

Task Order Request (TOR) Against the KBS Contract Suite

TOR Number: **W56HZV-14-X-KB01**

Date of Issue: **See Block 5, Page 1 of the SF 33 for TS3 solicitation W56HZV-14-R-0030**

Description of Services: **Services covered by this TOR include Program Support, Logistics, Operations, and Management services.**

Location of Services: **Ft. Bliss, TX; White Sands Missile Range (WSMR), NM**

Closing Date and Time: **See Block 9, Page 1 of the SF 33 for TS3 solicitation W56HZV-14-R-0030**

Incumbent: **Jacobs Technology**

SECTION 1 **SUMMARY OF TOR**

1. This is a Task Order Request (TOR) for services to be provided under the Knowledge Based Services (KBS) contract suite against TACOM Strategic Service Solutions (TS3), a family of Multiple Award Indefinite Delivery Indefinite Quantity (MA IDIQ) contracts.
2. The contracting officer has determined that the services under this TOR are noncommercial.
3. This TOR is a representative task order for the KBS contract suite solicitation, W56HZV-14-R-0030. Therefore, submitted proposals will be used to make a determination as to which offerors will receive an IDIQ contract in the KBS contract suite. Additionally, this TOR will be awarded, subject to the availability of funds and bona fide need at the time of task order award, to the KBS prime IDIQ contract whose proposal represents the best value to the Government.
4. This TOR will be evaluated against the evaluation criteria set forth in Section 5 herein.
5. Proposals shall fully comply with the instructions in this TOR. Offerors shall read the entire KBS contract suite solicitation, W56HZV-14-R-0030, and this TOR (to include attached documents), prior to submitting its proposal. Offerors shall ensure its proposal (to include cost/price) is valid for 180 calendar days after the closing date of this TOR.
6. Reference the following TOR attachments, found in Section J (List of Documents, Exhibits and other Attachments) of KBS solicitation W56HZV-14-R-0030:

Attachment 0010: TOR Attachment 1, Performance Work Statement (PWS)

Attachment 0011: TOR Attachment 2, Contract Data Requirements List (CDRLs)

Attachment 0012: TOR Attachment 3, KBS Prime Proposal Summary File - NIE

Attachment 0013: TOR Attachment 4, NIE DD 254

7. Task Order Type: The Government contemplates an award of a task order on a **Cost-Plus-Fixed Fee – Term** basis with the 30 day Phase-In Period on a **Firm Fixed Price** basis.

8. Period of Performance (estimated dates – subject to changes based on award date):

Phase-In (30 days):	Date of Award – 30 days from date of award
Base Period (06 Months):	Date of Award – 06 months from date of award
Option Period One (06 Months):	07 months – 12 months from date of award
Option Period Two (06 Months):	13 months – 18 months from date of award
Option Period Three (06 Months):	19 months – 24 months from date of award
Option Period Four (06 Months):	25 months – 30 months from date of award
Option Period Five (06 Months):	31 months – 36 months from date of award

9. The Government will have the unilateral right to exercise any options in whole, or in part.
10. The award of this task order is anticipated to be made within 45 days of the award of the TS3 KBS MA IDIQ contracts.

SECTION 2
ELECTRONIC CONTRACTING

1. Offerors shall follow paragraph L.2, Notice Regarding Electronic Proposal Submission, within solicitation W56HZV-14-R-0030.

SECTION 3
GUIDELINES FOR RESPONDING TO THIS TOR

1. One electronic submission of the proposal is required and due by the closing date and time specified on page 1 of this TOR.
2. By responding to this TOR, the Offeror agrees to meet all the requirements listed in Attachment 0010: TOR Attachment 1, PWS, and agrees to all the terms, conditions, and provisions of this TOR.
3. The proposal evaluation and discussion procedures in Federal Acquisition Regulation (FAR) Subpart 15.3 (“Source Selection”) do not apply to the evaluation process of this TOR. The Government will conduct evaluations using a best value tradeoff approach and will follow FAR 16.505 (“Ordering Procedures”). Although the Government does not intend to hold discussions, the Government does reserve the right to negotiate with one or more, but not necessarily all offerors, for any reason.
4. The offeror’s KBS Labor Pricing Matrix (Attachment 0002) proposed in response to the IDIQ solicitation sets forth the labor categories that shall be proposed, when applicable, and will be the maximum fully burdened labor rates that will be reimbursed under this task order, inclusive of options, if exercised.

5. Any award issued as a result of this TOR will be distributed electronically. Awards will include the awarded unit price. This is the notice required by Executive Order 12600 (June 23, 1987) of our intention to release unit prices in response to any request under the Freedom of Information Act (FOIA), 5 USC 552. Unit price is defined as the task order hourly labor rates as it will appear in Section B of the task order and is NOT referring to or includes Cost or Pricing data/information. If you object to such release, and you intend to submit a proposal, notify the Contracting Officer in writing prior to the closing date identified in this TOR and include the rationale for the objection consistent with the provision of FOIA. A release determination will be based on rationale given.

SECTION 4
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1. In accordance with Section 5 of this TOR, offerors will be evaluated on two factors: (1) Technical and (2) Cost/Price. For the purposes of this task order, the Technical Factor is somewhat more important than the Cost/Price Factor. However, if the Technical evaluations are equal, then cost/price will be the deciding factor. The offeror shall abide by the following instructions when submitting a response to this TOR:

Volume III – Technical Factor: The offeror’s Technical Volume response prepared IAW the instructions contained in paragraph L.5 of the KBS contract suite solicitation, W56HZV-14-R-0030, will be used by the Government in the evaluation of this task order requirement. The offeror shall only submit one Technical Volume, which will be used by the Government for both the IDIQ level and task order level evaluations.

Volume IV – Cost/Price Factor: The offeror’s Cost/Price Volume response prepared IAW the instructions contained in paragraphs L.6.1 and L.6.2.2 of the KBS contract suite solicitation, W56HZV-14-R-0030, will be used by the Government in the evaluation of this task order requirement. The offeror shall only submit one Cost/Price Volume, which will be used by the Government for both the IDIQ level and task order level evaluations.

2. The Offeror shall abide by the instructions contained in paragraphs L.1 and L.2 of the KBS contract suite solicitation, W56HZV-14-R-0030, when preparing its proposal in response to this TOR.

SECTION 5
EVALUATION CRITERIA

1. Offerors will be evaluated on two factors: (1) Technical and (2) Cost/Price. For the purposes of this task order, the Technical Factor is somewhat more important than the Cost/Price Factor. However, if the Technical evaluations are equal, then cost/price will be the deciding factor.

- The Government will evaluate all offerors who have received a prime IDIQ contract under the KBS contract suite utilizing the Technical and Cost/Price evaluation criteria contained in Section M of the KBS contract suite solicitation, W56HZV-14-R-0030.

Volume III – Technical Factor: The Government will evaluate the offeror’s Technical Factor Volume response IAW paragraph M.6 of the KBS contract suite solicitation, W56HZV-14-R-0030.

Volume IV – Cost/Price Factor: The Government will evaluate the offeror’s Cost/Price Factor Volume response IAW paragraphs M.7.2-4 of the KBS contract suite solicitation, W56HZV-14-R-0030.

- Below is the proposed CLIN structure for this task order. Offerors shall review paragraphs 1.5 within TOR Attachment 1, PWS (Attachment 0011) for the Option period requirements. Costs/prices shall be entered directly in TOR Attachment 3, KBS Prime Proposal Summary File – NIE (Attachment 0012).

ITEM	SUPPLIES/SERVICES	AMOUNT
0001	BASE PERIOD	
0001AA	Labor	
0001AB	Travel	
0001AC	Contractor Manpower Reporting	(NSP)
0001AD	DATA ITEM: CDRL	(NSP)
0001AE	Phase-In	

ITEM	SUPPLIES/SERVICES	AMOUNT
0002	UNEXERCISED OPTION PERIOD ONE	
0002AA	Labor	
0002AB	Travel	
0002AC	Contractor Manpower Reporting	(NSP)
0002AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
0003	UNEXERCISED OPTION PERIOD TWO	
0003AA	Labor	
0003AB	Travel	
0003AC	Contractor Manpower Reporting	(NSP)
0003AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
0004	UNEXERCISED OPTION PERIOD THREE	
0004AA	Labor	
0004AB	Travel	
0004AC	Contractor Manpower Reporting	(NSP)
0004AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
0005	UNEXERCISED OPTION PERIOD FOUR	
0005AA	Labor	
0005AB	Travel	
0005AC	Contractor Manpower Reporting	(NSP)
0005AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
0006	UNEXERCISED OPTION PERIOD FIVE	
0006AA	Labor	
0006AB	Travel	
0006AC	Contractor Manpower Reporting	(NSP)
0006AD	DATA ITEM: CDRL	(NSP)

SECTION 6
BASIS FOR AWARD

1. The Government intends to award a single task order, resulting from this TOR, to the offeror whose response will provide the overall "Best Value" to the Government, technical and cost/price considered. The Contracting Officer may select for award that proposal in which the total evaluated cost/price is not necessarily the lowest, but whose overall response is deemed most advantageous to the Government so as to justify the payment of a higher cost/price. Conversely, the Contracting Officer may select that proposal whose total evaluated cost/price is the lowest when other responses are not sufficiently more advantageous to justify the payment of a higher cost/price.
2. The Government intends to evaluate responses and award a task order without discussions/communications with offerors. Therefore, the offeror's initial response shall contain

its best terms from a cost/price and technical standpoint. However, the Government does reserve the right to negotiate with one or more but not necessarily all offerors, for any reason, if it so desires; any proposal revisions shall be limited to the items negotiated. The Government may accept other than the lowest cost/price, and waive informalities and minor irregularities in the submitted responses.

3. Proposals submitted in response to this TOR will be evaluated by Government Subject Matter Experts. Careful, full, and impartial consideration will be given to all proposals not otherwise rejected. Cost/price will be evaluated for reasonableness and realism.

SECTION 7
REJECTION OF OFFERS

1. The reasons for rejection contained in paragraph M.3 of the KBS contract suite solicitation, W56HZV-14-R-0030, shall apply to this TOR.

SECTION 8
ADDITIONAL TERMS AND CONDITIONS AND TASK ORDER CLAUSES

In accordance with paragraph I.1.5 of the R&D IDIQ contract, the following clauses apply to this task order; all other terms and conditions within the R&D IDIQ contract remain in full force and effect:

1. 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010)
2. 52.203-16, Preventing Personal Conflicts of Interest (DEC 2011)
3. 52.204-2, Security Requirements (AUG 1996)
4. 52.204-4020 (LOCAL WARREN), Access and General Protection/Security Policy and Procedures (JUN 2012)
5. 52.204-4021 (LOCAL WARREN), Contractor Employees Who Require Access to Government Information Systems (JUN 2012)
6. 52.204-4600 (LOCAL WARREN), Trusted Associate Sponsorship System (TASS) Program (OCT 2013)
7. 52.204-9, Personal Identity Verification of Contractor Personnel (JAN 2006)
8. 52.209-4020 (LOCAL WARREN), Anti-Terrorism (AT) Level I Training Requirement (JUN 2012)
 - o -1- and -2-: 60 calendar days
9. 52.209-4022 (LOCAL WARREN), iWATCH Training (JUN 2012)
 - o -XX- and -YY-: 30 calendar days
10. 52.209-4023 (LOCAL WARREN), OPSEC Training Requirement (JUN 2012)
11. 52.209-4024 (LOCAL WARREN), Information Assurance (IA)/Information Technology (IT) Training (JUN 2012)
12. 52.209-4025 (LOCAL WARREN), Notice of Training Opportunities at the Detroit Arsenal (MAR 2013)
13. 52.210-1, Market Research (APR 2011)
14. 52.215-11, Price Reduction for Defective Cost or Pricing Data—Modifications (AUG 2011)
15. 52.215-13, Subcontractor Cost or Pricing Data—Modifications (OCT 2010)
16. 52.215-23, Limitations on Pass-Through Charges (OCT 2009)
17. 52.216-7, Allowable Cost and Payment (JUN 2013)

- 30th
- 18. 52.216-8, Fixed Fee (JUN 2011)
- 19. 52.217-9, Option to Extend the Term of the Contract (MAR 2000)
 - -1-: 15 calendar days
 - -2-: 30 calendar
 - -3-: 36 months
- 20. 52.219-28, Post-Award Small Business Program Representation (JUL 2013)
- 21. 52.219-8, Utilization of Small Business Concerns (JUL 2013)
- 22. 52.219-9, Small Business Subcontracting Plan (DEVIATION 2013-O0014) (AUG 2013)
- 23. 52.222-17, Nondisplacement of Qualified Workers (JAN 2013)
- 24. 52.222-2, Payment for Overtime Premiums (JUL 1990)
 - -1-: Not authorized for reimbursement
- 25. 52.222-21, Prohibition of Segregated Facilities (FEB 1999)
- 26. 52.222-26, Equal Opportunity (MAR 2007)
- 27. 52.222-35, Equal Opportunity for Veterans (SEP 2010)
- 28. 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010)
- 29. 52.222-37, Employment Reports on Veterans (SEP 2010)
- 30. 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)
- 31. 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005)
- 32. 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989)

This Statement is for Information Only:

It is not a Wage Determination

Employee Class	Monetary Wage -- Fringe Benefits
Public Relations Specialist II _____	\$22.96 _____
Management Analyst I _____	\$16.89 _____
Management Analyst III _____	\$27.78 _____
Program Management, Business Operations Specialist, All Other, III _____	\$27.78 _____
Logistician II _____	\$20.79 _____

Fringes for Federal Hires are as follows (except CBA's, which would be in accordance with the respective Collective Bargaining Agreement):

1. Paid Holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas Day.
2. Annual Leave: Two hours of annual leave each week for an employee with less than three years service; three hours of annual leave each week for an employee with three but less than fifteen years of service; and four hours of annual leave each week for an employee with fifteen or more years of service.
3. Sick Leave: Two hours of sick leave each week.
4. Life, accident, and health insurance programs: Government pays 33.3% of cost for basic life insurance; workman's compensation covers 100% of accident; and depending on health plan chosen, Government pays up to 75% of health insurance.

5. Retirement: Employees covered under CSRS – 7% of annual rate; Employees covered under FERS -- .08 basic retirement plus 1% TSP contribution and up to 4% more matching TSP contribution.

(End clause)

33. 52.222-54, Employment Eligibility Verification (AUG 2013)
34. 52.223-10, Waste Reduction Program (MAY 2011)
35. 52.223-5, Pollution Prevention and Right-to-Know Information (MAY 2011)
36. 52.223-6, Drug-Free Workplace (MAY 2001)
37. 52.227-1, Authorization and Consent (JUL 1995)
38. 52.228-7, Insurance-Liability to Third Persons (MAR 1996)
39. 52.230-2, Cost Accounting Standards (MAY 2012)
40. 52.230-6, Administration of Cost Accounting Standards (JUN 2010)
41. 52.232-20, Limitation of Cost (APR 1984)
42. 52.232-23, Assignment of Claims (JAN 1986)
43. 52.232-25, Prompt Payment (JUL 2013)
44. 52.233-3, ALT I, Protest After Award – Alternate I (JUN 1985)
45. 52.242-1, Notice of Intent of Disallow Costs (APR 1984)
46. 52.242-15, ALT I, Stop-Work Order — Alternate I (APR 1984)
47. 52.242-3, Penalties for Unallowable Costs (MAY 2001)
48. 52.242-4, Certification of Final Indirect Costs (JAN 1997)
49. 52.242-4007 (LOCAL WARREN), Wide Area Workflow (WAWF), Codes and Designated Acceptors (APR 2008)
 - o -1-: 2-in-1 Invoice (Services)
 - o -2- through -7-: To Be Determinate At Award
50. 52.243-2, ALT I, Changes - Cost-Reimbursement — Alternate I (APR 1984)
51. 52.244-2, Subcontracts (OCT 2010)
52. 52.244-5, Competition in Subcontracting (DEC 1996)
53. 52.246-4028 (LOCAL WARREN), Inspection and Acceptance Points: Origin (NOV 2005)
54. 52.246-5, Inspection of Services - Cost Reimbursement (APR 1984)
55. 52.249-14, Excusable Delays (APR 1984)
56. 52.249-6, Termination (Cost Reimbursement) (MAY 2004)
57. 52.253-1, Computer Generated Forms (JAN 1991)
58. 252.203-7003, Agency Office of the Inspector General (DEC 2012)
59. 252.203-7004, Display of Fraud Hotline Poster(s) (DEC 2012)
 - o -1-: N/A
60. 252.204-7000, Disclosure of Information (AUG 2013)
61. 252.204-7005, Oral Attestation of Security Responsibilities (NOV 2001)
62. 252.204-7006, Billing Instructions (OCT 2005)
63. 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991)
64. 252.215-7000, Pricing Adjustments (DEC 2012)
65. 252.223-7004, Drug-Free Work Force (SEP 1988)
66. 252.225-7006, Quarterly Reporting of Actual Contract Performance Outside the United States (OCT 2010)
67. 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004)
68. 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legend (MAY 2013)

- 69.** 252.239-7001, Information Assurance Contractor Training and Certification (JAN 2008)
- 70.** 252.242-7004, Material Management and Accounting System (MAY 2011)
- 71.** 252.242-7005, Contractor Business Systems (FEB 2012)
- 72.** 252.242-7006, Accounting System Administration (FEB 2012)
- 73.** 252.244-7001, Contractor Purchasing System Administration (JUN 2012)

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