

## **L.1 PROPOSAL INSTRUCTIONS AND CONTENT**

L.1.1 The Offeror's proposal, subject to FAR clause 52.215-1 (Instructions to Offerors - Competitive Acquisitions), shall be submitted in the format set forth below. All information necessary for the review and evaluation of a proposal shall be contained in the proposal volumes set forth below. Section M of the solicitation sets forth the evaluation criteria and delineates the Factors and Subfactors to be evaluated and their relative order of importance.

L.1.1.1 Award Without Discussions: The Offeror's proposal, as required by this section, will be evaluated as set forth in Section M of this solicitation. FAR clause 52.215-1 advises Offerors that the Government intends to evaluate proposals and award a contract without discussions with Offerors. Where awards will be made without discussions, exchanges with Offerors are limited to Clarifications as defined in FAR Subpart 15.306(a). Therefore, the Offeror's initial proposal should contain its best terms from a cost or price and technical standpoint. However, under FAR Subpart 52.215-1(f)(4), the Government reserves the right to hold discussions, if necessary. If the PCO determines that the number of proposals that would otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted, the PCO may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

L.1.2 General: The Offeror's proposal shall be submitted in five separate volumes, as set forth below. All proposal information shall be in the English language. Font size shall be no smaller than 10 point with margins no less than 1 inch (top, bottom, left, and right) excluding headers, footers, and page numbers. The Offeror shall number each page and provide an index with each volume. The complete set of volumes shall be accompanied by a cover letter prepared on the company's letterhead. Each of the volumes shall be separated and labeled as with full pagination. The proposal shall include a volume for each of the evaluation factors. The Offeror's proposal shall be uploaded to the Army Single Face to Industry (ASFI) Bid Response System (BRS) website (in accordance with paragraph L.1.4), clearly labeled, with volumes divided as follows:

Volume I: Proposal Terms and Conditions (SF33, RFP Sections A-K)  
Volume II: Experience Factor  
Volume III: Technical Factor  
Volume IV: Price Factor  
Volume V: Small Business Participation Factor

L.1.3 Submission Due Date: The Offeror's proposal shall be received at the address set forth below no later than X:00PM local Warren, MI time on the DATE XXXX. The Offeror shall ensure its offer reaches the US Army Contracting Command-Warren (ACC Warren) CCTA-HTA-B Warren, Michigan before the date and time set for closing of the solicitation.

L.1.4 Method of Submission: Offers shall be submitted via the AFSI BRS web site: <https://acquisition.army.mil/asfi/>. NOTE: AFSI website has a 10 Megabyte (MB) maximum capacity for each file uploaded; refer to the information contained on the ACC-Warren Procurement Network Website (<http://contracting.tacom.army.mil/acqinfo/ebidnotice.htm>) concerning how to submit electronic proposals. In addition, refer to paragraph L.2 regarding submission of Electronic Proposals. For the Price Factor Volume, spreadsheets shall be in a version provided for in paragraph L.2.5(a).

L.1.5 Proposal Submission Guidance: The Offeror's proposal shall contain all pertinent representations, certifications, and the specified information required for evaluation of the proposal.

L.1.6 Procuring Contracting Officer (PCO): Offerors are encouraged to contact the PCO, Ms. Renee M. Collica ([renee.m.collica.civ@mail.mil](mailto:renee.m.collica.civ@mail.mil)), in order to request an explanation of any aspect of these instructions.

L.1.7 Lateness: The lateness rules for submitted proposals are outlined in FAR clause 52.215-1(c)(3)(ii)(A), "Instructions to Offerors-Competitive Acquisition," incorporated into this solicitation.

L.1.8 All or None: Offers in response to this solicitation shall be submitted for all the requirements identified in the solicitation. Offers submitted for less than all the requirements called for by this solicitation will not be considered for award.

## **L.2 NOTICE REGARDING ELECTRONIC PROPOSAL SUBMISSION**

L.2.1 Offerors shall submit the electronic copies of the offer in accordance with the Section A Clause, entitled TACOM-Warren Electronic Contracting, 52.204-4016.

L.2.2. Offerors are cautioned that an offer is not considered received until the final submission (via the ASFI BRS) is time stamped. Note, the time stamped bid summary is not instantaneous with the final submission, so Offerors should begin its file upload well in advance of the solicitation closing date to ensure that the entire proposal is received in time to be considered for award. If the ASFI BRS confirmation time stamp does not indicate a date and time prior to the solicitation closing date and time indicated in the solicitation the proposal shall be rejected as late unless one of the exceptions outlined in FAR Subpart 52.215-1 applies.

L.2.3. Given the volume of data and information to be submitted by offerors in response to this solicitation, and the inherent limitations of email bandwidth, offerors may be required to submit proposals in multiple uploads. Due to the expedited evaluation schedule, it is critical that all offerors carefully and completely identify the parts and attachments of the proposal so that the Government may quickly and easily distribute the proposal volumes. It is important to note that up to five files can be uploaded at one time. The combined size of five files cannot exceed 10MB. Offerors should break attachments into smaller files or use the upload utility multiple times if files exceed the 10MB size limit.

L.2.4. Offerors are requested to the maximum extent practical not to provide attachments from multiple volumes within messages; each message should include attachments pertaining to only one volume.

L.2.5 Electronic Copies: Offerors shall submit electronic copies and any supplemental information (such as spreadsheets, backup data, and technical information) using the following file types:

- a. Files in either Microsoft (MS) Windows Vista/MS Office 2007 or Office XP: Word, Excel, or PowerPoint. Spreadsheets shall be sent in a file format that includes all formulae, macro and format information. Print image is not acceptable.
- b. Files in Adobe Portable Document Format (PDF). Scanners should be set to 200 dots per inch.

- c. Files in Hypertext Markup Language (HTML). HTML documents shall not contain active links to live Internet sites or pages. All linked information must be contained within the electronic offer and be accessible offline.

L.2.6 Please see FAR Subpart 15.207(c) for a description of the steps the Government will take with regard to unreadable offers:

“If any portion of a proposal received by the contracting officer electronically or by facsimile is unreadable; the contracting officer shall immediately notify the offeror and permit the offeror to resubmit the unreadable portion of the proposal. The method and time for resubmission shall be prescribed by the contracting officer after consultation with the offeror, and documented in the file. The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for determining timeliness under 15.208(a) provided the offeror complies with the time and format requirements for resubmission prescribed by the contracting officer.”

Offerors shall make every effort to ensure that its offer is virus-free. Offers (or portions thereof) submitted which reflect the presence of a virus, or which are otherwise rendered unreadable by damage in either physical or electronic transit, will be treated as "unreadable" as described above.

### **L.3 PROPOSAL INSTRUCTIONS, FORMAT, AND CONTENT**

L.3.1 Extreme care and attention should be given to ensure that all required items are included in the proposal.

### **L.4 VOLUME I - PROPOSAL TERMS & CONDITIONS**

In this Volume, Offerors shall provide:

L.4.1 An electronic cover letter (letter of transmittal) which shall identify all enclosures being transmitted in the message.

L.4.1.1 A scanned image of the SF 33 solicitation cover page signed by a person authorized to sign proposals on behalf of the Offeror. Blocks 12, 13, 15A, 15B, 16, 17, and 18 of the SF 33 shall be filled in by offeror.

L.4.2 One copy of this solicitation (Sections A-K) with all clause and other fill-ins completed. System for Award Management (SAM) certifications need not be separately submitted.

L.4.3 An affirmative statement that the Offeror proposes to meet all the requirements of Section C.

L.4.4 A statement of agreement to all the terms, conditions, and provisions of this solicitation.

L.4.5 A statement asserting which suite (restricted or unrestricted) the Offeror is proposing under.

L.4.6 A subcontracting plan (if the Offeror is an Other-Than-Small-Business concern in accordance with FAR clause 52.219-9).

#### L.4.7 Organizational Conflict of Interest (OCI).

L.4.7.1 The offeror shall provide an affirmative statement that the offeror does not have an OCI as it applies to this solicitation.

L.4.7.2 The provisions of FAR Subpart 9.5, Organizational Conflict of Interest (OCI), apply to any award under this solicitation. Potential offerors should review its current and planned participation in any other Government contracts, subcontracts, consulting, or teaming arrangements where it may be in a position of actual or perceived bias or unfair competitive advantage.

L.4.7.3 Offerors shall disclose any potential OCI situations to the PCO as soon as identified, including prior to proposal submission. The disclosure shall include the facts and an analysis of the actual or perceived conflict and the recommended approach(es) to neutralize or mitigate the potential conflict. The preferred approach to potential conflicts is to avoid the conflict. Mitigation shall be considered only if it is not practical to avoid the conflict. The PCO will promptly respond to resolve any potential conflicts.

### **L.5 VOLUME II - EXPERIENCE**

In this Volume, Offerors shall provide:

L.5.1 A total of no more than two of either Contract(s), Task Order(s), Delivery Order(s), or Work Directive(s) for each of the areas identified in paragraph L.5.1.2, as performed by the Prime Offeror itself for L.5.3.1 and L.5.3.2, which are the most recent (as defined by paragraph L.5.1.1) and relevant (as defined by paragraph L.5.1.2) to the scopes of work specified in paragraphs L.5.1.2.1 and L.5.1.2.2:

The Government will not consider the past experience of individuals in its evaluation under the Experience Factor (only corporate experience under prior Contracts/Delivery or Task Orders will be considered).

L.5.1.1 Recent Contracts. Recent Contracts/Orders are those performed within three years of the date of issuance of this solicitation.

L.5.1.2 Relevant Contracts. Relevant Contract(s)/Task Order(s)/Delivery Order(s)/work directives are those which, as described below in paragraphs L.5.1.2.1 L.5.1.2.2 and, are comparable in scope to this solicitation requirement(s). Where prior relevant experience is under a broader Blanket Purchase Agreement (BPA) or IDIQ-type contract, the Offeror shall not just cite the broader BPA or IDIQ Contract. Rather, the Offeror shall include the specific individual work directives/ task orders which it considers to be reflective of relevant prior experience. In accordance with section L.5.1 above, each prior Contract(s), Task Order(s), Delivery Order(s), or Work Directive(s) identified by the Offeror as being applicable, will be evaluated based upon the extent to which prior experience is relevant to solicitation requirements.

Specifically, the extent of relevant Experience with the following solicitation requirements will be assessed by the Government:

L.5.1.2.1 Service contracts performed as the prime contractor which required teaming arrangements or subcontractors in excess of three organizations in addition to the prime contractor. Include detail discussing what type and portion of work was done by each firm;

L.5.1.2.2 Contracts performed as the prime contractor which required deployment and management of greater than five deployed individuals simultaneously to more than two OCONUS locations;

L.5.2 For each of the recent/relevant Contract(s), Task Order(s), Delivery Order(s), or Work Directive(s) identified per L.5.1, the Offeror shall provide the following:

L.5.2.1 Contract Number

L.5.2.2 Contract type

L.5.2.3 Contract performance period

L.5.2.4 Government or commercial contracting activity address, telephone number, and E-mail address

L.5.2.5 PCO's name, telephone number and E-mail address

L.5.2.6 Administrative Contracting Officer's (ACO's) name, telephone number and E-Mail address

L.5.2.7 Government or commercial contracting activity technical representative, or COR, name, telephone number and E-mail address

L.5.2.8 Copies of all SOWs/PWSs paragraphs of the Contract(s), Task Order(s), Delivery Order(s), or Work Directive(s) reflecting Experience which is relevant to the relevance considerations cited above in paragraphs L .5.1.2.1 and L .5.1.2.2.

L.5.2.9 A discussion of specific similarities between these contract SOWs/PWSs and the SOWs/PWSs in Section C herein.

Failure to provide the information requested under paragraph L.5.2 (L.5.2.1-9, particularly paragraphs L.5.2.1-3 and L.5.2.8), so that the Government can evaluate the recency and relevance of claimed experience may result in an assessment that prior experience lacks relevance or recency.

L.5.3 Experience Information. It is the Offeror's responsibility to submit thorough and complete information required for the Government to conduct the evaluation of its Experience proposal. It is not the Government's responsibility to search for information not contained in the Offeror's proposal. However, Offerors are advised that the Government may contact the references the Offeror provides and/or may contact internal Government or private sources with knowledge of the Experience cited in the Offeror's proposal to validate or gain a better understanding of the relevance of the Offeror's proposed Experience.

L.5.4 Cross-Reference Matrix. The Offeror shall also complete the matrix at Exhibit X of this solicitation. The matrix identifies the experience considerations in the first row. The offeror shall list each of the up to two (2) prior contracts/orders in the left margin of each chart. These contracts should match the types of experience the Government will be using for evaluation purposes. The offeror shall identify recent/relevant contracts under each of the Experience subfactors, through placement of an (X)

in the applicable matrix boxes. The offeror may include a brief description in the matrix of the extent of any similarities. However, any brief narrative provided in the chart itself will not be sufficient to constitute as a substitute for the narrative required discussing the experience subfactor as required by paragraph L.5.2.9.

## **L.6 VOLUME III - Technical Factor**

L.6.1 The Technical Factor includes the following three Sub-factors: (1) SARET Task Order, (2) NIE Task Order and (3) Blast Mitigation Task Order. The Technical Volume shall be divided by each Sub-factor to address each task order. For the Technical instructions for each of the TORs, see Section 3 within Attachments 0010, 0015, and 0020. Offerors shall propose to all three TORs in order to be eligible for award.

## **L.7 VOLUME IV - PRICE FACTOR**

### L.7.1 SARET Task Order

#### L.7.1.1 General:

The Offerors shall prepare its Cost/Price Volume consistent with the SARET Task Order Technical solution provided under the Technical Factor (See Section L Provision L.6.1).

L.7.1.1.1 Proposal Structure. The instructions that follow are not intended to be all-inclusive. The Cost/Price Volume shall include data to support the reasonableness and realism of the proposed amounts. The Cost/Price Volume shall be in sufficient detail to enable the Government to evaluate its proposal for cost realism and verification of the cost/price. The Offeror shall show complete development of the elements of the Cost/Price Volume. Offerors may submit any other price and financial information it considers to be helpful in the Government's evaluation of the Cost/Price Volume.

L.7.1.1.2 The Government may use other resources in the evaluation of the Cost/Price Volume. In addition to the information referenced below, the Government reserves the right, as a clarification under FAR Subpart 15.306(a), to request additional or more detailed cost/price breakdown data to support its determination of price reasonableness or cost realism.

L.7.1.1.3 Electronic Submission. All spreadsheets shall be in a version provided for in paragraph L.2.5(a) and shall include all formulas. Print image is not acceptable. Supporting information in Excel may be provided as a separate file or as added Tabs to Attachment 0001, Prime Pricing Attachment. Supporting narrative shall be provided in Microsoft Word format (but not Word version 2.0).

L.7.1.2 The Offeror's Cost/Price Volume in response to the SARET TOR shall include the following:

L.7.1.2.1 The Offeror shall fill in proposed cost/price for all CLINs directly in Attachment 0001, Prime Pricing Attachment, in accordance with the instructions detailed in the attachment. Costs/Prices shall NOT be inserted in Section B of the MA IDIQ solicitation/contract.

L.7.1.2.1.1 Subcontractors' other than cost and pricing data may be provided directly to the PCO, Renee M. Collica, at [renee.m.collica.civ@mail.mil](mailto:renee.m.collica.civ@mail.mil), to avoid providing proprietary pricing data to the prime or higher tier subcontractor(s). The prime contractor is responsible for the consistency of the

cost data between its submission and any subcontractor/interdivisional submission. The Government will not communicate with any subcontractor directly to request information or to clarify information received. Failure of the subcontractor to submit the necessary cost or pricing data to the Government, prior to the solicitation close date, shall render the prime offeror non-responsive.

L.7.1.2.1.2 The Offeror shall include the evaluation of the subcontractor's submission required by FAR Subpart 15.404-3(b), to include its rationale for determining that the subcontract price is reasonable.

L.7.1.2.2 Proposed elements of cost and applicable fee are to be stated in United States (U.S.) dollars only, for both the prime Contractor and any potential teammates/subcontractors/joint ventures. The Offeror shall state the exchange rate (if applicable) being used to convert any currency to U.S. dollars.

L.7.1.2.3 Offerors shall provide an adequate description of the Prime and Subcontractors Fringe Pools and demonstrate that they have proposed adequate fringe dollars to comply with the Health & Welfare, Holiday, and Vacation requirements of the Department of Labor Area Wage Determination for Non Exempt Employees. Offeror's shall develop its own assumptions about vacation accrual, and employee seniority, and are advised that the non-productive hours proposed in its Fringe Pool, and the Fringe Rate it proposes will not be changed during the performance period, with the exception of price adjustments in accordance with FAR Clause 52-222-43. During contract performance, Fully Loaded Billable Labor Rates will only be adjusted in accordance with FAR Clause 52.222-43, when the contractor can demonstrate the fringe pool cannot absorb a Service Contract Act (SCA) required Health & Welfare Increase without reducing other non-SCA required excess fringe benefits in the pool. Offeror's shall explain its holiday and vacation estimates as a Cost Narrative in its Volume X, Price Response.

L.7.1.3 SARET Task Order type: Time and Materials (T&M).

L.7.1.3.1 The Offeror shall provide built-up prices per hour for each required labor skill category as well as a breakdown by wages, overhead, general and administrative expenses, Facilities Capital Cost of Money (FCCM), and profit.

L.7.1.3.2 The Government has provided estimated direct labor hours and estimated dollars for Travel/ODC. The Offeror shall provide associated burdens, if any, on the Government provided Travel/ODC for the SARET Task Order. The Offeror shall not propose any profit on Travel.

L.7.1.3.3 There are no Direct Material dollars associated with the SARET Task Order.

L.7.1.3.4 The Offeror shall provide the proposed FCCM rates. The Offeror shall identify the Treasury Rate used to develop the amount.

L.7.1.3.5 The Offeror shall provide the proposed Profit, state the Profit rate and the estimated total dollar amount included.

L.7.1.3.6 The Offeror shall provide a list of direct and indirect rates, by category and by year, used in the development of the proposal as applicable. Include if applicable (if not applicable state "n/a" for each):

L.7.1.3.6.1 The date of the current Cost Accounting Standards Board (CASB) Disclosure Statement;

L.7.1.3.6.2 The effective date of the direct and indirect rates or the data that formed the basis for the direct and indirect rates (the date of the burden study analysis or payroll run, etc.);

L.7.1.3.6.3 A narrative explaining the basis for the estimated direct and indirect rates. Specifically identify any escalation factors used;

L.7.1.3.6.4 State whether these direct and indirect rates represent a Forward Pricing Rate Submission (FPRS) or a Forward Pricing Rate Agreement (FPRA) and note the date of the agreement;

L.7.1.3.6.5 State whether or not the business volume that would be generated if a contract was awarded to your firm as a result of this RFP has been included in the proposed rate package;

L.7.1.3.6.6 The ending month of the offerors fiscal year; and

L.7.1.3.6.7 For each of the rate categories provide both the prior and current fiscal years Incurred Cost rates. Indicate if the prior year rates have been audited. For the current years Incurred Cost rates provide the month ending for those rates.

L.7.1.3.7 Provide a narrative explaining the basis for the estimated direct costs and rates. Specifically identify any escalation factors used.

## L.7.2 NIE Task Order

### L.7.2.1 General:

The Offerors shall prepare its Cost/Price Volume consistent with the NIE Task Order Technical solution provided under the Technical Factor (See Section L Provision L.6.2.1).

L.7.2.1.1 Proposal Structure. The instructions that follow are not intended to be all-inclusive. The Cost/Price Volume shall include data to support the reasonableness of the proposed amounts. Sufficient detail shall be present to allow verification of the cost/price. Offerors may submit any other price and financial information it considers to be helpful in the Government's evaluation of the Cost/Price Volume.

L.7.2.1.2 The Government may use other resources in the evaluation of the Cost/Price Volume. In addition to the information referenced below, the Government reserves the right, as a clarification under FAR Subpart 15.306(a), to request additional or more detailed cost/price breakdown data to support its determination of price reasonableness.

L.7.2.1.3 Electronic Submission. All spreadsheets shall be in a version provided for in paragraph L.2.5(a) and shall include all formulas. Print image is not acceptable. Supporting information in Excel may be provided as a separate file or as added Tabs to Attachment 0002, Prime Pricing Attachment. Supporting narrative shall be provided in Microsoft Word format (but not Word version 2.0).

L.7.2.2 The Offeror's Cost/Price Volume in response to the NIE TOR shall include the following:

L.7.2.2.1 The Offeror shall fill in proposed prices for all CLINs directly in Attachment 0002, Prime Pricing Attachment, in accordance with the instructions detailed in the attachment. Prices shall NOT be inserted in Section B of the MA IDIQ solicitation/solicitation.

L.7.2.2.1.1 Subcontractors' other than cost and pricing data may be provided directly to the PCO, Renee M. Collica, at [renee.m.collica.civ@mail.mil](mailto:renee.m.collica.civ@mail.mil), to avoid providing proprietary pricing data to the prime or higher tier subcontractor(s). The prime contractor is responsible for the consistency of the cost data between its submission and any subcontractor/interdivisional submission. The Government will not communicate with any subcontractor directly to request information or to clarify information received. Failure of the subcontractor to submit the necessary cost or pricing data to the Government, prior to the solicitation close date, shall render the prime offeror non-responsive.

L.7.2.2.1.2 The Offeror shall include the evaluation of the subcontractor's submission required by FAR Subpart 15.404-3(b), to include its rationale for determining that the subcontract price is reasonable.

L.7.2.2.2 Proposed elements of cost and applicable profit are to be stated in United States (U.S.) dollars only, for both the prime Contractor and any potential teammates/subcontractors/joint ventures. The Offeror shall state the exchange rate (if applicable) being used to convert any currency to U.S. dollars.

L.7.2.2.3 Offeror's shall provide an adequate description of the Prime and Subcontractors Fringe Pools and demonstrate that they have proposed adequate fringe dollars to comply with the Health & Welfare, Holiday, and Vacation requirements of the Department of Labor Area Wage Determination for Non Exempt Employees. Offeror's shall develop its own assumptions about vacation accrual, and employee seniority, and are advised that the non-productive hours proposed in its Fringe Pool, and the Fringe Rate it proposes will not be changed during the performance period, with the exception of price adjustments in accordance with FAR Clause 52-222-43. During contract performance, Fully Loaded Billable Labor Rates will only be adjusted in accordance with FAR Clause 52.222-43, when the contractor can demonstrate the fringe pool cannot absorb a SCA required Health & Welfare Increase without reducing other non-SCA required excess fringe benefits in the pool. Offerors shall explain its holiday and vacation estimates as a Cost Narrative in its Volume X, Price Response.

L.7.2.3 NIE Task Order type: Firm Fixed Price (FFP) (with a cost reimbursable Travel CLIN).

L.7.2.3.1 The Government has provided estimated direct labor hours.

L.7.2.3.2 The Offeror shall provide the proposed direct labor rate for each proposed labor hour category.

L.7.2.3.3 The Government has provided estimated dollars for Travel and ODCs. The Offeror shall provide associated burdens, if any, on the Government provided Travel and ODCs for the NIE Task Order. Offeror shall not propose any profit on Travel.

L.7.2.3.4 There are no Direct Material dollars associated with the NIE Task Order.

L.7.2.3.5 Provide a narrative explaining the basis for any escalation factors used.

## L.7.3 Blast Mitigation Task Order

### L.7.3.1 General:

The Offerors shall prepare its Cost/Price Volume consistent with the Blast Mitigation Task Order Technical solution provided under the Technical Factor (See Section L Provision L.6.1).

L.7.3.1.1 Proposal Structure. The instructions that follow are not intended to be all-inclusive. The Cost/Price Volume shall include data to support the reasonableness and realism of the proposed amounts. The Cost/Price Volume shall be in sufficient detail to enable the Government to evaluate its proposal for cost realism and verification of the cost/price. The Offeror shall show complete development of the elements of the Cost/Price Volume. Offerors may submit any other price and financial information it considers to be helpful in the Government's evaluation of the Cost/Price Volume.

L.7.3.1.2 The Government may use other resources in the evaluation of the Cost/Price Volume. In addition to the information referenced below, the Government reserves the right, as a clarification under FAR Subpart 15.306(a), to request additional or more detailed cost/price breakdown data to support its determination of price reasonableness or cost realism.

L.7.3.1.3 Electronic Submission. All spreadsheets shall be in a version provided for in paragraph L.2.5(a) and include all formulas. Print image is not acceptable. Supporting information in Excel may be provided as a separate file or as added Tabs to Attachment 0003, Prime Pricing Attachment. Supporting narrative shall be provided in Microsoft Word format (but not Word version 2.0).

L.7.3.2 The Offeror's Cost/Price Volume in response to the Blast Mitigation TOR shall include the following:

L.7.3.2.1 The Offeror shall fill in proposed cost/price for all CLINs directly in Attachment 0003, Prime Pricing Attachment, in accordance with the instructions detailed in the attachment. Prices shall NOT be inserted in Section B of the MA IDIQ solicitation/contract.

L.7.3.2.1.1 Subcontractors' other than cost and pricing data may be provided directly to the PCO, Renee M. Collica, at [renee.m.collica.civ@mail.mil](mailto:renee.m.collica.civ@mail.mil), to avoid providing proprietary pricing data to the prime or higher tier subcontractor(s). The prime contractor is responsible for the consistency of the cost data between its submission and any subcontractor/interdivisional submission. The Government will not communicate with any subcontractor directly to request information or to clarify information received. Failure of the subcontractor to submit the necessary cost or pricing data to the Government, prior to the solicitation close date, shall render the prime offeror non-responsive.

L.7.3.2.1.2 The Offeror shall include the evaluation of the subcontractor's submission required by FAR Subpart 15.404-3(b), to include its rationale for determining that the subcontract price is reasonable.

L.7.3.2.2 Proposed elements of cost and applicable fee are to be stated in United States (U.S.) dollars only, for both the prime Contractor and any potential teammates/subcontractors/joint ventures. The Offeror shall state the exchange rate (if applicable) being used to convert any currency to U.S. dollars.

L.7.3.2.3 Offerors shall provide an adequate description of the Prime and Subcontractors Fringe Pools and demonstrate that they have proposed adequate fringe dollars to comply with the Health & Welfare, Holiday, and Vacation requirements of the Department of Labor Area Wage Determination for Non Exempt Employees. Offeror's shall develop its own assumptions about vacation accrual, and employee seniority, and are advised that the non-productive hours proposed in its Fringe Pool, and the Fringe Rate it proposes will not be changed during the performance period, with the exception of price adjustments in accordance with FAR Clause 52-222-43. During contract performance, Fully Loaded Billable Labor Rates will only be adjusted in accordance with FAR Clause 52.222-43, when the contractor can demonstrate the fringe pool cannot absorb a SCA required Health & Welfare Increase without reducing other non-SCA required excess fringe benefits in the pool. Offeror's shall explain its holiday and vacation estimates as a Cost Narrative in its Volume X, Price Response.

L.7.3.3 Blast Mitigation Task Order type: Cost Plus Fixed Fee (CPFF) in accordance with FAR Subpart 16.306(d)(1).

L.7.3.3.1 The Offeror shall provide the total proposed direct labor hours and direct labor hours broken down by proposed labor category as well as a breakdown by wages, overhead, general and administrative expenses, Facilities Capital Cost of Money (FCCM), and profit.

L.7.3.3.2 The Offeror shall provide the proposed direct labor rate for each proposed labor hour category.

L.7.3.3.3 The Government has provided estimated dollars for Material and Travel/ODC. The Offeror shall provide associated burdens, if any, for Material, Travel/ODC. The Offeror shall not propose any fee on Travel.

L.7.3.3.4 The Offeror shall provide a list of direct and indirect rates, by category and by year, used in the development of the proposal as applicable. Include if applicable (if not applicable state "n/a" for each):

L.7.3.3.4.1 The date of the current CASB Disclosure Statement;

L.7.3.3.4.2 The effective date of the direct and indirect rates or the data that formed the basis for the direct and indirect rates (the date of the burden study analysis or payroll run, etc.);

L.7.3.3.4.3 A narrative explaining the basis for the estimated direct and indirect rates. Specifically identify any escalation factors used;

L.7.3.3.4.4 State whether these direct and indirect rates represent a Forward Pricing Rate Submission (FPRS) or a Forward Pricing Rate Agreement (FPRA) and note the date of the agreement;

L.7.3.3.4.5 State whether or not the business volume that would be generated if a contract was awarded to your firm as a result of this solicitation has been included in the proposed rate package;

L.7.3.3.4.6 The ending month of the offerors fiscal year; and

L.7.3.3.4.7 For each of the rate categories provide both the prior and current fiscal years Incurred Cost rates. Indicate if the prior year rates have been audited. For the current years Incurred Cost rates provide the month ending for those rates.

L.7.3.3.5 The Offeror shall provide the proposed FCCM rates. The offeror shall identify the Treasury Rate used to develop the amount.

L.7.3.3.6 The Offeror shall provide the proposed Fee, state the Fee rate and the estimated total dollar amount included.

L.7.3.3.7 Provide a narrative explaining the basis for the estimated direct costs and rates. Specifically identify any escalation factors used.

## **L.8 VOLUME V - SMALL BUSINESS PARTICIPATION FACTOR**

The Small Business Participation Factor Volume is comprised of a single chapter. Offerors are responsible for including sufficient detail in this volume for the Government to perform a complete evaluation. Any information provided as part of the Small Business Participation Factor Volume may be used to correlate the evaluation of the other proposal volumes.

L.8.1 Application: The following Small Business Participation proposal submission instructions apply to every Offeror (U.S. and non-U.S.), regardless of size status or locations of working facilities or headquarters.

L.8.2 Definitions: U.S. small business concerns are defined (1) in FAR Subpart 19.001 and (2) by the criteria and size standards in FAR Subpart 19.102 for the applicable North American Industry Classification System (NAICS) code. U.S. small business concerns include small businesses (SBs), small disadvantaged businesses (SDBs), woman-owned small businesses (WOSBs), HUBZone small businesses (HUBZone SBs), veteran-owned small businesses (VOSBs), and service disabled veteran-owned small businesses (SDVOSBs).

L.8.3 Small Business Participation Factor Submittal: ALL Offerors, including Offerors who are themselves U.S. small business concerns based on the NAICS code assigned to this requirement, are required to complete Attachment 0004, "Small Business Participation Factor Submittal". The Attachment contains detailed instructions for filling out each tab in the file, including instructions for Offerors proposing as joint ventures or members of teaming agreements. Offerors shall fill out Attachment 0004 with goals for this solicitation specifically, even if they are Other-Than-Small-Businesses (OTSB) submitting Comprehensive Subcontracting Plans in accordance with Section I of the solicitation. Attachment 0004 shall be submitted in the Microsoft Excel workbook format with all tabs, formulas, and functions that are built into the template in the solicitation. Print image files or pictures (for example, a picture of an Excel spreadsheet embedded in a Word document) or files containing only values are not acceptable.

### L.8.3.1. Extent of Small Business Participation.

L.8.3.1.1 Offerors shall fill in the two tabs referenced in paragraphs L.8.3.1.1.1 and L.8.3.1.1.2. The term "prime contractor" refers to the "Offeror". The Offeror shall include representative task orders 0001 – 0003 in the dollars for prime contractor participation and subcontractor participation.

L.8.3.1.1.1 (“Prime \$” Tab) Prime Contractor Participation Dollars - Offerors shall provide the dollars for the portion of work it will be performing. Dollars shall be broken out for OTSB and each category of SB.

L.8.3.1.1.2 (“Sub \$” Tab) Subcontractor Participation Dollars - Offerors shall provide the dollars for the portion of work its first tier subcontractors will be performing. Dollars shall be broken out for OTSB and each category of SB.

L.8.3.1.2 Based on inputs to the Small Business Participation Factor Submittal, the offeror’s extent of small business participation in each small business category will be calculated using ‘Dollars for portion of work to be performed by Small Business Prime’ plus ‘Dollars for portion of work to be performed by First Tier Small Business Subcontractors’ divided by ‘Total Contract Amount’. Therefore, if the Offeror is itself a U.S. small business concern under the NAICS code applicable to this solicitation (to include U.S. small business concerns who are proposing as part of a joint venture or teaming arrangement), the Government will consider the Offeror’s own portion of the work to be performed as Small Business Participation for purposes of this evaluation.

L.8.3.1.2.1 Small Business prime Offerors can meet the Small Business Participation Factor goals through:

- (a) The dollars for the portion of the work to be performed as a prime, including work to be performed as a small business joint venture partner/teammate who is considered a prime by the joint venture/team legal agreement.
- (b) A combination of (a) and dollars for first tier subcontracting to other small businesses, including a small business joint venture partner/teammate who is considered a first tier subcontractor by the joint venture/team legal agreement.

L.8.3.1.2.2 Other-Than-Small-Business Offerors can meet the Small Business Participation Factor goals through:

- (a) The dollars for first tier subcontracting to small businesses, including a small business joint venture partner/teammate who is considered a first tier subcontractor by the joint venture/team legal agreement.
- (b) The dollars for the portion of the work to be performed by a small business joint venture partner/teammate who is considered a prime by the joint venture/team legal agreement.
- (c) A combination of (a) and (b).

#### L.8.3.2 Support for Proposed Goals.

L.8.3.2.1 Small Business Lists. Offerors shall fill in the two tabs referenced in paragraphs L.8.3.2.1.1 and L.8.3.2.1.2. The information contained in these two tabs is to provide support for the dollars in the two tabs referenced in paragraph L.8.3.1.1 above. Therefore the Offeror shall include representative task orders 0001 – 0003 in the dollars for prime contractor participation and subcontractor participation:

L.8.3.2.1.1 (“SB Prime List” Tab) Small Business Prime List – Offerors shall provide pertinent information about the small business prime contractors, including small business joint venture or team members who are, according to its legal agreement, prime contractors and not first tier subcontractors.

L.8.3.2.1.2 (“SB Sub List” Tab) Small Business Subcontractor List - Offerors shall provide pertinent information about the first tier small business subcontractors it plans to use for the contract. This would include any joint venture or team members who are, according to the legal agreement, first tier subcontractors and not prime contractors.

L.8.3.2.2 Consistency Between Small Business Participation Factor Submittal and other Proposal Volumes. Small Business Participation Factor Submittal content shall be consistent with any small business prime and subcontracting related information cited in the Offeror’s Cost/Price proposal and elsewhere in the Offeror’s response to the solicitation. The Government may request Offerors to correlate or crosswalk the contents of the Offeror’s Small Business Participation Factor Submittal with small business references in the Cost/Price proposal and/or elsewhere in the Offeror’s solicitation response. Offerors should carefully review the following two tabs in Attachment 0004:

a. (“Con” Tab) Consistency between the Small Business Participation Factor Submittal (Section L of the solicitation) and Small Business Subcontracting Plan (Section I of the solicitation, FAR Subpart 52.219-9; or DFARS Subpart 252.219-7004). Offerors who are OTSB should use this tab to check for consistency between its Small Business Participation Factor Submittal and Small Business Subcontracting Plan. Note that this tab does not constitute the submittal of Small Business Subcontracting Plan goals. The plan and associated goals shall be submitted in accordance with the FAR clause 52.219-9 and DFARS clause 252.219-7003 (or DFARS clause 252.219-7004 if the Offeror has a comprehensive subcontracting plan) and Section L clause TACOM 52.219-4005. To ensure consistency between the Small Business Participation Factor Submittal and the Small Business Subcontracting Plan, the Offeror shall include only representative task orders 0001 – 0003 to project subcontracting dollars and percentages in the Subcontracting Plan.

b. (“Roll-up” Tab) Participation Roll-Up. All offerors shall use this tab to carefully check for accuracy and consistency in its proposals.

L.8.3.2.3 Corroboration. During the evaluation, the Government may request Offerors to submit a letter from a small business, or provide other evidence corroborating the information in the Small Business Prime List and Small Business Subcontractors List in the Small Business Participation Factor Submittal.

L.8.3.2.4 Narrative. In addition to Attachment 0004, Small Business Participation Factor Spreadsheet, if the Offeror is a joint venture or team, the Offeror shall submit a very brief introductory narrative that explains the arrangement, including type of joint venture or teaming agreement. If an offeror has any other need to clarify or explain anything in the Small Business Participation Factor Submittal, the information can be included in this narrative.