													
Program Manager (Mission Only)				\$0.00			\$0.00				\$0.00		
Communication Manager I				\$0.00			\$0.00				\$0.00		
Communication Manager II				\$0.00			\$0.00				\$0.00		
Exhibit/Events Manager				\$0.00			\$0.00				\$0.00		
Property/Outreach Assistant				\$0.00			\$0.00				\$0.00		
Strategic Research/Analysis													
Researcher/ Analyst I				\$0.00			\$0.00				\$0.00		
Researcher/ Analyst II				\$0.00			\$0.00				\$0.00		
Strategic Communication Planning													
Communication Strategist I				\$0.00			\$0.00				\$0.00		
Communication Strategist II				\$0.00			\$0.00				\$0.00		
Communication Subj Matter Exp I				\$0.00			\$0.00				\$0.00		
Communication Subj Matter Exp II				\$0.00			\$0.00				\$0.00		
Communication Subj Matter Exp III				\$0.00			\$0.00				\$0.00		
Communication Product Development													
Events Coordinator				\$0.00			\$0.00				\$0.00		
Media Specialist I				\$0.00			\$0.00				\$0.00		
Media Specialist II				\$0.00			\$0.00				\$0.00		
Web Editor I				\$0.00			\$0.00				\$0.00		
Web Editor II				\$0.00			\$0.00				\$0.00		
Writer/Editor I				\$0.00			\$0.00				\$0.00		
Writer/Editor II				\$0.00			\$0.00				\$0.00		
Writer/Editor III				\$0.00			\$0.00				\$0.00		
Writer/Editor IV				\$0.00			\$0.00				\$0.00		
Exhibits Design and Operations													
Design Graphics I				\$0.00			\$0.00				\$0.00		
Design Graphics II				\$0.00			\$0.00				\$0.00		
Exhibits Technician I				\$0.00			\$0.00				\$0.00		
Exhibits Technician II				\$0.00			\$0.00				\$0.00		
Exhibits Technician III				\$0.00			\$0.00				\$0.00		
Exhibits Operator/Driver				\$0.00			\$0.00				\$0.00		
Outreach Coordinator I				\$0.00			\$0.00				\$0.00		

Company XYZ, Inc.

RFQ# NNM12401516Q

IDIQ LABOR RATES - CONTRACTOR SPECIFIC (IRDT-CS)

☐ Prime Contractor: _____

Base Period

☐ Subcontractor: _____

NASA Identified Labor Category	Map to: Quoter's GSA Labor Category	Labor Type	Direct Labor Rate	Burdens				Subtotal	G&A \$	Profit \$	GSA IFF	FBR*	GSA Rate	% Discount
				0.0%	0.0%	0.0%	0.0%							
Outreach Coordinator II				\$0.00				\$0.00				\$0.00		
Outreach Coordinator III				\$0.00				\$0.00				\$0.00		

Final Rate
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Final Rate
\$0.00
\$0.00

Compensation Form Salaries and Wages

[] Prime Contractor: _____

[] Subcontractor: _____

[] Prime Contractor: _____

[] Subcontractor: _____

[illegible]

Schedule of Overhead, G&A and Other Indirect Rates in Real Dollars

	Quoter Fiscal Year	Government Fiscal Year (GFY)	Period	Conversion in days	
Begins	1/1	10/1	1st Fiscal Yr	273	75%
Ends	12/31	9/30	2nd Fiscal Yr	92	25%

G&A Basis:	Input Allocation Base Here
------------	----------------------------

	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year	Offeror Fiscal Year
	2011	2012	2013	2014	2015	2016	2017	2018
Pool	\$100	\$200	\$300	\$300	\$300	\$300	\$300	\$300
Base	\$1,000	\$1,500	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Rate	10.0%	13.3%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%

Conversion to GFY	Rate used in FBR	10.8%	13.8%	15.0%	15.0%	15.0%	15.0%	15.0%
-------------------	------------------	-------	-------	-------	-------	-------	-------	-------

Overhead Basis:	Input Allocation Base Here
-----------------	----------------------------

	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year
	2011	2012	2013	2014	2015	2016	2017	2018
Pool	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Base	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

Conversion to GFY	Rate used in FBR	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
-------------------	------------------	------	------	------	------	------	------	------

Other Indirect Rate Basis:	Input Allocation Base Here
----------------------------	----------------------------

	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year	Quoter Fiscal Year
	2011	2012	2013	2014	2015	2016	2017	2018
Pool	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Base	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

Conversion to GFY	Rate used in FBR	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
-------------------	------------------	------	------	------	------	------	------	------

Company XYZ, Inc.
Fringe Benefits/Payroll Additives
FRINGE RATE DEVELOPMENT
REAL YEAR DOLLARS

Part A

DESCRIPTION	Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
GROUP HEALTH INSURANCE								
GROUP LIFE INSURANCE								
RETIREMENT								
SHORT TERM DISABILITY								
LONG TERM DISABILITY								
PROFESSIONAL LIABILITY INS.								
OTHER (SPECIFY)								
Employee Awards								
Health and Welfare								
Training								
Vacation/Personal Leave								
TOTAL EXPECTED COST OF FB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LABOR BASE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringe Rate before Payroll Additive	0%	0%	0%	0%	0%	0%	0%	0%
	0%	0%	0%	0%	0%	0%	0%	0%
Payroll Additive Rate From PART B BELOW								
FRINGE BENEFIT RATE	0%	0%	0%	0%	0%	0%	0%	0%
Conversion to GFY from Tab PE								

Please Describe the Labor Base: (e.g. 90% DL, 10% Indirect Labor)

PAYROLL ADDITIVES RATE DEVELOPMENT

Part B

DESCRIPTION		Base Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Option Period 5	Option Period 6	Option Period 7
FICA CALCULATIONS:									
SOCIAL SECURITY (SS)									
	BASE WAGES								
	X SS RATE								
	= SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MEDICARE									
	BASE WAGES								
	X MEDICARE RATE								
	= SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNEMPLOYMENT TAX:									
FUTA									
	BASE WAGES								
	X TAX RATE								
	= SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUTA									
	BASE WAGES								
	X TAX RATE								
	= SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WORKERS' COMPENSATION:									
	BASE WAGES								
	X PREMIUM RATE								
	= SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER (SPECIFY):									
	= SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PAYROLL ADDITIVES:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LABOR BASE		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

= PAYROLL ADDITIVE RATE	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<i>Please carry forward the rate by year to the fringe calculation Found in Row 28 above</i>								

Part C

Indicate Hourly Health & Welfare cost by Employee Category (per yr)

* Per the SCA instructions Hrly H&W is computed based on all hours worked not productive factor

										TOTAL
Labor Category	# of WYE	GROUP HEALTH	LIFE	AD&D	Pension Plan	Short	Short	Long	Sick/ Pers Lve	Hourly *
							Term	Disability		H&W COST
Program Manager	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communication Manager I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communication Manager II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exhibit/Events Manager	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property/Outreach Assistant	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Researcher/ Analyst I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Researcher/ Analyst II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communication Strategist I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communication Strategist II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Media Specialist I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Media Specialist II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Writer/Editor I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Writer/Editor II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Writer/Editor III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Writer/Editor IV	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Web Editor I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Web Editor II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Events Coordinator	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outreach Coordinator I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outreach Coordinator II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outreach Coordinator III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exhibit Technician I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exhibit Technician II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exhibit Technician III	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design/Graphics I	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design/Graphics II	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exhibits Operator/Driver	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	1.0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Calculation of Productive Factor by Labor Designation

	Base Period	Opt Period 1	Opt Period 2	Opt Period 3	Opt Period 4	Opt Period 5	Opt Period 6	Opt Period 7
Start	5/1/2012	10/1/2012	10/1/2013	10/1/2014	10/1/2015	10/1/2016	5/1/2017	10/1/2017
End	9/30/2012	9/30/2013	9/30/2014	9/30/2015	9/30/2016	4/30/2017	9/30/2017	10/31/2017
Hours in Contract Period	872	2,088	2,088	2,088	2,096	1,200	880	176
Exempt Productive Factor								
Less: Holidays								
Sick								
Vacation								
Other								
Exempt	872	2,088	2,088	2,088	2,096	1,200	880	176
SCA Productive Factor								
Less: Holidays								
Sick								
Vacation								
Other								
SCA	872	2,088	2,088	2,088	2,096	1,200	880	176

The above labor designations are linked to the Tab PC. The work hours will be generated from the information provided by each designation.

Notes:
Areas in yellow require Quoter input.

Cognizant Audit Office Form**Check Appropriate Box**

- ☐ Prime Contractor
☐ Teaming Member (This template must be completed for each Teaming Agreement Participant)
☐ Joint Venture Member (This template must be completed for each Joint Venture Participant)
☐ Partnership (This template must be completed for each partner)
☐ Major Subcontractor (This template must be completed for each major subcontractor)

Submitting Entity:		Cognizant DCAA Field Office	
Company Name:		DCAA FAO:	
POC:		POC:	
Phone Number:		Phone Number:	
FAX Number:		FAX Number:	
E-Mail Address:		E-Mail Address:	
Street:		Street:	
P.O.Box:		P.O.Box:	
City:		City:	
State:		State:	
Zip:		Zip:	
Disclosures:			
Note: The submitting entity audit point of contact (POC) and address provided above, must be at a location where auditable records supporting the proposed amounts physically reside. In the Disclosure area include any disclosures that may assist in the performance of a DCAA audit such: a recent proposal audit was performed on xx/xx/xx, a revision to the disclosure statement is underway, the financial records reside at; however, the proposal team is located at XYZ and that is where the technical data resides.			

Company XYZ, Inc.		RFQ# NNM12401516Q	
Phase-In Form (PIF)			
[] Prime Contractor: _____			
Labor Hours			
Regular			
Total Hours		0	
Labor Dollars			
Regular			
Total Phase-in Labor		\$0	
Labor Burdens			
Fringe			
Labor Overhead			
Total Labor Burdens		\$0	
ODC			
Travel			
Training			
Supplies, Material, & Equipment			
Other			
Total ODCs		\$0	
Subtotal		\$0	
G&A			
Fee			
TOTAL PHASE-IN		<u>\$0</u>	
Less Company Investment		\$0	
TOTAL PHASE-IN		<u>\$0</u>	

Not to Exceed \$150,000

RFQ NNM 12401516Q
Total Contract Cost - ATTACHMENT L-1-A2

PERSONNEL AND FRINGE BENEFIT

Company XXX

This form is to be completed by prime and all major subs

Please attach additional details on each benefit as necessary.

Please indicate whether the dollar amount provided is per pay period, monthly etc...

Compensation Form (b)- Personnel and Fringe Benefits Policies (Health & Welfare)

[] Prime Contractor: _____

[] Subcontractor: _____

	Details / Description	Exempt	Non-Exempt	Ref.
Health Insurance				
<i>Please indicate whether the dollar amount provided is per pay period, monthly etc...</i>				
Provider	(e.g. HMO, FFS, High Deductible Health Plan, Consumer Directed Health Plan, Self Insured)			
Eligibility Start Date				
Employee Share \$				
Employee Share + One \$				
Employee Share Family \$				
Employer Share for Employee \$				
Employer Share for Employee + one \$				
Employer Share for Employee plus family \$				
Opt Out Payment				
Calendar Year Deductible Per Person				
Calendar Year Deductible Per Family				
Primary Doctor Office Visits Co-Pay In-Network Provider				
Primary Doctor Office Visits Co-Pay Out-Network Provider				
Specialist Office Visits				

	Details / Description	Exempt	Non-Exempt	Ref.
Hospital Inpatient Per Admission Deductible/Copay				
Hospital Inpatient Room & Board Charges				
Hospital Co-Pay In-Network Provider				
Hospital Co-Pay Out-Network Provider				
Catastrophic Limit Per Person				
Catastrophic Limit Per Family				
Rx Co-Pays (Brand Name)				
Rx Co-Pays (Generic)				
Rx Co-Pays (Brand Name) Mail Order				
Rx Co-Pays (Generic) Mail Order				
Rx Mail Order Dosage /Qty per Month per Co-Pay				
Emergency Room Coverage				
Max Out of Pocket Employee (Annual)				
Max Out of Pocket Family (Annual)				
Other				
Long-Term Care Insurance				
Plan Type				
Provider				
Plan Type (Facility or Comprehensive)				
Eligibility Start Date				
Employee Share \$				
Employer Share \$				
Other Family Eligibility				
Dental Insurance				
Provider				
Eligibility Start Date				
Employee Share \$				
Employee Share + One \$				
Employee Share Family \$				
Employer Share for Employee \$				

	Details / Description	Exempt	Non-Exempt	Ref.
Employer Share for Employee + One \$				
Employer Share for Employee plus family \$				
Deductible Employee Only				
Deductible Employee + One				
Deductible Family				
Annual Maximum				
Preventative				
Orthodontic				
Other				
Vision Insurance				
Provider				
Eligibility Start Date				
Employee Share \$				
Employee Share + One \$				
Employee Share Family \$				
Employer Share for Employee \$				
Employer Share for Employee + One \$				
Employer Share for Employee plus family\$				
Deductible Employee Only				
Deductible Employee + One				
Deductible Family				
Vision Exam				
Vision Glasses and Lenses				
Vision Contacts				
Annual Maximum				
Life Insurance				
Provider				
Company Provided \$ x Salary				
Maximum				
Employee Share \$ & % (Single & Family) per month				

	Details / Description	Exempt	Non-Exempt	Ref.
Employer Share \$ & % (Single & Family) per month				
Add'l Available?				
Cost/Unit				
Maximum				
Accident Insurance				
Provider				
Employee Share \$ & % (Single & Family) per month				
Employer Share \$ & % (Single & Family) per month				
Maximum				
Disability Insurance				
Short Term				
Provider				
% Salary				
Waiting Period				
Employee Share \$ & % (Single & Family) per month				
Employer Share \$ & % (Single & Family) per month				
Long Term				
Provider				
% Salary				
Waiting Period				
Employee Share \$ & % (Single & Family) per month				
Employer Share \$ & % (Single & Family) per month				
Retirement				
Provider				
Pension				
401(k)				
Matching \$ & %				
Maximum Matching				

	Details / Description	Exempt	Non-Exempt	Ref.
Employee Maximum				
100% Vesting # Years				
Stock Options				
ESOP				
Paid Time Off				
Holidays				
Vacation				
Other (I.e. sick, bereavement, civic, military, etc.) Reference S.4, para 4				
Overtime				
Overtime				
Comp Time				
Uncompensated Overtime				
Training/Education				
Educational Reimbursement				
% Paid / Course				
Avg/Person/Year				
Max \$ / Year				
Grade Requirements				
Training / Prof. Develop.				
In-house				
CLE/CEUs				
Member Fees				
Severance				
Full Time Employee				
Eligibility:				
__ Yrs to __ Yrs & Amount				
Part Time Employee				
Eligibility:				
__ Yrs to __ Yrs & Amount				
Performance Awards/Bonus				

	Details / Description	Exempt	Non-Exempt	Ref.
Bonus				
Maximum \$ & %				
Eligibility:				
__Yrs to __ Yrs & Amount				
Spot Bonus				
Maximum \$ & %				
Other				
Health Care Flexible Spending Account				
Dependent Flexible Spending Account				
Child Care Allowance				
Relocation Policy				
Sign-on/Retention Bonus				
<i>Other</i>				
<i>Other</i>				

FORM SA - KEY PERSONNEL POSITION DESCRIPTION AND RESUME

(Complete one form for each proposed Key Person. Copies of this form should be used for continuation of work experience; use plain bond paper if additional space is needed otherwise. Start with the present or most recent position and work back. Do not submit work experience prior to 2006. Employer and customer references may be contacted during the proposal evaluation period. The availability of the person referenced, complete mailing address, and complete telephone number shall be verified by the Offeror before submission).

PROPOSED POSITION TITLE: _____

PROPOSED POSITION SALARY: _____

NAME OF PROPOSED KEY PERSON: _____

CURRENT EMPLOYER: _____

DESCRIPTION AND SCOPE OF PROPOSED KEY POSITION:

RATIONALE FOR SELECTING THIS AS A KEY POSITION:

REASONS FOR SELECTING PROPOSED PERSON FOR THIS POSITION:

THE PROPOSED PERSON:

HAS _____ HAS NOT _____ BEEN CONTACTED
IS _____ IS NOT _____ COMMITTED TO THE PROPOSED POSITION
HAS _____ HAS NOT _____ BEEN INCLUDED IN CONCURRENT PROPOSALS
WILL DEVOTE _____ % OF TIME TO THIS CONTRACT

RFQ NNM12401516Q
Section L, Attachment L-2, Form SA

COLLEGE EDUCATION OF PROPOSED KEY PERSONNEL:

NAME & LOCATION OF INSTITUTION:

YEAR OF DEGREE:

TYPE OF DEGREE & MAJOR:

OTHER SPECIALIZED TRAINING/MEMBERSHIP IN PROFESSIONAL SOCIETIES:

EMPLOYMENT HISTORY (SINCE 2006) STARTING WITH CURRENT POSITION:

EXPLAIN ANY INTERRUPTIONS IN EMPLOYMENT:

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

RFQ NNM12401516Q
Section L, Attachment L-2, Form SA

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

FORM SB – JOB DESCRIPTION/QUALIFICATION FORM
Instructions for Completing Job Description/Qualification Form (JD/Q)

TITLE

There are three Job Description/Qualification forms per page. One form is to be completed for each job title/classification. (**NOTICE**: This applies to all proposing subcontracted classifications as well.)

- **Contractor Job Title** – Enter your company job title IF different from the SCA job title.
- **Solicitation Job Title** – Enter the job title identified in the solicitation. (Reference Attachment L-3, Government Identified Labor Category Descriptions)
- **SCA Wage Determination Job Title/Classification** - Enter the accurate SCA job title/classification and SCA job number from the SCA Wage Determination.

NOTE: Detailed position descriptions are contained in the SCA Directory of Occupations, Fifth Edition. For details see: <http://www.dol.gov/esa/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>

TYPE

Place an X in the Box that is applicable to the job title/classification.

- **Exempt** - Those job classifications identified in Title 29 CFR Part 541 dated April 23, 2004, as exempt classifications.
- **Non-exempt** – All job classifications other than those exempt by 29 CFR Part 541.

SALARY/WAGE RANGES

- **For exempt employees** enter the minimum annual pay rate in the **Annual From** space and the maximum annual pay rate in the corresponding **To** space **for exempt employees**.
- **For non-exempt employees** enter the minimum hourly pay rate in the **Hourly From** space and the maximum hourly pay rate in the corresponding **To** space **for non-exempt employees**.

CAUTION: The minimum rate can never be lower than the SCA minimum rate.

HEALTH AND WELFARE (FRINGE BENEFITS)

Provide the **exact hourly cost** of health and welfare for each service employee for all hours paid (see 29 Title CFR Part 4.175(a)(1) for complete details).

NOTICE: The hourly cost of **health and welfare** for service (non-exempt) employees **shall not include** the cost of vacation pay, holiday pay, liability insurance, state and Federal taxes, professional liability insurance, unemployment or workmen's compensation insurance for computation purposes.

NOTE: The hourly cost of **health and welfare** must be computed separately for **exempt** employees (those not covered by the SCA) and **non-exempt** employees (those covered by the SCA).

CAUTION: The SCA makes **NO distinction** between full-time, part-time, or temporary "service employees" in regards to the required payment of **health and welfare**, including vacation and holiday pay (part-time employees vacation and holiday pay are prorated based on the numbers of hours worked).

DESCRIPTION

Briefly describe the duties performed under the specified job title/classification.

QUALIFICATION REQUIREMENTS

Identify the education and experience requirements for an employee to qualify for the specified job title/classification.

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Section L, Attachment L-2, Form SB

TITLE	Contractor GSA Job Title: _____ Solicitation Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number: _____
TYPE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SALARY / WAGE RANGE	ANNUAL FROM: _____ TO: _____ [Exempt] HOURLY FROM: _____ TO: _____ [Nonexempt]
HEALTH & WELFARE	HOURLY COST OF HEALTH AND WELFARE: _____
DESCRIPTION	_____ _____
QUALIFICATION REQUIREMENTS	EDUCATION: _____ EXPERIENCE: _____ _____

TITLE	Contractor GSA Job Title: _____ Solicitation Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number: _____
TYPE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SALARY / WAGE RANGE	ANNUAL FROM: _____ TO: _____ [Exempt] HOURLY FROM: _____ TO: _____ [Nonexempt]
HEALTH & WELFARE	HOURLY COST OF HEALTH AND WELFARE: _____
DESCRIPTION	_____ _____
QUALIFICATION REQUIREMENTS	EDUCATION: _____ EXPERIENCE: _____ _____

TITLE	Contractor GSA Job Title: _____ Solicitation Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number: _____
TYPE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SALARY / WAGE RANGE	ANNUAL FROM: _____ TO: _____ [Exempt] HOURLY FROM: _____ TO: _____ [Nonexempt]
HEALTH & WELFARE	HOURLY COST OF HEALTH AND WELFARE: _____
DESCRIPTION	_____ _____
QUALIFICATION REQUIREMENTS	EDUCATION: _____ EXPERIENCE: _____ _____

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Section L, Attachment L-2, Form SC

FORM SC - LOST TIME CASE (LTC) RATES MATRIX

NAICS	Company Name/Contract Name		Year	Year	Year
			2008	2009	2010
		Lost Time Case (LTC) rate for this contract			
		Number of contractor cases that resulted in days away from work for this contract			
		Number of contractor employees working on this contract			
		Number of hours worked by the contractor on this contract			
NAICS	Company Name/Contract Name		Year	Year	Year
			2008	2009	2010
		Lost Time Case (LTC) rate for this contract			
		Number of contractor cases that resulted in days away from work for this contract			
		Number of contractor employees working on this contract			
		Number of hours worked by the contractor on this contract			
NAICS	Company Name/Contract Name		Year	Year	Year
			2008	2009	2010
		Lost Time Case (LTC) rate for this contract			
		Number of contractor cases that resulted in days away from work for this contract			
		Number of contractor employees working on this contract			
		Number of hours worked by the contractor on this contract			
$(N \times 200,000) / EH = LTC$					
N = Total number of cases with days away from work for the referenced contract in the year					
EH = Total number of hours worked by contractor employees on the referenced contract in the year					
200,000 = equivalent of 100 full-time workers working 40 hour weeks 50 weeks per year					

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Section L, Attachment L-2, Form SC

Proposer's shall expand this matrix as necessary to provide the requested LTC rate data for each contract submitted as reference of previous experience in performing work similar to that described in the statement of work. This LTC data is also required for any subcontractors or teaming partners.

To calculate the TRIR:

$(N \times 200,000) / EH = \text{TRIR}$

N = Number of OSHA reportable cases for the contractor in the year.

EH = Total number of hours worked by all contractor employees in the year.

ATTACHMENT L-3**LABOR CATEGORY DESCRIPTIONS**

Position	General Characteristics	Description	Desired Qualification/Education
Program Manager	Senior professional who is proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with all levels of management. Advanced strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills.	Responsible for the management, performance, and completion of all Performance Work Statement (PWS) requirements for OSAC.	<p>B.A. or B.S. in appropriate area of specialization.</p> <p>Graduate studies in related field of study is preferred.</p> <p>Twelve (12) years of experience in communication, business management or related field is preferred.</p>
Communications Manager I	Proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with all levels of management. Advanced strategic thinking and planning; Advanced oral and written communication skills; Strong writing/editing skills; Advanced problem solving skills.	Responsible for the development of a broad-range of communication initiatives and outreach activities that educate, inform, and build relationships with key NASA / Marshall stakeholders. Assist senior communication managers in the research and execution of communication strategies, plans, and message management processes.	<p>B.A. or B.S. in appropriate area of specialization</p> <p>Graduate studies in related field of study is preferred.</p> <p>Five (5) years of directly related experience is preferred.</p> <p>Computer proficient in MS Office and internet research capabilities.</p>

Position	General Characteristics	Description	Desired Qualification/Education
Communications Manager II	Senior communication professional who is proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with all levels of management. Advanced Strategic thinking and planning; Advanced oral and written communication skills; Strong writing/editing skills; Advanced problem solving skills.	Responsible for recommending, executing, and maintaining all communication strategies, plans, and message management processes. Contribute to the development of communication plans and execute against those plans. Responsible for communication measurement results and recommending adjustments to strategic plans and execute accordingly. Establish and maintain relationships with key personnel, communications staff, and NASA / Marshall stakeholders across all functional areas to ensure effective communications and change readiness capabilities. Develop and manage deliverables to meet quality assurance standards and encompass all functional business needs.	<p>B.A. or B.S. in appropriate area of specialization.</p> <p>Masters in related field of study is preferred.</p> <p>Ten (10) years of directly related experience is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities.</p>
Researcher / Analyst I	Customer and results-oriented; Proactive; Strong analytical skills; Highly detailed / organized; Proficient in oral and written communications; Able to multi-task and operate in dynamic environments.	Performs research and analysis on a variety of topics including: environmental, stakeholder, audience, and benchmarking topics. Provides analytical and technical support as identified by senior analysts. Produces tables, graphs, and reports in support of analytical and research projects. Assists with the integration of analysis and graphics into written documents and presentations. Summarizes/analyzes articles and research papers for direct application to NASA and Marshall programs, projects, and communication activities.	<p>B.A. or B.S in a business communication related field and 1 year of specialized experience in research / analysis field.</p> <p>Graduate studies in related field of study is preferred.</p> <p>Proficient at computer-based methods for data-retrieval, manipulation and presentation of data from large, complex databases.</p>

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Position	General Characteristics	Description	Desired Qualification/Education
Researcher / Analyst/II	Customer and results-oriented; Proactive; Strong analytical skills; Highly detailed / organized; Proficient in oral and written communications; Creative and strategic thinker; Able to multi-task and operate in dynamic environments. Perform at a senior level capacity	Responsible for the collection, interpretation, and analysis of data related to all aspects of strategic communications. Perform analytical services including: investigation, assessment, and reporting on complex topics. Develop customer-ready reports and presentations. Design and implement customer surveys and other communication measurement methods. Possess extensive knowledge of quantitative and qualitative research methods and statistics. Participate in development and maintenance of databases and reporting tools. Identify and assign tasks to other analysts.	<p>B.A. or B.S. in appropriate area of specialization.</p> <p>Masters in related field of study is preferred.</p> <p>Seven (7) years of directly related experience is preferred.</p> <p>Proficient at computer-based methods for data-retrieval, manipulation and presentation of data from large, complex databases.</p>
Web Editor I	Assistant Web Editor; assists in the management of workflow providing verbal and written input.	Assists in designing, maintaining, editing and coordinating content for all OSAC managed websites for currency and appropriateness. Post news releases, animation, photos, and art to the MSFC media and external websites and track website metrics including hits, usage and trends.	<p>At least 1-2 years of experience in computer / web management.</p> <p>B.S. or Associates degree in related field is preferred.</p> <p>Possess knowledge of current and state-of-the-art web software.</p>

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Position	General Characteristics	Description	Desired Qualification/Education
Web Editor II	Supervises Assistant Web Editors and manages all web content development activities.	Responsible for the design, maintenance, editing and coordination content of all OSAC managed websites for currency and appropriateness. Supervise assistant web editor(s) and manage web activities. Post news releases, animation, photos, and art to the MSFC media and external websites and track website hits, usage and trends. Meet with other MSFC and NASA curators to ensure consistency within various websites. Recommend and implement innovative methods to engage NASA / Marshall stakeholders through web management activities.	B.S. or Associates degree in related field or at least 5 years of experience in computer / web management. Possess detailed knowledge of current and state-of-the-art web software.
Writer / Editor I	Customer and results-oriented; Team player; Creative; Proactive; Communicate effectively with people at all levels in an organization to obtain or provide facts or information; Strong writing/editing skills.	Write a broad-range of communication products; research content, coordinate meetings, conduct subject matter expert reviews, and publish communication materials needed in support of strategic communication activities.	B.S. or B.A. in journalism, communications/writing, or other related field.

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Position	General Characteristics	Description	Desired Qualification/Education
Writer / Editor II	Customer and results-oriented; Team player; Creative; Proactive; Communicate effectively with people at all levels in an organization to obtain or provide facts or information; Strong writing/editing skills; Demonstrated ability to prepare communication materials that can be easily understood by a wide-range of readers.	Perform developmental assignments that involve applying principles and techniques to edit, write, revise, and advise on a broad-range of internal and external communication products including: news releases, stories/articles for publication, reports, brochures, speeches, instructions, and announcements; analyze subject matter and audiences; utilizing reference sources such as style manuals, subject matter specialists, research techniques, and writing practices/style requirements of traditional and non-traditional media.	B.S. or B.A. in journalism, communications/writing, or other related field and 1-2 years of experience in related field. Graduate studies in related field of study is preferred.
Writer / Editor III	Customer and results-oriented; Creative; Proactive; Ability to interface with all levels of management; Highly organized; Strong writing/editing skills; Demonstrated ability to prepare communication materials that can be easily understood by a wide-range of readers. Advanced oral and written communication skills; Advanced problem solving skills.	Actively participates in brainstorming sessions to generate ideas, researches content, and develop clear, concise and compelling communication products based on agreed-upon communication strategies and concepts. Executes at all levels of content including complex, technical commentary. Conceptualizes, develops, and writes a wide-variety of communication products for broad audience consumption. Assists in the editing and proofreading of all communication products.	B.S. or B.A. in journalism, communications/writing, or other related field and 5 years of experience in related field. Graduate studies in related field of study is preferred. Project Management experience is preferred.

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Position	General Characteristics	Description	Desired Qualification/Education
Writer / Editor IV	Strong supervisory skills; Customer and results-oriented; Creative; Proactive; Ability to interface with all levels of management; Highly organized. Strong writing/editing skills; Demonstrated ability to prepare communication materials that can be easily understood by a wide-range of readers; Advanced oral and written communication skills; Advanced problem solving skills; Advanced strategic thinking and planning.	Responsible for the research, writing, editing, updates, and dissemination of all written communication products to a broad-range of NASA / Marshall audiences and stakeholders. As needed, prepares opinion editorials and other editorial products on complex and controversial issues. Prepares responses to sensitive issues and topics for OSAC management review. Coordinates editorial meetings with writing staff.	B.A. or B.S. in appropriate area of specialization. Masters in related field of study is preferred. Ten (10) years of directly related experience is preferred. Project Management experience is preferred.
Exhibit / Events Manager	Strong supervisory and management skills; Seasoned professional; Proactive; Customer and results-oriented; Demonstrated experience interfacing with managers at all levels and quickly resolving issues requiring tight deadlines.	Oversees all exhibit, event, and guest operation activities including design, fabrication, production, construction, and outreach coordination / logistical support. Recommends and implements cost saving and quality measures to increase efficiency, effectiveness, and productivity. Serves as a primary interface for all exhibit, events, and guest operations support to OSAC managers and customers. Ensures that all safety requirements and procedures are adhered to and reports safety mishaps and statistics.	B.A. or B.S. in appropriate area of specialization is preferred. Seven (7) years of directly related experience is preferred. Familiarity with NASA and MSFC culture is preferred.

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Position	General Characteristics	Description	Desired Qualification/Education
Exhibits Technician I	Possess job manual dexterity, mechanical skills, and/or artistic skills, and high-aptitude for learning exhibits techniques.	Perform duties related to the fabrication, finishing and repair of exhibits, while acquiring training in exhibits techniques.	High School diploma or GED.
Exhibits Technician II	Work independently with little guidance. Proficient in complex exhibit techniques and processes and capable of quickly adapting to new and emerging techniques. Ability to manage several projects simultaneously on tight deadlines.	Perform duties related to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Work from accurate scale drawings, blueprints or sketches.	A.S. in graphics design field or related field or at least 5 years of experience in exhibit techniques / processes. Must be proficient with PC and Mac computers, printers, scanners and digital cameras.

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Position	General Characteristics	Description	Desired Qualification/Education
Exhibits Technician III	<p>Possess capability to manage and execute complex technical work including (a) subject matter which requires extensive study and search of literature; (b) demonstration of an exhibit; and (c) presentation of the development or evaluation of an event.</p> <p>Strong supervisory skills.</p>	<p>Preparation, production, design, construction, fabrication and displays of all exhibits. Coordinate, and develop activities needed in layout and assembly of displays. Consults with customer to ascertain type of product to be featured and time / place for each display. Develops layout and selects theme, colors, and props to be used. Oversees requisitioning and construction from various materials. Plan detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill level than Exhibits Specialist II level.</p>	<p>BA in graphic design, or related field or at least 7 years of experience in exhibit techniques / processes.</p> <p>Proficient with PC and Mac computers, printers, scanners and digital cameras. Ability to operate large format printer and laminator, vinyl cutter, engraver.</p> <p>Must be proficient with the latest design software.</p>
Outreach Coordinator I	<p>Customer and results-oriented; strong organizational, inter-personal, and communication skills, Ability to quickly resolve issues.</p>	<p>Facilitate guest and minor exhibits / events operations to include all logistical and operational requirements. Receive, evaluate, and coordinate requests. Maintain executive engagement planner in coordination with OSAC exhibit, event, and guest operation activities. Maintain a contact database containing information such as names, addresses, titles, etc to invite participants to Marshall events and outreach activities.</p>	<p>1 year in event coordination, management support, or related fields is preferred.</p> <p>A.S., B.A. or B.S. in public relations, management, or related fields is preferred.</p>

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Position	General Characteristics	Description	Desired Qualification/Education
Outreach Coordinator II	Customer and results-oriented; strong organizational, inter-personal, and communication skills, Demonstrated experience in quickly resolving issues. Extensive travel may be required. Possess general understanding of NASA / Marshall programs and key messages.	Facilitate exhibit and government / community event operations. Interact with NASA employees and public to convey NASA key messages. Coordinate topics, presentation support, exhibit/event unique requirements, transportation, and other logistical requirements. Plan and organize all staffing requirements. Identify materials / merchandising needed, conduct cost analysis, and negotiate with vendor for best price.	3 years in exhibit / event coordination or related fields is preferred. B.A. or B.S. in public relations, communications, or related fields is preferred.
Outreach Coordinator III	Customer and results-oriented; strong organizational, inter-personal, and communication skills, Demonstrated experience in quickly resolving issues. Extensive travel may be required. Possess extensive understanding of NASA / Marshall programs and key messages. Strong leadership skills.	Provide guidance and assistance to other outreach staff. Facilitate major exhibit and event operations and resolve complex issues as needed. Serve as a NASA representative and communicate NASA / Marshall current key messages and topics. Responsible for the identification, definition, and recommendation of event venues and targeted audiences. Organize and implement all operational and logistics activities required to successfully executing exhibits. Research, compile, propose, coordinate, and update exhibit schedules.	5 years in exhibit / event coordination or related fields is preferred. B.A., B.S., or Masters degree in public relations, communications, or related fields is preferred.

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Position	General Characteristics	Description	Desired Qualification/Education
Design / Graphics I	Strong design and conceptual skills; Customer and results-oriented; Ability to work on simultaneously exhibits and/or projects with tight deadlines.	Coordinate with customers and design team to conceptualize and design exhibits incorporating visual, audio, and hands-on materials and effects. Assist in the production of construction documentation and fabrication; preparation and design of mechanical art/digital files; and other graphic task as assigned by Design / Graphic, Lead.	2-3 years in exhibit design and graphic activities is preferred. B.A. in graphic design or related field is preferred. Proficient with state-of-the-art graphics design and desktop publishing software.
Design / Graphics II	Strong supervisory skills. Strong design and conceptual skills; Customer and results-oriented; Ability to manage simultaneously exhibits, projects, and design/graphic personnel with tight deadlines.	Manage design team and all design/graphic requirements in support of Marshall exhibits and events. Ensure that aesthetics, costs, industry standards, efficient operations, audiences, and Agency / Marshall themes and messages are incorporated into all design/graphic activities. Responsible for reporting to customers on exhibit concepts and design requirements. Responsible for production of construction documentation and fabrication; preparation and design of mechanical art/digital files; and other graphic tasks. Responsible for assigning work tasks to design / graphic team.	B.A. in graphic design or related field or at least 7 years in exhibit design and graphic activities. Proficient with state-of-the-art graphics design and desktop publishing software.

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Position	General Characteristics	Description	Desired Qualification/Education
Property / Outreach Assistant	Customer and results-oriented individual with strong organizational and inventory control skills	Receive, tag/label, store, and issue properties for OSAC property rooms and warehouse. Keep records of incoming and outgoing property (both rented and in inventory). Examine incoming property for breaks and flaws; clean; and perform minor repairs. Coordinate, set up and clear property for onsite exhibits and pack/unpack and transport properties for off-site events. Deliver and stock bulk quantities of publications from on-hand inventories. Arrange and maintain warehouses in a neat, usable, and orderly manner.	Two (2) years in property / inventory control management is preferred. Possess knowledge of inventory control system processes and administration. Training on heavy equipment required to move / lift properties (such as forklifts, hoists, etc).
Exhibit Operator / Driver	Significant experience in operating heavy equipment including transport vehicles. Extensive travel may be required. Strong organizational skills. Possess manual dexterity, mechanical skills and high-aptitude for learning exhibits techniques.	Responsible for transporting and delivering all major traveling exhibits to scheduled display sites to include: consideration of all variables that will affect route time; maintaining functionality of exhibit set-up, support, and disassembly. Complete minor repairs while on the road. Maintain copies of all instructions and misc. maintenance records. Ensure safety in and around exhibits and ensure equipment is secure at all times.	High School diploma or GED. Complete any required transportation tests / training. Possess proof of all current state and federal certifications as required.

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Position	General Characteristics	Description	Desired Qualification/Education
Events Coordinator	<p>Customer and results-oriented; strong organizational, interpersonal, and communication skills.</p> <p>Experience in quickly resolving issues requiring quick rapid-around.</p>	<p>Provide logistical support and coordination for multiple Center and special events occurring at the same time and at various locations. Determine all logistical/support to include audio visual, facilities, photography, catering, room and speaker support. Coordination activities include organizing conferences, meetings, workshops, technical interchange meetings, symposia, display areas, outdoor activities, and other NASA events.</p>	<p>2 years experience in event planning on a regional and national level.</p> <p>BA or BS degree in Business Administration, Communications, or related fields is preferred.</p>
Media Specialist I	<p>Customer and results-oriented; Creative; Proactive; Ability to interface with all levels of management; Highly organized. Strong writing/editing skills; Solid oral and written communication skills; Demonstrated ability to prepare communication materials that can be easily understood by a wide-range of readers.</p>	<p>Research and develop media outreach products with maximum impact and flexibility for leveraging in multiple venues. Collaborate with government public affairs officers to develop targeted media campaigns, background materials for media events, and other media relations products, including social media. Organize media events and prepare spokespeople for media interactions. Create and manage targeted media lists. Research and recommend innovative opportunities for media outreach.</p>	<p>B.S. or B.A. in journalism, communications/writing, or other related field and 1-2 years of experience in related field is preferred.</p> <p>Graduate studies in related field of study is preferred.</p>

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Position	General Characteristics	Description	Desired Qualification/Education
Media Specialist II	Customer and results-oriented; Creative; Proactive; Ability to interface with all levels of management; Highly organized. Strong writing/editing skills; Advanced strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills; Demonstrated ability to prepare communication materials that can be easily understood by a wide-range of readers.	Research and develop media outreach products with maximum impact and flexibility for leveraging in multiple venues. Collaborate with government public affairs officers to develop targeted media campaigns, background materials for media events, and other media relations products, including social media. Organize media events and prepare spokespeople for media interactions. Create and manage targeted media lists. Research and recommend innovative opportunities for media outreach. Manage media, traditional and social, metrics to assess impact and continually improve products and services. Actively participates in or leads brainstorming sessions to generate ideas, researches content, and develop clear, concise and compelling communication products based on agreed-upon communication strategies and concepts.	B.S. or B.A. in journalism, communications/writing, or other related field and 3 or more years of experience in related field is preferred. Graduate studies in related field of study is preferred.

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Position	General Characteristics	Description	Desired Qualification/Education
Communication Strategist I	Customer and results-oriented; Proactive; Strong analytical skills; Highly detailed / organized; Proficient in oral and written communications; Strong writing/editing skills. Able to multi-task and operate in dynamic environments. Strategic thinking and planning; oral and written communication skills; problem solving skills.	Develop and implement short and long range communication plans. Write/Edit communication products. Coordinate and integrate communication approaches and products across multiple communication disciplines. Develop, implement and integrate key messages across a full spectrum of communication products. Contribute to high-level executive communications including quick turnaround responses.	<p>B.A. or B.S in a Business or Communication related field and 3 year of specialized experience in research / analyst field is preferred.</p> <p>Graduate studies in related field of study is preferred.</p> <p>Proficient at computer-based methods for data-retrieval, manipulation; presentation of data from large, complex databases.</p>

Position	General Characteristics	Description	Desired Qualification/Education
Communication Strategist II	Customer and results-oriented; Proactive; Strong analytical skills; Highly detailed / organized; Proficient in oral and written communications; Strong writing/editing skills. Able to multi-task and operate in dynamic environments. Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills.	Manage and coordinate the full spectrum of communications capabilities to include scientific and technical writers, contract media writers, exhibits, presentations and collateral products. Write/Edit communication products. Develop short and long range strategic communication plans. Develop and implement integrated communication approaches for government programs/projects and coordinating between writers,, exhibits designers and technicians, government public affairs officers and engineers, and managers. Develop, implement and integrate key messages across a full spectrum of communication products. Contribute to high-level executive communications including quick turnaround responses.	B.A. or B.S. in appropriate area of specialization. Masters in related field of study is preferred. Seven (7) years of directly related experience is preferred. Proficient at computer-based methods for data-retrieval, manipulation and presentation of data from large, complex databases.
Communications Subject Matter Expert I	Advanced oral and written communication skills; Proactive and results-oriented.	Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.	B.A. or B.S. in appropriate area of specialization and 5 years of directly related experience. A graduate study in related field is preferred. Computer proficient in Microsoft Office and internet research capabilities

Position	General Characteristics	Description	Desired Qualification/Education
Communications Subject Matter Expert II	Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills. Proactive and results-oriented.	Providing counsel and support to OSAC senior management and customers regarding all aspects of strategic communications. Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.	<p>B.A. or B.S. in appropriate area of specialization and 10 years of directly related experience.</p> <p>Graduate studies or PhD in related field of study is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities</p>
Communications Subject Matter Expert III	Advanced Strategic thinking and planning; Advanced oral and written communication skills; Senior professional who is proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with senior management Advanced problem solving skills.	Providing counsel and support to OSAC senior management and customers regarding all aspects of strategic communications. Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.	<p>B.A. or B.S. in appropriate area of specialization and 15 years of directly related experience.</p> <p>Graduate studies or PhD in related field of study is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities</p>

ATTACHMENT L-4

BACKGROUND AND HISTORICAL DATA

a. **NOTE** - The background and historical data contained herein is provided for the sole purpose of providing Quoters a better understanding of the requirements contained in the solicitation. The information provided constitutes a snapshot and is not intended to restrict prospective Quoters in their approach to proposal preparation. The quantity of work to be performed may vary in the future if the Center workload changes due to changing roles within MSFC and NASA.

b. Summary of PWS Changes:

Attachment J-1, PWS , has been modified to include Fixed Priced Mission and IDIQ sections.

c. Overview - The MSFC Strategic Analysis and Communications Support Services are currently provided by Schafer Corporation, 321 Billerica Rd., Chelmsford, MA 01824.

1. The current contract is Cost Plus Incentive Fee, Mission and Indefinite Delivery Indefinite Quantity (IDIQ). The contract number is NNM07AA70C and the POTENTIAL contract value is \$54.4M as of 06/29/2011 (total of five (5) years).
2. Current contract documents, including OSAC metrics and progress reports, can be found at the following URL: <http://foia.msfc.nasa.gov/docs/NNM07AA70C/index.html>
3. OSAC managed web sites and products including media and center collateral are located at the following URL: www.nasa.gov/centers/marshall/home
4. The Schafer contract period of performance is April 1, 2007 through March 31, 2012. The scope of the contract is to provide strategic research and analysis and communications support services for Office of Strategic Analysis and Communications. MSFC has a need for continuing day-to-day requirements for strategic analysis and communications services. The contractor is to provide strategic analysis and communication support services to meet the requirements defined by the Performance Work Statement (PWS). In providing these services the contractor shall provide and manage (a) strategic research and analysis; (b) communication strategy planning and message management; and (c) communication services and product development and delivery. This contract also allows for procuring additional capability or capacity to respond to specific tasks that are within the PWS under IDIQ schedules.
5. The requirement is performance based. The Contractor's Performance Requirements Summary (PRS), timely staffing of new/vacated positions and other Data Requirements Descriptions (DRDs) are used to assess the Contractor's performance and to determine attainment of acceptable performance levels and deductions; if any.
6. The COTR is the initial interface to the Contractor during performance of this contract.
7. All services are performed in compliance with applicable NASA and MSFC regulations and policies; as well as, Federal, State, and local laws.

d. Organization Charts - Attachment L-5, MSFC Organization Chart, depicts the MSFC organization, Attachment L-6, Office of Strategic Analysis and Communications. The Quoter shall fully describe their management approach for providing a qualified, stable management team, and technical workforce to perform the requirements of the Strategic Analysis and Communications Support Services (COMMSS) Contract. The Quoter should address each of the numbered Staffing and Total Compensation (STC) criteria presented below.

NOTE: Quoters should note that the Government is interested in new and innovative approaches to fulfill these requirements. If new or changes to labor categories are proposed, the Contractor shall provide a complete mapping to the Government-identified labor category position descriptions (see Attachment L-3). The current structure may or may not be the most beneficial, and Quoters should propose the most effective approach using industry best practices to meet the Government's requirements.

e. Staffing - The following represents the range of staff composition for the existing OSAC contract for MSFC:

MSFC Total WYE:	
Management	3-6
Communication Strategist/Analyst	5-10
Writer/Editor	5-10
Media Specialist	4-8
Web Editor	2-4
Exhibits Technicians	4-8
Exhibits Designers	1-3
Outreach Coordinator	4-8
Events Coordinator	1-3
Safety/Property	1-2

f. PWS Mapping – The following represents the mapping of the current contract PWS NNM07AA70C as of November 1, 2011 to the PWS, attachment J-1.

NNM07AA70C	RFQNNM12401516Q
(As of November 1, 2011)	(PWS Proposed)
3.0	2.0
3.1	2.1
3.2	2.2
3.3	2.3
3.4	2.4
3.5	2.5
3.6	2.6
4.0	3.0
4.1	3.1

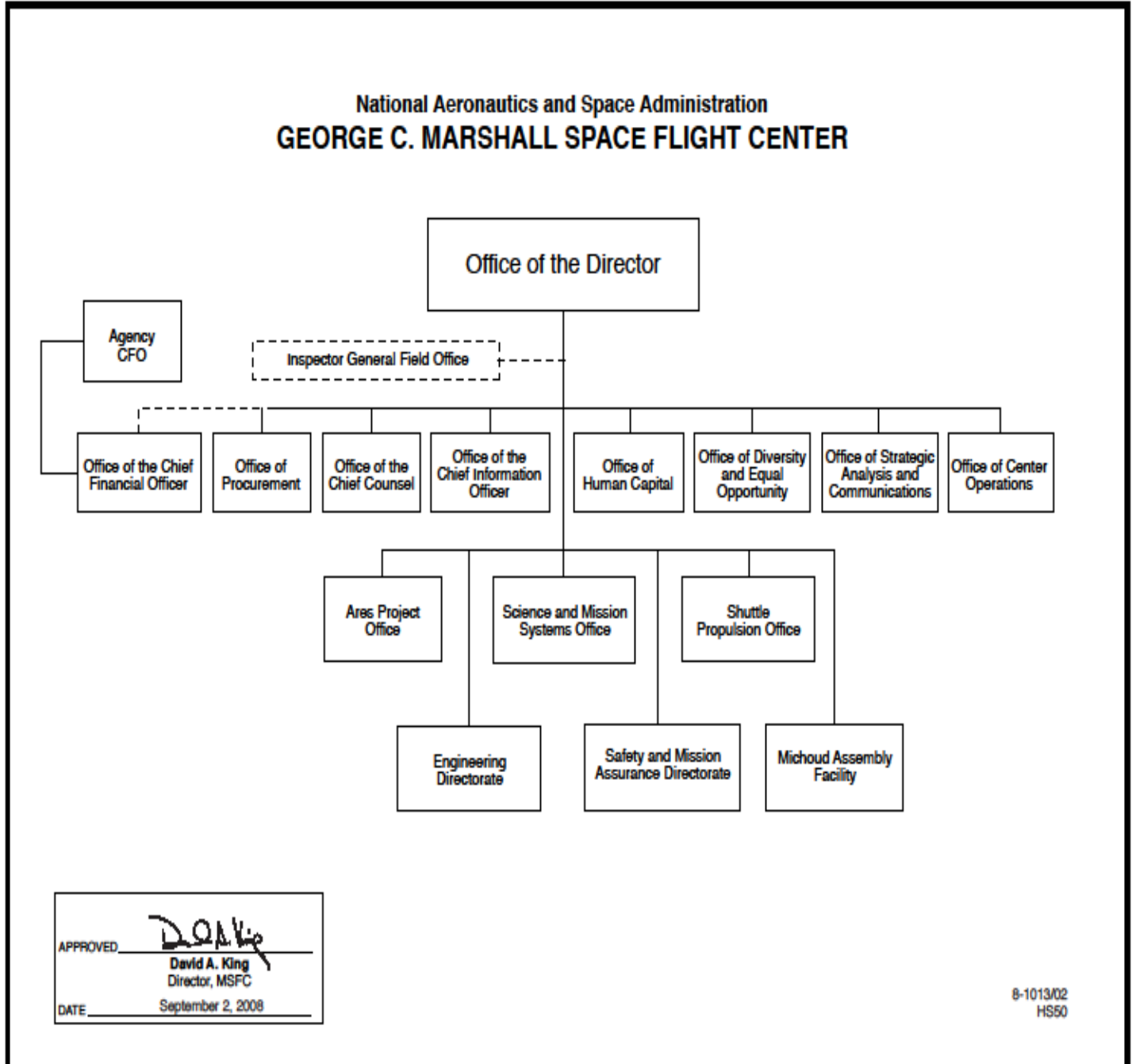
RFQ NNM12401516Q

NNM07AA70C	RFQNNM12401516Q
(As of November 1, 2011)	(PWS Proposed)
4.2	3.2
4.3	3.3
4.4	3.4
4.5	3.5
5.0	4.0
5.1	4.1
5.2	4.2
5.2.2	5.3
5.3	4.3
5.4	deleted
6.0	5.0
6.1	5.1
6.2	5.2
6.3	5.4
6.4	5.5
6.5	5.6
6.6	5.7
6.6.1	5.7.1
6.6.2	Potential IDIQ
6.7	Potential IDIQ
6.8	5.9
6.8.1	5.9.1
6.8.2	5.9.2
6.8.3	Potential IDIQ
6.8.4	5.9.1.5
6.9	Potential IDIQ
6.9.1	Potential IDIQ
6.9.2	Potential IDIQ
7.0	8.0

The description and quantification of current work is described in attachment J-1 PWS. The Government anticipates the possibility of issuing IDIQ task orders at contract inception including; Event Coordination, Technical Documents and Products, Customer Communication Integration, and Outreach Coordination/Operation.

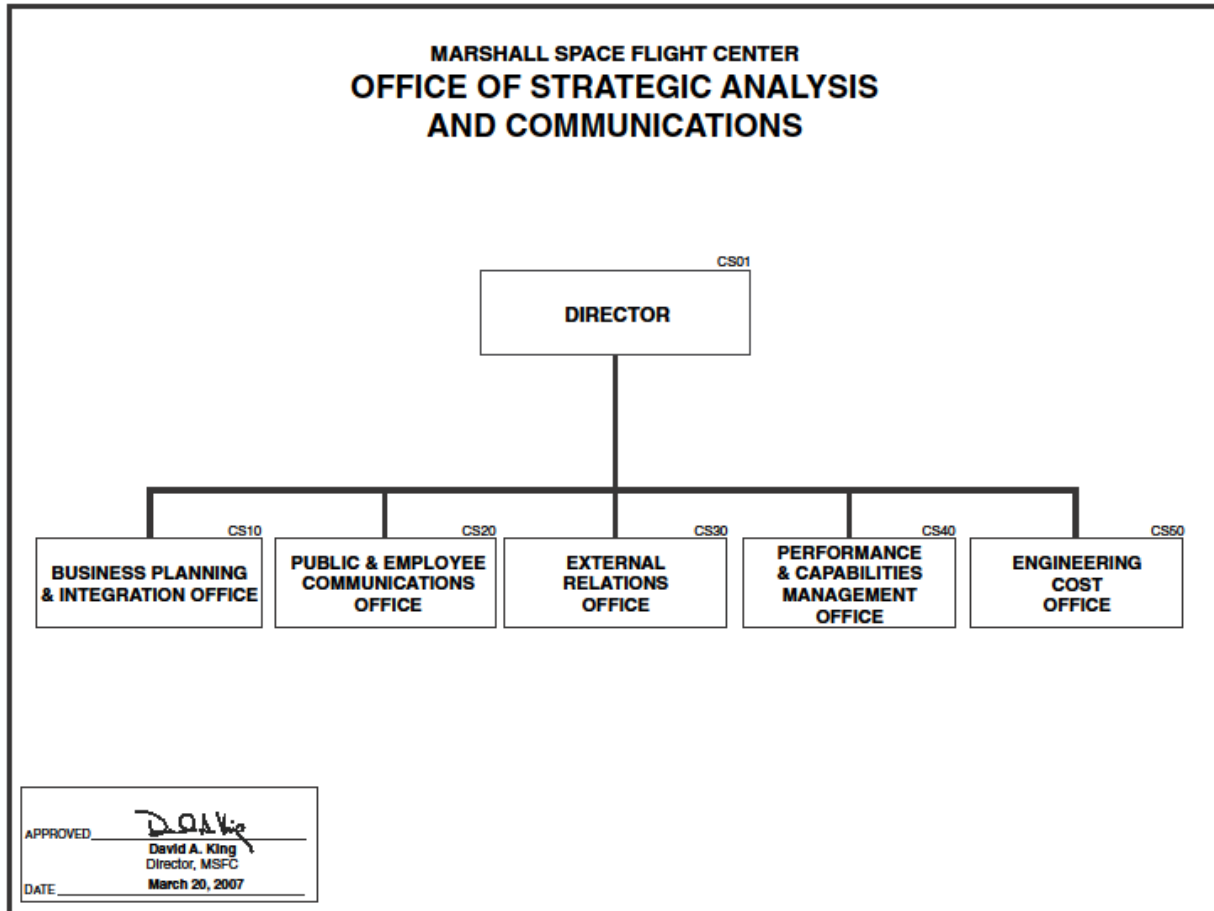
ATTACHMENT L-5

MSFC ORGANIZATION CHART
(Reorganization in Progress)



ATTACHMENT L-6

OSAC ORGANIZATION CHART



8-1013.57
HS01

RFQ NNM12401516Q

ATTACHMENT **L-7**

Staffing Approach

	Title	Specific Instruction
A-1 thru A-23	PWS 2.1 thru PWS 5.9 Staffing Approach	The Prime Quoter shall enter the total number of Work Year Equivalents (WYE) for each Mission Services PWS element (Mission). A WYE value shall be entered for the prime and <u>each</u> major subcontractor (identify the name of the subcontractors). The Quoter may expand the worksheet by adding additional columns for major subcontractors if necessary. The Quoter is advised that the worksheets are self calculating and if additional columns are added, formulas in these sections must be replicated.

RFQ NNM12401516Q

<i>You may add columns for additional subcontractors as needed</i>										
	Base Period					Opt Period 1				
Standard Labor Category										
<i>Enter Prime or Sub Name</i>	<i>Total</i>	<i>Prime</i>	<i>Sub</i>	<i>Sub</i>	<i>Sub</i>	<i>Total</i>	<i>Prime</i>	<i>Sub</i>	<i>Sub</i>	<i>Sub</i>
Professional Management										
Program Manager (Mission Only)	-	-	-	-	-	-	-	-	-	-
Communication Manager I	-	-	-	-	-	-	-	-	-	-
Communication Manager II	-	-	-	-	-	-	-	-	-	-
Exhibts/Events Manager	-	-	-	-	-	-	-	-	-	-
Property/Outreach Assistant	-	-	-	-	-	-	-	-	-	-
Strategic Analysis										
Research Analyst I	-	-	-	-	-	-	-	-	-	-
Research Analyst II	-	-	-	-	-	-	-	-	-	-
Communication Strategist I	-	-	-	-	-	-	-	-	-	-
Communication Strategist II	-	-	-	-	-	-	-	-	-	-
Communication Product Development										
Media Specialist I	-	-	-	-	-	-	-	-	-	-
Media Specialist II	-	-	-	-	-	-	-	-	-	-
Web Editor I	-	-	-	-	-	-	-	-	-	-
Web Editor II	-	-	-	-	-	-	-	-	-	-
Writer/Editor I	-	-	-	-	-	-	-	-	-	-
Writer/Editor II	-	-	-	-	-	-	-	-	-	-
Writer/Editor III	-	-	-	-	-	-	-	-	-	-
Writer/Editor IV	-	-	-	-	-	-	-	-	-	-
Exhibits Design and Operations										
Design Graphics I	-	-	-	-	-	-	-	-	-	-
Design Graphics II	-	-	-	-	-	-	-	-	-	-
Exhibits Technician I	-	-	-	-	-	-	-	-	-	-
Exhibits Technician II	-	-	-	-	-	-	-	-	-	-
Exhibits Technician III	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-

RFQ NNM12401516Q

<i>You may add columns for additional subcontractors as needed</i>										
	Opt Period 2					Opt Period 3				
Standard Labor Category										
Enter Prime or Sub Name	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub
Professional Management										
Program Manager (Mission Only)	-	-	-	-	-	-	-	-	-	-
Communication Manager I	-	-	-	-	-	-	-	-	-	-
Communication Manager II	-	-	-	-	-	-	-	-	-	-
Exhibts/Events Manager	-	-	-	-	-	-	-	-	-	-
Property/Outreach Assistant	-	-	-	-	-	-	-	-	-	-
Strategic Analysis										
Research Analyst I	-	-	-	-	-	-	-	-	-	-
Research Analyst II	-	-	-	-	-	-	-	-	-	-
Communication Strategist I	-	-	-	-	-	-	-	-	-	-
Communication Strategist II	-	-	-	-	-	-	-	-	-	-
Communication Product Development										
Media Specialist I	-	-	-	-	-	-	-	-	-	-
Media Specialist II	-	-	-	-	-	-	-	-	-	-
Web Editor I	-	-	-	-	-	-	-	-	-	-
Web Editor II	-	-	-	-	-	-	-	-	-	-
Writer/Editor I	-	-	-	-	-	-	-	-	-	-
Writer/Editor II	-	-	-	-	-	-	-	-	-	-
Writer/Editor III	-	-	-	-	-	-	-	-	-	-
Writer/Editor IV	-	-	-	-	-	-	-	-	-	-
Exhibits Design and Operations										
Design Graphics I	-	-	-	-	-	-	-	-	-	-
Design Graphics II	-	-	-	-	-	-	-	-	-	-
Exhibits Technician I	-	-	-	-	-	-	-	-	-	-
Exhibits Technician II	-	-	-	-	-	-	-	-	-	-
Exhibits Technician III	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-

RFQ NNM12401516Q

You may add columns for additional subcontractors as needed										
	Opt Period 4					Opt Period 5				
Standard Labor Category										
Enter Prime or Sub Name	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub
Professional Management										
Program Manager (Mission Only)	-	-	-	-	-	-	-	-	-	-
Communication Manager I	-	-	-	-	-	-	-	-	-	-
Communication Manager II	-	-	-	-	-	-	-	-	-	-
Exhibts/Events Manager	-	-	-	-	-	-	-	-	-	-
Property/Outreach Assistant	-	-	-	-	-	-	-	-	-	-
Strategic Analysis										
Research Analyst I	-	-	-	-	-	-	-	-	-	-
Research Analyst II	-	-	-	-	-	-	-	-	-	-
Communication Strategist I	-	-	-	-	-	-	-	-	-	-
Communication Strategist II	-	-	-	-	-	-	-	-	-	-
Communication Product Development										
Media Specialist I	-	-	-	-	-	-	-	-	-	-
Media Specialist II	-	-	-	-	-	-	-	-	-	-
Web Editor I	-	-	-	-	-	-	-	-	-	-
Web Editor II	-	-	-	-	-	-	-	-	-	-
Writer/Editor I	-	-	-	-	-	-	-	-	-	-
Writer/Editor II	-	-	-	-	-	-	-	-	-	-
Writer/Editor III	-	-	-	-	-	-	-	-	-	-
Writer/Editor IV	-	-	-	-	-	-	-	-	-	-
Exhibits Design and Operations										
Design Graphics I	-	-	-	-	-	-	-	-	-	-
Design Graphics II	-	-	-	-	-	-	-	-	-	-
Exhibits Technician I	-	-	-	-	-	-	-	-	-	-
Exhibits Technician II	-	-	-	-	-	-	-	-	-	-
Exhibits Technician III	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-

RFQ NNM12401516Q

<i>You may add columns for additional subcontractors as needed</i>											Grand Total
	Opt Period 6					Opt Period 7					
Standard Labor Category											
<i>Enter Prime or Sub Name</i>	<i>Total</i>	<i>Prime</i>	<i>Sub</i>	<i>Sub</i>	<i>Sub</i>	<i>Total</i>	<i>Prime</i>	<i>Sub</i>	<i>Sub</i>	<i>Sub</i>	
Professional Management											
Program Manager (Mission Only)	-	-	-	-	-	-	-	-	-	-	-
Communication Manager I	-	-	-	-	-	-	-	-	-	-	-
Communication Manager II	-	-	-	-	-	-	-	-	-	-	-
Exhibts/Events Manager	-	-	-	-	-	-	-	-	-	-	-
Property/Outreach Assistant	-	-	-	-	-	-	-	-	-	-	-
Strategic Analysis											
Research Analyst I	-	-	-	-	-	-	-	-	-	-	-
Research Analyst II	-	-	-	-	-	-	-	-	-	-	-
Communication Strategist I	-	-	-	-	-	-	-	-	-	-	-
Communication Strategist II	-	-	-	-	-	-	-	-	-	-	-
Communication Product Development											
Media Specialist I	-	-	-	-	-	-	-	-	-	-	-
Media Specialist II	-	-	-	-	-	-	-	-	-	-	-
Web Editor I	-	-	-	-	-	-	-	-	-	-	-
Web Editor II	-	-	-	-	-	-	-	-	-	-	-
Writer/Editor I	-	-	-	-	-	-	-	-	-	-	-
Writer/Editor II	-	-	-	-	-	-	-	-	-	-	-
Writer/Editor III	-	-	-	-	-	-	-	-	-	-	-
Writer/Editor IV	-	-	-	-	-	-	-	-	-	-	-
Exhibits Design and Operations											
Design Graphics I	-	-	-	-	-	-	-	-	-	-	-
Design Graphics II	-	-	-	-	-	-	-	-	-	-	-
Exhibits Technician I	-	-	-	-	-	-	-	-	-	-	-
Exhibits Technician II	-	-	-	-	-	-	-	-	-	-	-
Exhibits Technician III	-	-	-	-	-	-	-	-	-	-	-
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RFQ NNM12401516Q						Total WYE by Prime and Subs (exclusive of IDIQ)																																																																	
You may add columns for additional subcontractors as needed						Base Period					Opt Period 1					Opt Period 2					Opt Period 3										Opt Period 4										Opt Period 5										Opt Period 6										Opt Period 7										Grand Total
						PWS 2.2					PWS 2.2					PWS 2.2					PWS 2.2					PWS 2.2					PWS 2.2					PWS 2.2					PWS 2.2					PWS 2.2																									
Standard Labor Category						Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub																					
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RFQ NNM12401516Q		Total WYE by Prime and Subs (exclusive of IDIQ)																																																																	
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Standard Labor Category		Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub																					
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Program Manager (Mission Only)		-					-					-					-					-					-					-					-					-					-																				
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RFQ NNM12401516Q		Total WYE by Prime and Subs (exclusive of IDIQ)																																																																	
You may add columns for additional subcontractors as needed		Base Period					Opt Period 1					Opt Period 2					Opt Period 3										Opt Period 4										Opt Period 5										Opt Period 6										Opt Period 7										Grand Total
		PWS 2.4					PWS 2.4					PWS 2.4					PWS 2.4					PWS 2.4					PWS 2.4					PWS 2.4					PWS 2.4					PWS 2.4																									
Standard Labor Category		Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub	Total	Prime	Sub	Sub	Sub																					
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Program Manager (Mission Only)		-					-					-					-					-					-					-					-					-					-																				
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Exhibts/Events Manager		-					-					-					-					-					-					-					-					-					-																				
Property/Outreach Assistant		-					-					-					-					-					-					-					-					-					-																				
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Exhibits Technician III		-					-					-					-					-					-					-					-					-					-																				

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SECTION M
EVALUATION FACTORS FOR AWARD

- M.1 AWARD WITHOUT DISCUSSIONS
- M.2 SOURCE SELECTION AND EVALUATION FACTORS—GENERAL
- M.3 FAR 52.217-5 EVALUATION OF OPTIONS (JUL 1990)
- M.4 MISSION SUITABILITY FACTOR
- M.5 PRICE EVALUATION FACTOR
- M.6 SMALL BUSINESS UTILIZATION

SECTION M – EVALUATION FACTORS FOR AWARD

M.1 AWARD WITHOUT DISCUSSIONS

As provided for in FAR 52.215-1 Instructions to Offerors--Competitive Acquisitions, the Government intends to evaluate quotes and award a contract without discussions with Quoters (except clarifications as described in FAR 15.306(a)). Therefore, the Quoter's initial quote should contain the Quoter's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of quotes that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of quotes in the competitive range to the greatest number that will permit an efficient competition among the most highly rated quotes (see NFS 1815.306(c) (2)).

(End of Provision)

M.2 SOURCE SELECTION AND EVALUATION FACTORS—GENERAL

a. General

The proposed procurement will be evaluated in accordance with procedures prescribed by the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS).

A best value trade-off process, as described at FAR 8.4, Federal Supply Schedule will be used in making source selection.

b. Source Evaluation Board (SEB)

A Source Evaluation Board (SEB), appointed by the Deputy Director, George C. Marshall Space Flight Center, will evaluate the quotes submitted for this Request for Quote (RFQ). Quote documentation requirements set forth in this RFQ are designed to provide guidance to the Quoter concerning the type of documentation that must be submitted to the SEB.

c. Source Selection Authority (SSA)

Source selection will be made by the Deputy Director, George C. Marshall Space Flight Center.

d. SEB Membership

The members of the SEB are:

Timothy C. Driskill (ET40), Chairman, Voting Member
Bobby J. Holden (PS33), Contracting Officer, Voting Member
June E. Malone (CS20), Voting Member

Kimberly R. LaRock (CS30), Voting Member
Joseph B. Chamlee (MP92), Voting Member
Sherri W. Stroud (CS30), Recorder

e. Evaluation Factors and Subfactors

- 1) Acceptable quotes will be evaluated using the following factors:
 - Mission Suitability Factor (Provision M.4)
 - Price Evaluation Factor (Provision M.5)
 - Small Business Utilization (Provision M.6) (Applicable only if a quote is received from a large business)
- 2) The detailed descriptions of the factors and subfactors are set forth in Provision M.4 through Provision M.6.

f. Relative Importance of Evaluation Factors/Subfactors

All evaluation factors, Mission Suitability, Price, and Small Business Utilization (if applicable) are essentially equal to each other.

(End of Provision)

M.3 FAR 52.217.5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of Provision)

M.4 MISSION SUITABILITY FACTOR

- a. The Quoter's proposed approach to meeting the requirements of the contemplated contract will be evaluated for how clearly and completely it has understood the requirements. The Mission Suitability Factor assesses the excellence of the proposed approach for satisfying Attachment J-1, Performance Work Statement (PWS), and the Quoter's ability to perform. The Quoter's degree of understanding of the requirements will be assessed in all Mission Suitability subfactors. A key measure in assessing the Quoter's understanding of the requirements is the adequacy of the Quoter's risk analysis and the recommended approach to minimize the impact of identified risks in its quote that could impact the overall success of the program. The risk evaluation will consider the possibility of the risk(s) occurring, the impact and severity of the risk(s), the period when

the risk(s) should be addressed, and the planned mitigation strategy for the identified risks. The completeness, thoroughness, and validity of the response will be evaluated.

b. In addition to risk analysis, resource realism, or the lack thereof, will be used in evaluating the Mission Suitability subfactors as an indicator of the Quoter's understanding of the requirement.

c. Mission Suitability is evaluated using the adjective rating system/definitions set forth in NFS 1815.305, *Proposal Evaluation*. The total potential score for Mission Suitability is 1,000 points.

d. The subfactors to be used in evaluating Mission Suitability and their corresponding weights are listed below in descending order of importance:

Mission Suitability Subfactor Weighting	
Management and Technical Approach (M)	500 points
Staffing and Key Personnel (S)	400 points
Safety, Health, and Environmental (SHE)	100 points
Total 1,000 points	

The numerical weights assigned to the three (3) subfactors identified above are indicative of the relative importance of those evaluation areas.

e. Quotes will be assessed strengths and weaknesses and scored based on the Mission Suitability subfactors set forth below.

NOTE: The alphanumeric quote subsections within each supporting subfactor shall not be construed as an indication of the order of importance or relative weighting within the individual subfactors as there are no discrete point values attached to any of the subsections; the sections are included to facilitate comparison with the requirements of Section L.

Subfactor A – Management and Technical Approach (M)

This subfactor will be used to evaluate the Quoter's management and technical approach for providing the services delineated in the *PWS*. The adequacy, completeness, technical soundness, methods, operations and excellence of the Quoter's approach will be evaluated including the following:

M1 Phase-In

The Quoter's Phase-In approach will be evaluated for completeness, technical soundness, and demonstrated ability to assume full contractor responsibility, on schedule with minimal disruption to ongoing work including:

- a. The approach to the assumption of on-going work under the new contract ensuring completeness and continuity of operations with minimal impact and disruption.
- b. The Quoter's approach to successfully transition work to the new contract with minimal impact on job performance and personnel, the ability to process new employees timely through NASA security, and the ability to manage other issues deemed critical to a successful transition.
- c. The comprehensive schedule of all phase-in activities leading to assumption of full responsibility.

M2 Management Approach

The Quoter's overall Management Approach will be evaluated for completeness and suitability to effectively and efficiently provide the services required by the contract including:

- a. The Quoter's overall management, organizational, and supervisory structure and proposed interfaces with the Government to execute the OSAC COMMSS contract efficiently and effectively.
- b. The Quoter's procedures and authority reporting structure, chain of command and access to corporate resources including rationale in providing successful contract performance.
- c. The Quoter's approach for managing Government property including the contractor's methods of care, accounting, and control government property.
- d. The Quoter's ability to manage schedules, providing early notification of potential problems and appropriate internal management metrics to track progress and trends, provide deliverables on time, and maintain ongoing operations in an effective manner.
- e. The strategies, processes, and procedures to establish and maintain integrated, effective, flexible and efficient work flow across team members and subcontractors in order to maintain the parallel flow of services.
- f. The approach to providing complete and timely responses to IDIQ requirements.

M3 Technical Approach to Performing the PWS Requirements

The Quoter's overall Technical Approach to performing the PWS Requirements will be evaluated including:

- a. The demonstrated understanding of the PWS requirements through the proposed technical approach, including emphasis on the approach for strategic communications planning and integration. The Quoter's approach will be evaluated for completeness,

technical soundness, methods and suitability to effectively and efficiently provide the services required.

- b. The Quoter's proposed innovations or efficiencies to accomplish the PWS tasks.
- c. The methods and/or techniques used in planning, scheduling, integrating, processing, controlling, and completing the PWS tasks, both routine and special

M4 Local Autonomy and Authority

The approach to Local Autonomy and Authority will be evaluated for the ability to promptly respond to urgent contract and personnel matters including:

The degree of local autonomy, including the authority of the Program Manager (PM), any relationship to a parent organization or subcontractor, and any decisions or approvals that will be made outside the local organization and will be evaluated including the following responsibilities:

- a. Assume existing tasks.
- b. Negotiate contract modifications.
- c. Accept in-scope assignments.
- d. Reassign work in response to varying workloads.
- e. Recruit and hire required personnel in a manner consistent with task skills and schedule requirements.
- f. Acquire (by direct hire, subcontract, or teaming agreement) specific and unique strategic research, analysis and communications expertise in a manner consistent with task skills, and schedule requirements.
- g. Hire, dismiss, promote, and demote personnel.
- h. Select, administer, and terminate subcontracts.

M5 Teaming Arrangements and Major Subcontracts

The approach to Teaming Arrangements and Major Subcontractors, if applicable, will be evaluated to assess the subcontracting arrangements and the approach to efficiently and proactively manage the effort and methods of providing Government visibility into the work including:

- a. Rationale for selection of Team Members and/or Major Subcontractors and description of teaming arrangement(s), if applicable, and the work to be performed by each party.
- b. How management and control policies will be implemented.
- c. How work will be controlled, reported and reviewed.
- d. Accessibility and flow of relevant support from internal and external sources, such as parent organizations and subcontractor arrangements.
- e. Any integration of subcontracts into the management and supervisory hierarchy.
- f. The approach to meeting NASA's objective that at least 50% of the work be performed by Small Businesses.

M6 Quality Control Approach

The approach to Quality Control will be evaluated including:

- a. The approach to providing Quality Control/Assurance through the elements of the PWS and its relationship with the Performance Requirements Summary (PRS) for successful contract performance.
- b. The approach for utilization of the anticipated organizational structure and management process in assuring quality control.
- c. The approach for implementation support of the ISO Q9001 quality systems, continuous quality improvement, employee awareness, monitoring and control activities (including data validation and collaboration), procedures for identifying substandard work, and use of feedback to improve quality control.

M7 Management and Technical Risk Analysis and Mitigation

The identified risks associated with their methods to accomplish this subfactor and the planned mitigation strategies for the identified risks will be evaluated.

Subfactor B – Staffing and Key Personnel(S)

This subfactor will be used to evaluate the Quoter's approach for providing the key personnel, staffing, and total compensation to perform the requirements of this PWS. The following will be evaluated:

S1 Key Personnel

The Quoter's approach to Key Personnel will be evaluated for successful contract performance including:

- a. The rationale for designating positions as key.
- b. The rationale for the selection of individuals designated as key personnel.
- c. Evidence of each individual's availability and commitment to work for the Quoter's organization, at the start of and for the duration of the contract. The percentage of time each person will devote to this position will be evaluated.
- d. Description of the approach for providing a backup for all key personnel, as well as techniques and approaches to be used for replacement of key personnel in the event of absences or vacancies to include a strategy for limiting the impact to the Government.

S2 Staffing Approach

The Quoter's Staffing Approach will be evaluated including:

- a. The approach to effectively carryout personnel recruiting, retention of a qualified workforce, and the approach for retaining current personnel including target capture rate. Also evaluated will be the proposed staffing plan including the number of personnel per skill category by PWS element of the prime quoter and major subcontractors, if any.
- b. The Quoter's understanding of the application, implementation, and administration of the mandatory provisions of the Service Contract Act (SCA).
- c. The approach for cross-training, replacement, and backup for non-key personnel to establish and maintain work continuity, consistent customer service and minimal personnel disruptions.
- d. The approach to fill critical positions to establish and maintain work continuity and consistent customer service.
- e. The approach for staffing, to include qualifications and duties, the positions in accordance with Attachment L-2 Form SB to be used in the performance of the OSAC COMMSS contract.
- f. The approach and ability to provide the workforce flexibility necessary to accommodate short-term and long-term increases and decreases in the level of support, and the ability to accommodate workload adjustments to respond to fluctuating requirements.

- g. The approach for preventing the loss of corporate knowledge and critical skills throughout the life of the contract and avoiding single points of failure to ensure consistent customer service levels.

S3 Compensation Plan

The Quoter's approach to the Compensation Plan will be evaluated including:

- a. The compensation reasonableness and rationale for any conformance procedures used for SCA employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.
- b. The total Compensation Plan for Quoter and any proposed teammate(s)/subcontractor(s) setting forth salaries, wages, and fringe benefits proposed for both exempt employees and non-exempt employees (as defined by the Service Contract Act (29 CFR 4.113(b)) who will work on this contract. This includes evaluation of Provision M.3, FAR 52.222-46 Evaluation of Compensation for Professional Employees.
- c. The Quoter's approach to defining workforce seniority practices and policies including compensation.
- d. The Quoter's approach to handling the potential impact of different compensation structures where services provided by major subcontractors are similar to those provided by the Quoter in order to provide all OSAC COMMSS services with a qualified workforce and to minimize contract staff disruption and turn over.
- e. The Quoter's compensation structure based on labor classification and planned approach to wage/salary escalations to maintain uniform staffing across the contract.

S4 Staffing Risk Analysis and Mitigation

The Quoter's identified risks associated with their methods to accomplish this subfactor and the planned mitigation strategies for the identified risks will be evaluated.

Subfactor C - Safety, Health, and Environmental (SHE)

This subfactor will be used to evaluate the Quoter's approach for providing the SHE program. The following will be evaluated:

SHE1 Safety, Health, and Environmental (SHE) Plan

The Quoter's approach to the SHE Plan will be evaluated to provide a safe work environment including:

- a. The Quoter's safety, health, and environmental policies, procedures, and processes, including the Safety, Health, and Environmental (SHE) Plan (reference Attachment J-2, DRD 1411SA-001 Safety, Health, and Environmental Plan), shall be

evaluated to assess focus on workplace safety. Each of the MSFC SHE Core Program Requirements (CPR) and sub-element identified as applicable to the contracted effort will be evaluated. The SHE Plan will be compared to Attachment J-2, DRD 1411SA-001.

b. The Quoter's detailed assessment of each DRD element and sub-element is adequately addressed in sufficient detail to indicate the Quoter's understanding of the MSFC SHE Program Requirements.

SHE2 SHE Risk Analysis and Mitigation

The Quoter's identified risks associated with their methods to accomplish the work under this contract and the planned mitigation strategies for the identified risks.

SHE3 SHE Lost Time Case (LTC) Rate and Total Recordable Injury Rate (TRIR)

The Quoter's LTC Rate and Total Recordable Injury Rate (TRIR) will be including corrective action on previous contracts including:

a. The Quoter's safety, health, and environmental performance and Lost Time Case rate will be evaluated. Each referenced contract/project LTC rate will be averaged three (3) years and compared to the latest available Department of Labor (DOL) Bureau of Labor Statistics (BLS) LTC rate national average for the given NAICS. (Reference Attachment L-2, Form SC, Lost Time Case (LTC) Rates Matrix).

b. The Quoter's Total Reportable Injury Rate (TRIR) will be evaluated. The TRIR will be evaluated by averaging three (3) years of the Contractor's OSHA Form 300A "Total number of other recordable cases" and comparing it to the latest available DOL BLS national average for the provided NAICS on the Contractor's OSHA Form 300A

(End of Provision)

M.5 PRICE EVALUATION FACTOR

a. FFP Mission Service

The adequacy and reasonableness, of the Quoter's FFP Mission Service price and any other price related elements (fully burdened labor rates (Attachment L-1, Form PA) and burdens applied to material, supplies, subcontracts, training and travel (also Attachment L-1, Form PA) will be evaluated. The consistency between the Mission Suitability Factor and the Price Evaluation Factor Volumes will be considered in determining the Quoter's understanding of the COMMSS PWS. The Quoter is cautioned that Price Volumes that do not include all requested information may also indicate a lack of understanding of the PWS requirements.

b. Government Calculated IDIQ Value

1) The Government will compute an IDIQ price utilizing the Prime's IDIQ rates as provided with the model contract (Attachment J-4B, *IDIQ Labor Rate Schedule*). The computed

price will be established utilizing a Government formula (as defined in the IDIQ Government Price Model below) which multiplies a predetermined number of hours for each labor category by the Quoter's IDIQ labor rates.

2) The Government's predetermined number of hours for each labor category will not be provided to the Quoter, but will be included in the Government Source Evaluation Plan approved by the Source Selection Authority.

Labor Categories	Labor Hours	x	Fully Burdened Labor Rate (Attachment J-4)	=	Total
Communication Manager I		x		=	
Communication Manager II		x		=	
Exhibit/Events Manager		x		=	
Property /Outreach Assistant		x		=	
Research Analyst I		x		=	
Research Analyst II		x		=	
Communication Strategist I		x		=	
Communication Strategist II		x		=	
Communications Subject Matter Expert I		x		=	
Communications Subject Matter Expert II		x		=	
Communications Subject Matter Expert III		x		=	
Events Coordinator		x		=	
Media Specialist I		x		=	
Media Specialist II		x		=	
Web Editor I		x		=	
Web Editor II		x		=	
Writer/Editor I		x		=	
Writer/Editor II		x		=	
Writer Editor III		x		=	
Writer Editor IV		x		=	
Design/Graphics I		x		=	
Design/Graphics II		x		=	
Exhibit Technician I		x		=	
Exhibit Technician II		x		=	
Exhibit Technician III		x		=	
Exhibit Operator/Driver		x		=	
Outreach Coordinator I		x		=	
Outreach Coordinator II		x		=	
Outreach Coordinator III		x		=	
GOVERNMENT Worksheet-IDIQ Price Model Total Amount					\$

NOTES FOR WORKSHEET SHOWN ABOVE

NOTE 1: This worksheet will be replicated for the Prime contractor for each Contract Year (CY).

NOTE 2: **The Quoters shall not complete this Worksheet.** The labor hours are identified in the Source Evaluation Plan finalized prior to receipt of quotes and will be utilized by the SEB to calculate a price.

c. The Quoter's total price as described in Subparagraph M.5, (a) above plus the Government Calculated IDIQ price value M.5 (b) will be reported to the Source Selection Authority, along with the SEB's assessment of Price Risk.

d. Each Quoter's proposed phase-in price (\$150K Maximum) will be identified separately and reported to the Source Selection Authority. Adjustments to the proposed phase-in price will not be made by the SEB; however, the proposed phase-in price will be reported to the Source Selection Authority.

e. Assessment of Price Risk

Based on the price analysis, the SEB will identify any price or elements of price that appear to be out-of-line, inadequate, unrealistic or unreasonable for the services priced. After identification of omissions, inconsistencies, or conditions/qualifications associated with the quoted prices, out-of-line, inadequate, unrealistic or unreasonable prices or elements of prices or conditions/qualifications associated with the proposed prices, the SEB will determine if these aspects of the quote represent a risk to providing the services in accordance with the terms of the contract. Based on these identified risks the SEB will assess a price risk level as follows:

Low Risk	The SEB has identified no price risks, or only minor price risks, that impact providing the services at the proposed price in accordance with the terms of the Contract.
Medium Risk	The SEB has identified price risks that may impact, but not substantially impact, providing the services at the proposed price in accordance with the terms of the Contract.
High Risk	The SEB has identified price risks that may substantially impact providing the services at the proposed price in accordance with the terms of the Contract.

The SEB will identify and document all risks relative to price and report these along with a price risk level to the SSA. Unrealistic or unreasonable prices and inconsistencies between the Mission Suitability Factor Volume and the Price Evaluation Factor Volume will be assessed as a price risk. Offers that do not include all requested information are cautioned that this may indicate a lack of understanding of the PWS and Contract requirements.

(End of Provision)

M.6 SMALL BUSINESS UTILIZATION (ONLY APPLICABLE IF THE GOVERNMENT RECEIVES A QUOTE FROM OTHER THAN A SMALL BUSINESS)

The Government has established a preference to make an award to a Small Business. The Government is soliciting responses to this solicitation from Small Business and desires receipt of quotes from Small Business.

Small Business Utilization is defined as the percent of total contract dollars either directly as a prime or subcontracted to a small business. This factor is applicable only if the Government receives a quote from other than a Small Business.

An adjectival rating will be given for this evaluation. All quotes received from Small Business will be considered Excellent under this factor. A quote received from a Large Business will not qualify to receive an Excellent rating. See table below:

TABLE M.6-1

Adjectival rating	Small Business Utilization
Excellent	100 %
Very good	\geq 90%
Good	\geq 75%
Fair	\geq 50%
Poor	$<$ 50%

(End of Provision)

[END OF SECTION]