

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ▷		RATING	PAGE 1 OF 35 PAGES
2. CONTRACT NO.	3. SOLICITATION NO. N00039-02-R-0024	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED	6. REQUISITION/PURCHASE NO. N00039-02-PR-DR001	
7. ISSUED BY Commander, Space and Naval Warfare Systems Command 4301 Pacific Highway San Diego, CA 92110-3127		CODE N00039	8. ADDRESS OFFER TO (If other than Item 7) See Block 7		



NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder."

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____ (Hour) _____ (Date)

CAUTION -- LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Cheryl Fisher	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER: EXT: (858) 537-0289 x	C. E-MAIL ADDRESS
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11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1		I	CONTRACT CLAUSES	3
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT	3	X	J	LIST OF ATTACHMENTS	3
	D	PACKAGING AND MARKING	3	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE	3		K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	3
	F	DELIVERIES OR PERFORMANCE	3				
	G	CONTRACT ADMINISTRATION DATA	3	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	4
	H	SPECIAL CONTRACT REQUIREMENTS	3	X	M	EVALUATION FACTORS FOR AWARD	29

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8) ▷	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND ADDRESS OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)	
15B. TELEPHONE NO. AREA CODE NUMBER EXT.	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>		17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED See Continuation Page	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION		
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ▷	ITEM Block 25	
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY		CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE

IMPORTANT -- Award will be made on this form, or on Standard Form 26, or by other authorized official written notice.

Section B - Supplies Or Services And Prices/Costs



ITEM	SUPPLIES / SERVICES	QUANTITY / UNIT	UNIT PRICE	EXTENDED PRICE
0001	Support to N81 CPFF	** Man-Months		\$ _____
0002	Contract Data Requirements List (CDRL), DD Form 1423, (See Section J)	1 LOT		NSP (Included in price of Item 0001)

Option Year 1 Item:

ITEM	SUPPLIES / SERVICES	QUANTITY / UNIT	UNIT PRICE	EXTENDED PRICE
0003	Support to N81 CPFF	** Man-Months		\$ _____
0004	Contract Data Requirements List (CDRL), DD Form 1423, (See Section J)	1 LOT		NSP (Included in price of Item 0003)

Option Year 2 Item:

0005	Support to N81 CPFF	** Man-Months		\$ _____
0006	Contract Data Requirements List (CDRL), DD Form 1423, (See Section J)	1 LOT		NSP (Included in price of Item 0005)

Option Year 3 Item:

0007	Support to N81 CPFF	** Man-Months		\$ _____
0008	Contract Data Requirements List (CDRL), DD Form 1423, (See Section J)	1 LOT		NSP (Included in price of Item 0007)

Option Year 4 Item:

0009	Support to N81 CPFF	** Man-Months		\$ _____
0010	Contract Data Requirements List (CDRL), DD Form 1423, (See Section J)	1 LOT		NSP (Included in price of Item 0009)

TOTAL CONTRACT Man-Months \$ **

**Contractor Fill-Ins



Section C - Description/Specification/Work Statement

Section D - Packaging And Marking

Section E - Inspection And Acceptance

Section F - Deliveries Or Performance

Section G - Contract Administration Data

Section H - Special Contract Requirements

Section I - Contract Clauses

Section I-1 - Clauses Incorporated By Reference

Section I-2 - Clauses Incorporated In Full Text

Section J - List Of Attachments

Attachment "1" – Statement of Work entitled "MODELING AND SIMULATION AND ANALYTICALLY BASED WARFARE ANALYSES, dated 29 August 2002, 12 pages.

Attachment "2" – Contract Security Classification Specification, dated 24 Sep 2002, 3 pages.

Attachment "3" – Historical Disbursement Data, 3 pages

Attachment "6" – Reference Information Sheet, 1 page

Attachment "7" – Information Request Past Performance, 4 pages

Attachment "8" – Personnel Matrix, 1 page

Attachment "9" – Resume Format, 1 page

Section K - Representations, Certifications, And Other Statements Of Offerors

Section L - Instructions, Conditions, And Notices To Offerors

L-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (52.252-1)

DRAFT

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 list 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 addresses:

FAR clauses & provisions: <http://farsite/hill.af.mil>

DFARS clauses & provisions: <http://farsite/hill.af.mil>

NAPS clauses & provisions: <http://farsite.hill.af.mil/VFNAPSa.htm>

NOTICE: The following solicitation provisions are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) SOLICITATION PROVISIONS

REF	TITLE	DATE
52.204-6	Contractor Identification Number--Data Universal Numbering System (DUNS) Number	JUN 1999
52.215-1	Instructions to Offerors – Competitive Acquisition	OCT 1997
52.215-16	Facilities Capital Cost of Money	OCT 1997
52.237-1	Site Visits	APR 1984
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation of Compensation for Professional Employees	FEB 1993
52.237-10	Identification of Uncompensated Overtime	OCT 1997

DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 1) SOLICITATION PROVISIONS

REFERENCE	TITLE	DATE
252.206-7000	Domestic Source Restriction	Dec 1991
252.234-7000	Notice of Earned Value Management Systems	Mar 1997

L-2 PROVISIONS INCORPORATED IN FULL TEXT

52.211-2 AVAILABILITY OF SPECIFICATIONS LISTED IN THE DOD INDEX OF SPECIFICATIONS AND STANDARDS (DODISS) AND DESCRIPTIONS LISTED IN THE ACQUISITION MANAGEMENT SYSTEMS AND DATA REQUIREMENTS CONTROL LIST, DOD 5010.12L (DEC 1999)

Copies of specifications, standards, and data item descriptions cited in this solicitation may be obtained--

- (a) From the ASSIST database via the Internet at <http://assist.daps.mil>; or
- (b) By submitting a written request to the--

Department of Defense Single Stock Point (DoDSSP)
Building 4, Section D
700 Robbins Avenue
Philadelphia, PA 19111-5094

Telephone (215) 697-2667/2179
Facsimile (215) 697-1462



FAR 52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE CONTRACTS (SEP 90)

Any contract awarded as a result of this solicitation will be a ___ DX rated order; DOA7 rated order certified for national defense use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.

FAR 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997)--ALTERNATE IV (OCT 1997) (COST REALISM FOR SERVICES) (JUL 1999) revised

As prescribed in 15.408(1), replace the text of the basic [FAR 52.215-20 “Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data”] provision with the following:

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

(b) Provide information described below:

The cost proposal shall be submitted in accordance with Section B set forth in this solicitation. All cost information shall be included in the cost proposal.

PART I--COST LABOR MATRIX:

(1) All offerors, including their subcontractors (if any) are to submit the current actual unloaded direct labor rates for all proposed personnel. In addition, all offerors, including subcontractors, are to provide the estimated hours per individual proposed. This information shall be submitted in exact accordance with the following matrix:

**MATRIX EXAMPLE
INDIVIDUALS FOR WHOM RESUMES ARE REQUIRED**

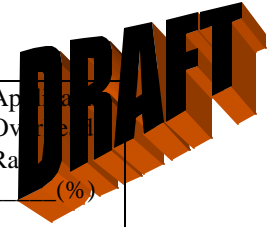
RFP Labor Category	Name of Proposed Individual	Offeror’s Labor Category*	Estimated Hours Per Person	Percentage of Total Hours Estimated	Actual Direct Hourly Rate	Applicable Fringe Benefit	Applicable Overhead Rate _____(%)
<i>(Example)</i> Systems Analyst	John Smith	Analyst I	400	28.5%	\$18.20	\$1.82	\$2.00

**MATRIX EXAMPLE (CONTINUED)
INDIVIDUALS FOR WHOM RESUMES ARE REQUIRED**

RFP Labor Category	Applicable G&A Rate _____(%)	Loaded Rate Exclusive of Fee ** ____%	Loaded Rate Inclusive of Fee **	Areas within Statement of Work (SOW)
<i>(Example)</i> Systems Analyst	\$2.20	\$24.22	\$_____	2.1.1

MATRIX EXAMPLE
INDIVIDUALS FOR WHOM RESUMES ARE NOT REQUIRED

RFP Labor Category	Offeror's Labor Category*	Estimated Hours Per Person	Percentage of Total Hours Estimated	Actual Direct Hourly Rate	Applicable Fringe Benefit	Applicable Overtime Rate _____ (%)
(Example) Systems Analyst	Analyst I	400	28.5%	\$18.20	\$1.82	\$2.00



MATRIX EXAMPLE (CONTINUED)
INDIVIDUALS FOR WHOM RESUMES ARE NOT REQUIRED

RFP Labor Category	Applicable G&A Rate _____ (%)	Loaded Rate Exclusive of Fee ** _____ %	Loaded Rate Inclusive of Fee **	Areas within Statement of Work (SOW)
(Example) Systems Analyst	\$2.20	\$24.22	\$_____	2.1.1

* If different than the RFP Labor Category

** NOTE: Include any other applicable indirect burdens in accordance with your approved accounting system.

(2) Do **not** submit average or composite rates. Current, actual unloaded rates are to be submitted for each individual proposed. As discussed in the FAR 52.237-10 "Identification of Uncompensated Overtime" provision, actual hourly rates submitted shall be derived by dividing the proposed individual's actual annual salary by 2080 hours, which is based on a 40 hour work week. Any uncompensated overtime proposed shall be clearly identified in the matrix and will be evaluated in accordance with the FAR 52.237-10 "Identification of Uncompensated Overtime" provision in Section L of this solicitation.

(3) List the major areas in the Statement of Work (SOW) that will be performed by each proposed individual.

(4) All labor categories to be used in the performance of the proposed contract shall be included in the above Matrix. All hours required by the solicitation and proposed shall be accounted for in the Matrix.

PART II--REQUIREMENT FOR INFORMATION OTHER THAN COST AND PRICING DATA:

In accordance with FAR 15.403-3(b), the following information as prescribed below is required for the purposes of assisting the Contracting Officer in determining the cost realism of competing offers. The terms "Cost Realism" and "Information Other Than Cost or Pricing Data" are defined in FAR 15.401.

(1) DIRECT LABOR - Identify the various labor categories required/intended for use under this contract including the number of labor hours, labor rates and total cost for each labor category proposed for each year of the contract. The labor specified under this category shall only be for the prime contractor's direct labor and shall not include any subcontracted labor (see "Subcontracted Labor" below). For the purpose of conducting cost realism evaluations, multiple rates will be evaluated at the highest rate. If this solicitation requires work to be performed at both the contractor and a Government site, then the proposal must include your company policy concerning any stipulations as to when on/off-site rates are effective.

(2) FRINGE BENEFITS - If applicable and in accordance with your normal accounting procedures, identify the

fringe benefit rate(s) and total fringe benefit cost being proposed and identify the cost elements for which the fringe benefit rate is being applied.

(3) OVERHEAD - Identify the current and/or projected overhead rate(s) and total overhead cost being proposed under this solicitation and identify the various cost elements for which overhead is being applied.

(4) SUBCONTRACTED LABOR - Identify (*if applicable*), any proposed subcontracting labor intended for use under this contract. Identify the labor categories for which subcontracting is being proposed and include the subcontractor's direct labor rates, number of hours proposed for each labor category, fringe benefits, overhead, G&A, fee, etc., that has been submitted by the subcontractor to the prime contractor for consideration under this contract. This information may be submitted by the subcontractor under separate cover directly to the Contracting Officer.

(5) OTHER:

A. DIRECT COST - Identify any other direct cost elements being proposed which are not included above but are applicable to your cost proposal (e.g., royalties, Facilities Capital Cost of Money, Special Tooling, Material, Travel, Computer Usage, etc.). Include the basis for the proposed amount. The decision as to whether costs are handled as direct or indirect costs rests with the offeror, but shall be consistent with the offeror's approved cost accounting practices as disclosed in the Offeror's Disclosure Statement.

B. INDIRECT COST - Identify any other indirect cost element being proposed which has not been included above and identify the various cost elements for which the rate is applied. Advise if the rates proposed are in accordance with any Forward Pricing Rate Agreements and period of the agreement.

(6) GENERAL AND ADMINISTRATIVE EXPENSE - Identify the General and Administrative Expense (G&A) rate(s) and the total G&A cost proposed and identify the various cost elements for which the G&A is being applied.

(7) FEE - Identify the fee rate, total amount proposed, and the cost elements on which the fee is applied.

The cost breakdown shall indicate the offeror's total estimated proposed price for each year and the cumulative proposed price for all years. Any information submitted must support the cost proposed. Include sufficient detail or cross references to clearly establish the relationship of the information provided to the cost proposed. Support any information provided by explanations or supporting rationale, as needed to permit the Contracting Officer and authorized representatives to evaluate the documentation.

The offeror is to identify its cognizant Defense Contract Audit Agency (DCAA) and Defense Contract Management Command (DCMC) Offices providing the following for each cognizant office:

- (a) Point of Contact Name,
- (b) Address,
- (c) Telephone Number
- (d) FAX Number, and
- (e) e-mail address
- (8) Reference DCAA website: www.dcaa.mil /publications/Information for Contractors/Price Proposal for additional assistance.

(End of Alternate IV)

FAR 52.216-1 TYPE OF CONTRACT (APR 84)

The Government contemplates award of a Cost Plus Fixed Fee (CPFF) service contract resulting from this solicitation.

FAR 52.233-2 SERVICE OF PROTEST (AUG 96)

Include the number of the solicitation and the title and number of the specification, standard, plan, drawing, or other pertinent document.

5252.215-9201 CONFERENCE OF PROSPECTIVE OFFERORS (JAN 1989)



(a) A conference will be held with prospective offerors at TBD [Contracting officer insert Eastern, Standard, Pacific time] on TBD [Contracting officer insert date], at TBD [Contracting officer insert location of conference] for the purpose of clarifying any questions with regard to technical requirements which may come to your attention in the preparation of your response to this solicitation. Any remarks or explanation offered at the conference are not binding on any party present and shall be considered only as explanatory comments. In those areas where significant changes are involved, the solicitation will be amended and such amendment shall become part of any resultant agreement.

(b) The success of this type of conference depends largely on the lead time available to the Command for research in connection with questions submitted by offerors. Therefore, you are requested to mail written questions concerning any areas of uncertainty which, in your opinion, require clarification or correction, in sufficient time to be received on or before TBD [Contracting officer insert date for questions]. Questions transmitted by facsimile will be accepted. Your questions should be submitted and addressed to TBD [Contracting officer insert address for questions to be sent] and the envelope should be marked "Offerors Conference Questions, TBD [Contracting officer insert solicitation number]". It is imperative that the questions be submitted by the date indicated so that the Command may have an opportunity to furnish the participants with a set of such questions, obtain answers and furnish such answers simultaneously to all participants. Attempting to answer questions submitted subsequent to the above date unduly prolongs the conference and may result in the conference being held over for a second day. Accordingly, such late questions may not be answered at the conference, although they will be considered in preparing any necessary amendment to this solicitation. You are requested to furnish the Government Negotiator TBD [Contracting officer insert negotiator's name, code and address] the name(s) of not more than [Contracting officer insert maximum number of contractor representatives] representatives who will attend this conference.

5252.215-9201 CONFERENCE OF PROSPECTIVE OFFERORS (JAN 1989)-- ALTERNATE I (MAR 1999)

If security clearances will be required to attend the conference, add the following paragraph (c) to the 5252.215-9201 "Conference of Prospective Offerors" provision

(c) Matters up to the classification of TBD [Contracting officer insert level of security required for conference] will be discussed at this conference. Therefore, in accordance with industrial security regulations, you are requested to submit in writing at least seven (7) days in advance of this conference, a list of your representatives who will attend and their security clearances. This list should be submitted to the TBD [Contracting officer insert address of security office], should be identified with the solicitation number and signed by your Security Officer. Failure to submit this in advance may result in your representatives being excluded from this conference. A copy of this list to the negotiator will satisfy the requirements of the last sentence of paragraph (b) above.

5252.215-9209 USE OF NON-DEVELOPMENT ITEMS (NOV 1991)

Use of non-development items (NDI) is the preferred method of satisfying operational requirements of the Navy where such use does not significantly degrade the operational or performance requirements. NDI is defined as any of the following:

- a. Commercial and commercial type products.
- b. Material developed and in use by the Navy and other military service or government agency.
- c. Material developed and in use by other countries.

- d. Any of the above that can be modified or integrated to meet the requirements of this solicitation.

Offerors are encouraged to propose NDI or partial NDI alternatives to conventional R&D or M&M (i.e., meeting hardware or software requirements of this solicitation at all levels of the work breakdown structure (i.e., system, sub-system, component, piece part, etc.). All proposed NDI alternatives shall be clearly identified in the proposal. The intent of the NDI alternative is to provide the Navy with effective and economical solutions that meet essential operational requirements. Less than full compliance with all performance, technical or operational objectives does not preclude the use of NDI, and offerors should propose such NDI in order for the Navy to consider technical and performance trade-offs. However, NDI alternatives that significantly degrade the performance characteristics of the contract product(s), will not be considered. Offerors are requested to present the cost/benefit analysis that supports the intelligent employment of NDI alternatives.

5252.237-9402 RESUME REQUIREMENTS (JUN 1994)

The following information must be provided in the cost proposal, by lot or option, for each resume required to be submitted in the technical proposal:

- (a) estimated annual salary
- (b) total estimated annual hours; and
- (c) total estimated hours to be worked under the contract.

Failure to provide this information may impact the Government's evaluation of Contractor's proposals. If this information is proprietary to subcontractors, it may be provided under separate cover, however, it must be easily identifiable and readily combined with the rest of the proposal.

(End of provision)

5252.237-9403 LABOR HOUR CATEGORY IDENTIFICATION (JAN 1992) revised

The offeror shall submit the following information:

- (a) For each category of labor specified by the Government within Section L, the Offeror shall identify the corresponding company labor category/categories.
- (b) For each company labor category identified, the Offeror shall define and specify below the minimum qualifications/experience elements that will be used by the Contractor as a basis for assigning personnel for work under the contract.

Company Labor Categories

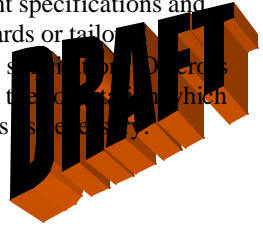
Minimum Qualifications

(End of provision)

L-303 ALTERNATIVES TO MILITARY AND FEDERAL SPECIFICATIONS OR STANDARDS (JUL 1999) revised

- (a) The Department of Defense is committed to minimizing the incorporation of military and outdated federal and commercial specifications and standards in contracts and is seeking to use alternative, tailored or updated non-government specifications and standards to the maximum extent practicable to satisfy the requirements.
- (b) This solicitation may contain military, federal and non-government specifications and standards. To assist in the standardization of military/commercial specifications and standards and to enable the Government to evaluate current commercial practices, offerors are invited to propose (1) alternatives to those mandatory military, federal or commercial specifications and standards listed in this solicitation and/or (2) tailoring of mandatory military or federal specifications and standards identified in this solicitation.

(c) Offerors are invited to demonstrate whether the mandatory military, federal or non-government specifications and standards are advantageous to the Government and whether commercial specifications and standards or tailored specifications listed herein would meet the mandatory performance requirements specified in this solicitation. Offerors should list below any commercial specification or standard and the specification or standard from the solicitation which it would replace. Any proposed tailored specifications should also be listed. Use additional pages as necessary.



SPEC/STD REPLACED

SPEC/STD PROPOSED
(Including number, rev. and date)

A copy of any proposed alternative commercial specifications or standards as well as any tailored specifications and standards shall be included in the offeror's proposal. Rationale which describes the advantages of the proposed alternative shall also be included in the offeror's proposal as detailed in the paragraph entitled "Instructions to Offerors" contained in Section L of this solicitation.

The Government shall consider the alternative specifications and standards in meeting the solicitation requirements during the source selection evaluation. Evaluation criteria for alternative specifications and standards are contained in Section M of this solicitation. If the Government accepts the proposed alternative specifications and standards, the offeror's proposal may be incorporated into the resultant contract, either in whole or in part, at the Government's discretion. Acceptance by the Government of alternative specifications or standards does not obligate the Government to conduct discussions under this solicitation.

L-317 SUBMISSION OF PROPOSALS (COMPLEX) (JUL 1999) revised

(a) Proposals shall be prepared and submitted as follows:

- VOLUME I, Technical: Original, 1 copy, two (3) CD ROM copies and one (1) electronic copy.
- Page Limitation: 75 single side; 50 double side; ___ inclusive/___x___ not inclusive of resumes
- Section A – Proposal Summary
- Section B - Technical Approach
- Section C – Personnel Experience
- Section D –Management Approach
- Section E –Corporate Experience
- Appendix A Resumes

- VOLUME II, Cost: Original, 2 copies, two (2) CD ROM copies and one (1) electronic copy.
- Page Limitation: None

- VOLUME III, Contractual: Original only.
- Section A - Proposal Cover Letter
- Section B - Contract Forms
- Section C - Representation and Certifications
- Section D - Exceptions to RFP
- Section E - Small Business Plan, if applicable
- Section F - Miscellaneous, i.e.,
 - Name and address of DIS office
 - Contractor Responsibility

(b) Format, Organization and Content

(1) Format

(A) Each volume must be separately bound and contain sufficient information for a detailed evaluation. Data previously submitted, if any, will not be used in the evaluation of your response to this Request for Proposal. Previously submitted data shall not therefore be included in your proposal "by reference."

(B) The offeror's proposal shall be prepared on standard 8 1/2" by 11" paper, double-spaced, with 1" minimum margins and organized in 3-ring binders. Foldouts may be used, but shall be no larger than 17" by 11", shall be printed on one side only, and shall count as two pages.

(C) The type used shall be no smaller than 12-pitch "Times New Roman."

(2) Organization

(A) The proposal shall be organized into the volumes, sections and page limitations shown above:

(B) Pages shall be numbered consecutively within each Section, showing volume, section, and page. As an example, page 19 of Section B of Volume I would be numbered I-B-19. Pages in the Cost Volume shall be numbered consecutively. There are no sections in the Cost Volume. As an example, page 62 of the cost volume would be numbered "II-62."

(3) Content

(A) VOLUME I, TECHNICAL

(i) Section A, Proposal Summary, This section shall provide a concise statement of the purpose, Objectives, and basic problems of the project.

(ii) Section B, Technical Approach, offerors should provide their understanding of the technical requirements and provide approaches for meeting those requirements. In addition, potential problem areas should be addressed. Statement of work tasks should be referenced in all cases.

(iii) Section C, Personnel Experience, should include the offeror's organization available for supervision of this effort, and the overall plan for assignment and recruitment of people for this effort. Offerors will be required to provide the services of any and/or all of the key personnel within 15 days of contract award. In joint proposals (teaming situations), offerors should include in this section a clear statement of the relationship; the procedures for using all people intended; and the percentage of work to be performed by each participant, to include labor categories and hours. Offerors which do not present sufficient information to permit complete technical evaluation by the government may be rejected.

(iv) Section D, Management Approach, offerors should provide (1) organizational structure as it pertains to performing this effort; (2) the corporate approach to performing this effort, (3) the management structure for doing this work; and (4) subcontractor competition plan.

(v) **Section E, Corporate Experience**, offerors should address work performed on similar projects and Government contracts during the last **5 years**. Offerors should include contract number and type, program title, contract amount, period of performance, and point of contact name and telephone number for the Government contract.

(B) VOLUME II, COST

(i) In preparing the cost volume, offerors shall use any labor hours and other costs provided in Section L of this solicitation. All elements shall be fully substantiated and verifiable.



(ii) This volume shall be complete with detailed cost breakdown and shall include all elements of cost and such other data as considered appropriate to support your proposal.

(iii) Particular emphasis will be placed upon the reasonableness of the rates that you propose. The straight time hourly rates shall use a forty hour week for the conversion of salaries into rates to the hourly basis and shall be exclusive of loading factors, i.e., vacation, sick leave, holidays, overhead, etc., A, fee, etc.

(iv) If this solicitation requires work to be performed at both the contractor and a Government site, then your proposal must include your company policy concerning any stipulations as to when on/off-site rates are effective.

(C) VOLUME III, CONTRACTUAL

This volume provides for all other miscellaneous contractual items delineated above in this provision.

(End of provision)

L-319 SPECIFICATION TAILORING (DEC 1999)

Offerors are encouraged to propose deviations from those specification and standard requirements and to request changes to performance schedules and other requirements in the solicitation which allow significant cost savings. A statement of reason(s) for the deviation(s) and changes, including alternatives, with an estimate of the anticipated savings shall be provided. Trade-off analyses for the alternatives with schedule implications shall be included.

(End of provision)

L-324 INSTRUCTIONS FOR PREPARATION OF TECHNICAL PROPOSALS (DEC 1999) revised

(a) The technical proposal shall cover your understanding of the work and your method to attain contract objectives. The technical approach shall enable technical personnel to make a thorough evaluation and a determination as to whether the product/service proposed and described will satisfy the requirements of the government. The technical proposal shall be specific, detailed and complete and fully demonstrate that the prospective offeror has a thorough understanding of the government's requirements. The technical proposal shall also address inherent technical problems, the achievement of the specifications and work program and have a valid and practical solution for any sample problem. Data previously submitted will not be considered, therefore such data shall not be incorporated in the technical proposal by reference. **Statements that the prospective offeror understands, can or will comply with all specifications, statements paraphrasing the specifications or parts thereof, and phrases such as "standard procedures will be employed" or "well known techniques will be used," etc., will be considered insufficient.**

(b) Specifically, the following information should be included in your technical proposal:

(1) A description of the management and administrative organization available or to be established for the supervision, and assurance of expeditious and economical performance of the effort required under the proposed contract, including a sample work structure chart by job classification and code.

(2) Information concerning the experience your firm has had in performance of Government contracts for similar requirements of the variety and magnitude set forth in the RFP. This information shall include data as to the scope of work required under such contracts, the term of said contracts, number and types of personnel furnished, the procuring agencies contracted with, contract numbers, and other applicable information your firm deems pertinent.

(3) Resumes for the personnel you propose to furnish under the proposed contract shall include the information provided in the Section L clause for Resume Requirements.

(4) Information as to the numbers and types of personnel currently employed on a permanent basis and available during peak load periods on a temporary basis.

(5) Names, positions and level of security clearance for managerial and key personnel proposed for liaison and contract management.

(6) The amount of time required from notification of contract award, to establish a capability of assuming complete responsibility for furnishing all services to be accomplished under the proposed contract.

(End of provision)

L-325 PAST PERFORMANCE INFORMATION (JUL 2002) revised

(a) Offerors shall provide information on previous Government contracts whose effort was relevant to the effort required by this solicitation; the contracts provided should have been performed within the last **5 years**. If the Offeror has not had Government contracts within the last **5 years**, information on relevant subcontracts and/or commercial contracts may be submitted instead. This information shall be provided by the submission of Attachment 6 "Reference Information Sheet" for each contract.

(b) In addition to the information requested above, offerors shall contact their past performance references and request that each reference complete Attachment 7, "Past Performance Questionnaire" and fax or e-mail the completed survey form directly to SPAWAR, Attn:Cheryl Fisher, 4301 Pacific Highway, Code 02-22F, Bldg OT4/1026, 619-524-7158, cheryl.fisher@navy.mil **BEFORE THE DUE DATE OF THIS SOLICITATION**. The Government may consider questionnaires received after the due date of the solicitation. The Government reserves the right to contact references for verification or additional information.

(c) The Government reserves the right to use past performance information obtained from sources other than those identified by the offeror. This past performance information will be used for the evaluation of past performance.

(d) The Government does not assume the duty to search for data to cure the problems it finds in the information provided by the Offeror. The burden of providing thorough and complete post performance information remains with the Offeror.

(e) The offeror shall furnish the information required in paragraph (b) of this provision or submit a statement that past performance information for an individual contract resides in the Past Performance Information Retrieval System (PPIRS).

(End of provision)

L-328 ESTIMATED LEVEL OF EFFORT (DEC 1999) revised

The quantities of labor hours for each labor category shown below, which are to be used by the Offeror for computing total labor costs, **represent the Government's current best estimate** of requirements. However, the Government can guarantee neither the estimated quantities of man-hours shown for individual labor categories nor the total estimated staff hours. It is recognized that some of the Labor Category titles used in the solicitation may not exactly match the titles normally used in a particular company operation. Accordingly, in order to permit a rapid comparison between the anticipated labor team shown below and the Offeror's actual labor mix, each proposal must provide the following:

(1) Direct labor rates related to the categories specified in the solicitation.



- (2) A statement of the Offeror’s normally used nomenclature for each labor category included herein, together with a copy of the Offeror’s own position description for each labor category.
- (3) A statement of any additional labor categories, estimated hours and related qualifications for each category. These shall be a direct cost based on the offeror’s accounting procedures (e.g. management and administrative labor).
- (4) Subcontractor labor hours at all tiers should be shown in the same manner as described in paragraphs (1) through (3) above.



Labor Category	Basic Effort Hours *	Option Year 1 Hours *	Option Year 2 Hours *	Option Year 3 Hours *	Option Year 4 Hours *
Program Manager/Principal Engineer	TBD	TBD	TBD	TBD	TBD
Senior Research Specialist	TBD	TBD	TBD	TBD	TBD
Senior Engineer	TBD	TBD	TBD	TBD	TBD
Senior Analyst	TBD	TBD	TBD	TBD	TBD
Associate Engineer	TBD	TBD	TBD	TBD	TBD
Associate Analyst	TBD	TBD	TBD	TBD	TBD
Design Engineer	TBD	TBD	TBD	TBD	TBD
Computer System Analyst	TBD	TBD	TBD	TBD	TBD
Computer Programmer	TBD	TBD	TBD	TBD	TBD
Technician	TBD	TBD	TBD	TBD	TBD
Financial Analyst	TBD	TBD	TBD	TBD	TBD
Technical Writer	TBD	TBD	TBD	TBD	TBD
Administrative Support	TBD	TBD	TBD	TBD	TBD
	TBD	TBD	TBD	TBD	TBD
TOTAL	TBD	TBD	TBD	TBD	TBD

*GOV’ T ESTIMATE ONLY—OFFERORS CAN SPECIFY THEIR OWN LABOR MIX BUT SHALL PROVIDE RATIONAL.

(End of provision)

L-329 OTHER DIRECT COST (DEC 1999)

(a) The **Government’s best estimate** of Other Direct Cost (ODC) items is set forth below. The Government cannot guarantee either the amount for each category or the total estimated amount. Additionally, these amounts do not include any provision for G&A expense or other loading factors.

<u>Category of ODCs</u>	<u>Total Estimated Amount</u>
1. <u>TBD</u>	\$ <u>TBD</u>
2. <u>TBD</u>	\$ <u>TBD</u>
3. <u>TBD</u>	\$ <u>TBD</u>

(b) Offerors shall use the stated amounts in the preparation of their cost proposals, except as stated in paragraph (c) below.

(c) If the offeror has reason to believe that the amounts estimated by the Government are understated, the offeror shall notify the Contracting Officer in writing. The offeror shall provide a revised estimate and a detailed basis for

the revision(s). If the Government finds the rationale to be sound/compelling, the Government will amend the solicitation accordingly. The same is true if the offeror believes the amount is overstated.

(d) If, based upon the offerors accounting system or disclosure statement, the offeror believes that the amount(s) estimated by the Government are overstated (e.g., an item is included as an element of an indirect expense pool), the offeror may reduce the amount(s). If such a reduction is made, the offeror as part of the initial cost proposal shall provide a detailed explanation/justification to substantiate the reduction. The Government reserves the right to discount any assessment if the basis for the reduction is deemed to be unrealistic or inadequate.

(e) Failure of other direct cost categories/amounts, either as stated herein or proposed, to materialize during actual contract performance, shall not constitute a constructive change to or breach of the contract and shall not form the basis for any adjustment to fee whether pursuant to the changes clause or otherwise.

(f) Similarly, the fact that the ODCs in excess of those estimated or proposed are incurred, shall not form the basis for any fee adjustment, whether pursuant to the changes clause or otherwise.

(g) Based on the fact that fee shall be earned on a delivered hour basis (i.e., a specified dollar amount per hour performed), and the fact that some portion of the fee rate per hour represents fee on other direct costs, offerors are encouraged to disclose all ODCs which they anticipate will be incurred during contract performance.

(End of provision)

L-331 UNCOMPENSATED OVERTIME AND PROFESSIONAL EMPLOYEES (DEC 1999)

Proposals that include hourly rates for exempt employees which are based on more than a 2,080 work-year shall be identified as Uncompensated Overtime as defined in the FAR 52.237-10 "Identification of Uncompensated Overtime" provision in this solicitation and evaluated in accordance with the "Uncompensated Overtime Evaluation" provision in Section M. Offerors are advised that the above plan will be used regardless of the methodology proposed or name given to the compensation plan (i.e., Total Time Accounting, Competitive Time Accounting, Compensated Overtime, or Standard Workweek). If an offeror decides to include uncompensated effort in their proposal, the following requirements shall be met and reflected in the proposal:

(a) The offeror must have an established cost accounting system, approved by the Administrative Contracting Officer at the Defense Contract Management Agency (DCMA) that records all hours worked, including uncompensated hours, for all employees, and regardless of contract type. Failure to meet this requirement may result in the proposal being removed from consideration for contract award.

(b) Uncompensated hours, for all employees and regardless of contract type, shall be included in the offeror's base for allocation of indirect costs and meet the requirements of Cost Accounting Standard (CAS) 418 "Allocation of Direct and Indirect Costs."

(c) The proposal shall clearly identify hours of uncompensated effort proposed by labor category.

(d) The proposal shall clearly identify the amount of uncompensated effort that will be performed without supervision and without support personnel and shall assess the productivity of such effort. Additionally, clearly identify the means by which the offeror controls or schedules uncompensated overtime for its employees as well as where the uncompensated effort will be accomplished.

(e) The proposal shall describe the extent to which employees are required or encouraged to perform uncompensated effort and the impact the use of uncompensated effort has on work effectiveness.

(f) The proposal shall include a copy on the corporate policy addressing the uncompensated effort.

(g) The proposal shall include a separate, complete, cost breakdown, to the same level of detail as the breakdown supporting the cost proposal. The breakdown shall include direct labor rates for all direct labor categories based on the division by 2,080 of exempt employees actual annual salary, to represent a standard (as defined in the Labor Standards Act) 40-hour week or 2,080 hour standard year. In addition, the breakdown shall include indirect labor rates and other costs based on employees working a standard 40-hour workweek or a 2,080 hour standard year. THIS COST BREAKDOWN THAT WILL BE USED TO PERFORM THE COST REALISM EVALUATION OF THE PROPOSAL EVALUATION.



(h) The requirements stated in paragraph (a) through (g) above shall be met for each subcontract which has uncompensated effort included in the proposal.

(End of provision)

L-335 ESTIMATED EFFECTIVE AWARD DATE (DEC 1999)

For Bidding/Proposal purposes the estimated effective date of contract award is 01 APR 2003.

(End of provision)

L-336 PLACE OF PERFORMANCE (DEC 1999)

Your proposal must be based on performance of approximately __TBD__ % [*Contracting officer insert percent*] of work off-site in Contractor facilities within __TBD__ [*Contracting officer insert number of hours*] hours surface driving time of __TBD__ [*Contracting officer insert requiring site location*]. Government-furnished facilities as described in Section _TBD_ [*Contracting officer insert UCF section of contract*] shall be provided for approximately __TBD__ % [*Contracting officer insert percent*] of the effort.

(End of provision)

L-338 SITE VISIT (DEC 1999)

In accordance with FAR 52.237-1, offerors are invited to inspect the _____TBD_____ [*Contracting officer insert site location*] where services are to be performed. For an appointment call _____TBD_____ [*Contracting officer insert name and telephone number of contract specialist*].

(End of provision)

L-339 NOTICE OF ORGANIZATIONAL CONFLICT OF INTEREST (DEC 1999)

(a) The offeror's attention is directed to FAR Subpart 9.5 as this solicitation contains a clause in Section H relating to organizational conflicts of interest.

(b) If applicable, prospective offerors are requested to furnish with their proposals information that may have a bearing on any existing or potential conflict of interest and address how the conflict of interest will be minimized if contract is awarded to offeror.

(End of provision)

L-340 RIGHTS IN COMPUTER SOFTWARE--LICENSE AGREEMENT (DEC 1999)

Any contract resulting from this solicitation will be governed by the DFARS 252.227-7014 "Rights in Noncommercial Software and Noncommercial Computer Software Documentation" clause, included in Section I of this solicitation. The DFARS clause applies unless the successful offeror adequately asserts as part of the proposal that (1) the computer software and computer software documentation deliverable under the contract is a commercial

product as defined in paragraph (a)(1) of said clause, and (2) a proposed Commercial License Agreement, with terms and conditions, is consistent with normal industry/Government practices.

(End of provision)

L-341 USE OF GOVERNMENT PROPERTY IN OFFEROR'S POSSESSION (DEC 1999)

If the offeror intends to use in the performance of the work required hereunder any Government-owned facilities, special test equipment, or special tooling, it shall so advise in its response hereto and shall include in such response the value of such property, the number of the contract(s) under which such property was acquired, the rental provisions of such contract(s) and such other information as may be relevant. In addition to the above, the offeror shall obtain and then include in its proposal, the written concurrence in its proposed use of the property from the Contracting Officer having cognizance of such property.

(End of Provision)

L-343 CONTRACTOR RESPONSIBILITY (JUN 2002)

To aid in the determination of contractor responsibility, the following information is required:

(a) Information regarding the general financial condition of your firm and specific plans for financing the proposed contract, including the latest available financial statements. If you are currently being audited, or have been audited by the Defense Contract Audit Agency (DCAA), provide the address, current telephone number, and current point of contact for the cognizant DCAA and the cognizant Defense Contract Management Area Office (DCMAO). Also include the latest approval date of your Disclosure Statement (not applicable to Small Businesses) and most recent audit status, i.e., when was the last one performed, what were the findings, etc.

(b) A listing of previous and/or ongoing experience in related areas. Include the contracting activity, program or item produced, contract number, current point of contact, current telephone number, duration of contract, type of contract and total dollar amount of contract. Please ensure information provided is current and up-to-date. If this solicitation includes provision L-325, "Past Performance Information," and if the offeror believes that the information provided thereunder adequately addresses the requirements of this provision, please so state here. Repetition of the same information is not necessary.

(c) A summary of your:

- (1) accounting procedures and controls.
- (2) organization.
- (3) production control procedures.
- (4) property control system.
- (5) quality assurance programs.
- (6) equipment and facilities relative to this effort.

(d) If any subcontracting, provide the following information:

- (1) Methodology for the selection of proposed subcontractors, if any, and the benefit they would bring to the arrangement.
- (2) Analysis performed on the subcontractor's cost proposal to determine a fair and reasonable price.
- (3) Draft Small Business and Small Disadvantaged Business Subcontracting Plan.

(e) A list of credit references, including suppliers. Provide company name, point of contact, and telephone number.

(f) Any other additional information that will assist in a better or complete understanding of your firm and capabilities.

(End of provision)

DRAFT
DEC 1999

L-345 PERSONNEL RESUME REQUIREMENTS (JUN 2001) revised



- (a) To perform effectively under this contract, personnel must possess certain knowledge and experience related to the work to be performed. A description of the education and experience desired for each of the labor categories is specified in L-5.3 of this solicitation.
- (b) A matrix similar to the one provided in **Attachment 8** “Personnel Matrix” must be prepared and submitted. The purpose of the matrix is to identify the relative dedication to contract performance of the personnel within each labor category. If the offerors’s labor categories differ from those listed, the offeror is required to provide a cross-reference between the proposed labor categories and the Government categories.
- (c) Resumes shall be no more than 2 pages in length and shall be provided for each individual proposed as one of the labor categories identified below. Resumes shall be provided to account for 100% of the estimated level of effort as identified in Provision L-328 “Estimated Level of Effort” for the following labor categories:

<u>LABOR CATEGORY</u>	<u>KEY PERSONNEL</u>	<u>NON-KEY PERSONNEL</u>
<u>Program Manager/Principal Engineer</u>	<u>X</u>	<u>_____</u>
<u>Senior Research Specialist</u>	<u>X</u>	<u>_____</u>
<u>Senior Engineer</u>	<u>X</u>	<u>_____</u>
<u>Senior Analyst</u>	<u>X</u>	<u>_____</u>
<u>Associate Engineer</u>	<u>X</u>	<u>_____</u>
<u>Associate Analyst</u>	<u>X</u>	<u>_____</u>
<u>Design Engineer</u>	<u>X</u>	<u>_____</u>
<u>Computer System Analyst</u>	<u>X</u>	<u>_____</u>
<u>Computer Programmer</u>	<u>X</u>	<u>_____</u>
<u>Technician</u>	<u>X</u>	<u>_____</u>
<u>Financial Analyst</u>	<u>X</u>	<u>_____</u>
<u>Technical Writer</u>	<u>X</u>	<u>_____</u>
<u>Administrative Support</u>	<u>X</u>	<u>_____</u>

- (d) To facilitate proposal evaluation, all resumes shall be in the format in **Attachment 9** “Resume Format” to this solicitation and each resume shall include the following information. Resumes that do not conform may be considered unacceptable.
 - (1) Name
 - (2) Contract labor category/contractor’s labor category if different
 - (3) Percentage of time to be allocated to this effort
 - (4) Security Clearance
 - (5) Current work location
 - (6) If the individual is Key Person on another contract, that shall be so noted together with the percentage of dedication to that effort. The offeror’s plans for satisfying both requirements shall be discussed.
 - (7) Summary information (limit to past 10 years).
 - (i) Number of years/months experience in each of the experience areas described for the contract labor category. Years and months shall be stated such that 10 years 6 months is shown as 10/6 rather than 10.5 years.
 - (ii) The cutoff for experience claimed shall be the closing date of this solicitation.
 - (8) Work experience (beginning with current position): For the most recent period, resumes should clearly indicate the current job title and employment status within the offeror’s organization. Contingency or proposed hires and consultant’s resumes shall be identified and accompanied with signed letters of intent valid for 180 days to perform under this contract if awarded. The resumes shall relate the employee’s education and experience to the task areas in the Statement of Work.
 - (i) Employer: Dates (month/year); Title(s) held
 - (ii) Roles, Responsibilities/tasks shall be discussed in sufficient detail so as to permit comparison with contract requirements. Specific examples of work assignments, products, accomplishments/contributions made for each project/work experience cited shall be provided. Phrases such as “assisted with” or “participated in” are unacceptable except as introductory to a

description of the actual work performed. Offerors are cautioned that statements containing these phrases may be deleted from the resume for purposes of evaluation against job order or minimum requirements.

(iii) All military experience claimed shall be described such that each to be listed as a separate employer. Time frames/titles/responsibilities shall be provided in accordance with subparagraphs (d)(8)(i) and (d)(8) (ii) above.

(iv) Offerors shall avoid any gaps in experience as it may lead to confusion and need for further clarification.

(9) Education: Degree(s); Date(s); Institution: Major/Minor.

(10) A signed statement of correctness of information by both the person named and the offeror. The employee statement shall also include the following: "I consent to the disclosure of my resume for evaluation purposes regarding _____ [contractor to complete] proposal submitted in response to Solicitation number N00039-02-R-0024 and intend to be available to perform as a _____ [Contractor to complete] for any resulting contract." Resumes without this statement may be unacceptable and not considered.

OFFERORS ARE ADVISED THAT BY SUBMISSION OF A RESUME, THE OFFEROR IS UNDERSTOOD TO AFFIRM THAT THE INDIVIDUAL SHALL BE MADE AVAILABLE UPON AWARD OF A RESULTANT CONTRACT TO THE EXTENT NOTED IN THE RESUME.

(End of provision)

L-346 PRE-AWARD SURVEY (MAY 1999)

The Government may conduct a pre-award survey of the facilities of any offeror to determine whether or not such offeror is adequately qualified to perform the requirement of any resultant contract.

(End of provision)

L-348 SUBCONTRACTOR COMPETITION (JUN 1999)

(a) When another division of a potential offeror might be a competitor for a particular subsystem, the offeror shall submit a plan that addresses the following:

(1) how the offeror will ensure the subcontractor selection process results in the best value (e.g., the subcontractor selection criteria or evaluation process should not provide any benefit to a company merely because it is another division of the same company as the offeror);

(2) how the offeror will protect intellectual property rights of unaffiliated companies competing for a specified subcontract;

(3) whether any independent advisors will be used in the subcontractor selection process;

(4) whether any measures (commonly referred to as firewalls) will be implemented to isolate the source selection personnel from any other personnel in the company that could influence a subcontractor selection for reasons other than obtaining the best value; and

(5) an assessment of whether the benefits of having two sources for a specified subsystem outweigh the costs.

(b) This Plan shall be submitted in **Volume 1 Section D of the Management Approach** of the offeror's proposal.

(End of provision)

L-349 SUBMISSION OF ELECTRONIC PROPOSALS (MAR 2001) revised

(a) Offerors shall submit their proposals electronically to SPAWAR under the instructions contained in the provision. Offerors shall submit their signed proposals as either "PDF" or Microsoft Word 2000 or later or a Windows NT 4.0 operating system. The Cost Proposal, Volume II, shall be submitted as a Microsoft Word 2000 or later compatible document with formulas incorporated. Electronic copies shall be submitted via the SPAWAR E-Commerce Central (SPAWAR E-CC). Offerors submitting electronic proposals (e-Proposals) shall register in the SPAWAR E-CC and select their own password in order to submit a proposal. Offerors are required to read the "Submitting a Proposal?" web page found in the SPAWAR E-CC. For information about "e-Proposal" submission, please visit the SPAWAR E-CC. The URL for the SPAWAR E-Commerce Central is <https://e-commerce.spawar.navy.mil>.

(b) Each electronic file shall also be clearly marked to show the proposal volume number, solicitation number and offeror's name. E-Proposal files shall not contain classified data. Each file shall be titled in accordance with the L317 (b)(2) Submission of Proposals. The offeror's e-proposal shall be in accordance with the requirements set forth below:

(1) Adobe Acrobat version 5.0 or greater shall be used to create the "PDF" files.

(2) The proposal submission files may be compressed (zipped) into one, self-extracting file entitled "PROPOSAL.EXE" using WinZip version 6.3 or greater. Otherwise, **ELECTRONIC BINDING and LABELING should be used**. Offerors should create a cover sheet for each section, clearly marked as to the section number and title, the solicitation identification number, and your company name. Offerors are encouraged to use MS Binder to itemize & package electronic proposals if multiple electronic files are being submitted.

(3) Cost or Pricing Type Data: All information relating to cost and pricing type data shall be included only in the section of the proposal designated by the Contracting Officer as the Cost Proposal. Under no circumstances shall cost and pricing type data be included elsewhere in the proposal. Paragraph cross-referencing between Cost Proposal paragraphs and technical/management proposal paragraphs is requested to provide clarity.

(c) Bids and proposals submitted electronically will be considered "late" unless the bidder or offeror completes the entire transmission of the bid or proposal prior to the due date and time for receipt of bids or proposals. This paragraph (c) supplements the submission, modification and withdrawal of bids and proposals coverage in the FAR 52.212-1 "Instructions to Offerors--Commercial Items", FAR 52.214-7 "Late Submissions, Modifications, and Withdrawals of Bids", FAR 52.214-23 "Late Submissions, Modifications, Revisions, and Withdrawals of Technical Proposals under Two-Step Sealed Bidding", or the FAR 52.215-1 "Instructions to Offerors--Competitive Acquisition" provision contained in the solicitation.

(End of provision)

L-501 GOVERNMENT-FURNISHED PROPERTY (OCT 1998)

No material, labor, or facilities will be furnished by the Government unless provided for in the solicitation.

(End of provision)

L-3 INSTRUCTIONS TO THE OFFEROR

L-3.1 INTRODUCTION

This Request for Proposal (RFP) is for the procurement for MODELING, SIMULATION AND ANALYTICALLY BASED WARFARE ANALYSES. Offerors may submit questions concerning or request clarification of any aspect of this RFP. All questions shall be submitted in writing to:

Commander, Space and Naval Warfare Systems Command
4301 Pacific Highway
San Diego, CA 92110-3127
(Attn: Cheryl Fisher, Code 02-22F, Phone 858-537-0289, Fax 619-524-7158, email: Cheryl.fisher@navy.mil)

It is the responsibility of offerors to ensure that their questions are received 10 days prior to the solicitation closing date in order that they be reviewed and answered by the government. Questions received later than 10 days prior to the closing date may not be answered by the Government. Offerors should note that the closing date will be determined on the basis of questions received within two weeks of the solicitation closing date.



L-3.2 GENERAL INSTRUCTIONS

Offers and any modifications or withdrawals thereof, and acknowledgement of receipt of any amendments to this solicitation must be sent to Commander, Space and Naval Warfare Systems Command, 4301 Pacific Highway, OT4, Room 1029, San Diego, CA 92110-3127 (Attn: Cheryl Fisher, Code 02-22F). In order to ensure proper handling of all offers, please mail your offer to the above address marked with the word "PROPOSAL" and the solicitation number. Failure to do so may result in delay in receipt or premature disclosure of your offer. For the purpose of receiving offers, the close of business of this establishment is 3:00 PM local time. Proposal closing date is: TBD 2002

The offeror shall print or type his/her name on the Schedule and each continuation sheet thereof on which he/she makes an entry.

Hand carried offers shall be delivered by courier to the Commander, Space and Naval Warfare Systems Command, 4301 Pacific Highway, Code 02-22F, Old Town 4, San Diego, CA 92110-3127. If offers are hand carried, a visit request and badge are required. Visit requests can be downloaded from www.spawar.navy.mil and click on Visitor Information/SPAWAR San Diego Access Requirements and Visit Request Form and sent to the following address:

SPAWARSYSCEN SAN DIEGO
ATTN: VISITOR CONTROL OTC
53560 HULL ST
SAN DIEGO, CA 92152-5001

Fax: (619) 524-2745
Call (619) 524-2751/3124 with questions, or to verify Visit Request receipt.

Business hours: Monday-Friday 6:45 a.m. to 3:15 p.m. Pacific Time

Telegraphic offers will not be considered.

L-3.3 SMALL BUSINESS SUBCONTRACTING PLAN

In accordance with FAR 19.7 and FAR 52.219-9 submit a Small Business Subcontracting Plan with your proposal. Failure to submit and negotiate a subcontracting plan acceptable to the Contracting Officer shall make the offer ineligible for award of a contract. A subcontracting plan is not required from small business concerns. Any concern with an approved comprehensive plan under the DoD Test Program for Comprehensive Small Business Subcontracting Plans shall submit their approved comprehensive plan to meet this requirement.

The following overall Navy Subcontracting FY 2002 Goals, based upon percent of total subcontracted value, are provided to assist in the development of your Subcontracting Plan:

Small Business – 48.3%
Small Disadvantaged Business – 8.6%
Woman Owned Small Business – 7.9%
HUB ZONE – 2.5%
Service-Disabled Veteran Owned Small Business – 3%

Pursuant to Public Law 100-656, Congress has assigned to the Department of Defense, a goal of 5.0% for contract awards to small disadvantaged business. Accordingly, offerors are advised to ensure that the percentage goal expressed in their respective subcontracting plans for small disadvantaged businesses is 5.0% at a minimum. All other goals are provided as a baseline for offerors in preparing their subcontracting plans. Offerors are to tailor their

subcontracting plan and propose subcontracting goals for this specific requirement. Any offeror proposing a subcontracting plan that does not meet the above goals in any category must clearly explain why the goal is not being proposed and what actions the contractor is undertaking to maximize small business subcontracting opportunities in an attempt to bring the percentages to or above the Navy goals.



Additionally, the subcontracting plan should address the base requirements and optional requirements separately and independently. (Note: When preparing the small business and small disadvantaged business subcontracting plan, offerors are reminded to review Section I clauses; FAR 52.219-9 and FAR 52.219-16.)

Those offerors with Master Subcontracting Plans shall submit current valid plan along with goals for this specific requirement including the matrix below. Those offerors with Comprehensive Subcontracting Plans shall submit approved plan along with the matrix below.

To demonstrate the extent of Small Business subcontractor participation, large business Offerors shall submit the following matrix:

1. Identify all subcontractors proposed for contract performance. The number of matrix rows may be expanded, as necessary.

Name of Subcontractor	Location (City, State)	Type of Business (Large, SB, HUBZone SDB, WOSB, HBCU/MI, VOSB, SD-VOSB, etc.)	Principal Type of Supply or Service to be Subcontracted	Amount to be Subcontracted (\$)	% of total subcontracted effort

2. For each subcontractor identified above, provide one copy of the original documentation that establishes a mutual agreement and enforceable commitment between you and the subcontractor. Attach said documentation to this form.

3. Complete the following matrix to identify the extent of participation of large business, small business, HUBZone small business, small disadvantaged business, women-owned small business, service-disabled veteran-owned small business (SDVOSB), and veteran-owned small business (VOSB) firms in terms of the value of the total acquisition. Prime contractors should include the extent of their own participation in terms of the value of the total acquisition.

Type of Business	Amount (\$)	% of total acquisition value (based on proposed total cost)
Large		
Small		
HUBZone		
SDB		
WOSB		
HBCU/MI		
SDVOSB		
VOSB		
Prime		

Cautionary Note: Please verify small business subcontractor's certifications utilizing the Small Business Administration PRONET database at <http://pro-net.sba.gov/>

L-4 MANDATORY REQUIREMENTS

(a) This effort will require access to classified information. Accordingly, the Government will only be able to accept offers from corporations that have a Facility (Security) Clearance (as that term is defined in DOD 5220.22-M Appendix C). The Offeror shall provide evidence that the required facility clearance of SECRET level has been obtained and that all proposed key personnel have security clearances at the SECRET level in place at the time of award. Similar evidence for subcontractor facilities and personnel shall be provided if the offeror intends to award subcontracts requiring access to classified (up to SECRET) material. In any event, the offeror(s) has the burden of proving that a SECRET facility clearance is in place where necessary to execute the contract requirements.



Any additional questions regarding a facility clearance, should be directed to the Security Contracting Officer Representative, Susan Villarreal at 619-524-2672 or sue.villarreal@navy.mil

- (b) Offeror will be required to be located within 25-miles of N81/Pentagon or will be within 30 calendar days of contract award.
- (c) Offeror will be required to accept an Organization Conflict of Interest clause as referenced in Section H of the RFP.
- (d) Offeror will be required to obtain access to PPBS information. Reference L-5.4(3)

L-5 VOLUME I – TECHNICAL PROPOSAL

Volume I shall demonstrate the offeror's understanding of the requirements as set forth in the Statement of Work. In order that the technical proposal may be evaluated strictly on the merit of the material submitted, no cost information is to be included.

- Section A Proposal Summary
- Section B Technical Approach
- Section C Personnel Experience
- Section D Management Approach
- Section E Corporate Experience
- Appendix A Resumes

The technical proposal shall contain the information presented in the following pages. Failure to provide the requested information may render a proposal unacceptable.

L-5.1 Section A - Proposal Summary

This section shall provide a concise statement of the purpose, objectives, and basic problems of the project. The summary shall demonstrate the offeror's overall concept of the work being proposed and plans for accomplishing the objectives and tasks set forth in the Statement of Work. The summary shall also clearly indicate the reasons why the contract should be awarded to the offeror with appropriate summary of highlights and reference to the plans and qualifications contained in the technical proposal. Summaries will not be scored as part of the evaluation process.

L-5.2 Section B - Technical Approach

This section shall enable evaluating personnel to make a thorough evaluation and arrive at a sound determination as to whether the services offered meet the government requirements. To this end, the technical approach shall be sufficiently specific, detailed and complete as to demonstrate clearly and fully that the prospective offeror has a thorough understanding of the requirements for, and problems inherent in, providing support services of the scope and character outlined in the Statement of Work. The offeror shall describe the technical approach such that the offeror's ability to meet schedules and deadlines is demonstrated within adequate cost and schedule control methods. Statements that the prospective offeror understands, can, or will comply with the Statement of Work and

statements paraphrasing the Statement of Work or parts thereof are inadequate. Phrases such as “standard procedures will be employed” or “well-known techniques will be used” are insufficient.

L-5.2.1 Statement of Work Areas

The proposal shall demonstrate the offeror’s ability to provide the technical support described in the Statement of Work in the following task areas:



A. Integrated Warfare Architecture Assessments, SOW para. 3.2

- (1) Knowledge of and capability to perform Common Frame of Reference Development.
- (2) Knowledge of and capability to perform Operation Situation (OPSIT) Development.
- (3) Knowledge of and capability to perform Analysis
- (4) Knowledge of and capability to perform Long Range Planning Support.
- (5) Knowledge of and capability to perform War Game/Seminar Support.

B. CNO’s Program Analysis Memorandum (CPAM), SOW para. 3.3

Knowledge of and capability to perform analyses in support of the development of the CNO’s Program Analysis Memorandum.

C. Analysis Support Functions, SOW para. 3.4

- (1) Knowledge of and capability to perform Scenario Development.
- (2) Knowledge of and capability to perform Development of Capability Characterization Measures.
- (3) Knowledge of and capability to perform Data Base Maintenance and Development.
- (4) Knowledge of and capability to perform Model and Simulation Maintenance and Development.

D. Technology Assessments, SOW para 3.5

Knowledge of and capability to perform Technology Assessment.

E. Special Studies/Analyses, SOW para 3.6

Knowledge of and capability to perform Special Studies/Analyses.

L-5.2.2 Sample Tasks

Offerors shall propose specific technical approaches to two (2) sample tasks, defined below. The offeror is to detail the approach that would be used to accomplish the task were such a task to be assigned. A task plan shall include an estimate of the time it would take to complete the task and the mix of labor to accomplish the task. The offeror shall propose a labor mix using the labor categories defined under Section 3 – Personnel Experience. If required, estimate the amount of travel in terms of destination, number of visits, and duration. The plan should be no more than three (3) pages per task. Cost information shall be provided in Volume II only.

A. Expeditionary Assault Group (EAG) Analytic Baseline – Force Structure IWAR Task– Develop analytic baseline for evaluation of EAG capabilities. Develop baseline analysis case and assessment for an EAG or multiple EAG operation supported by other forward deployed naval and joint forces. Identify a specific operation of interest. Develop high-level definition for the analysis case, including location, mission, mission objectives, duration of operation, threat force size and level of capability, high-level concept of operations, and operational timeline. Develop analysis case using a Model and Simulation tool set in sufficient scope and detail to support high-resolution modeling and end-to-end analysis of EAG capabilities.

B. Offeror Defined Task – Propose a sample task that both typifies work effort associated with each of the five task areas stated above and evidences an ability to accomplish such.

L-5.3. Section C – Personnel Experience

The offeror's proposal must demonstrate that the managerial and technical personnel to be assigned to perform the efforts are capable of satisfactorily completing the efforts required by the Statement of Work. Resumes of the personnel available to perform the efforts described in the Statement of Work shall be provided in the format specified in L-345(d). The resumes shall clearly demonstrate the relationship between each proposed individual's relevant qualifications and the tasks to be performed by that individual. This section should clearly identify the proposed staff to be committed to this effort as key personnel. If an offeror proposes an individual who is not actually employed as an employee of an offeror, the offeror shall include a signed contingent employee agreement executed by the individual stating an intent to accept employment if the offeror were to receive a contract award. Failure to provide the certification and letters of intent for all prospective personnel may result in disqualification of the offeror's proposal from further consideration for award. Offerors will be required to provide the services of any and/or all of the key personnel within 15 days of contract award. Brief resumes shall be provided for specialists available for single task assignment of short-term notice. Resumes shall also be provided for any proposed subcontractor or consultants as well as letters of agreement between the offeror, proposed subcontractor, consultants or proposed employees. Personnel proposed for performance under this contract shall demonstrate the following minimum qualifications and experience:

(1) Program Manager/Principal Engineer. The individual proposed in this labor category is intended to serve as program manager/technical project director or as a senior consultant on the contract and be able to demonstrate an ability, by past experience, to supervise and manage large, diverse, and complicated research and development projects and to interface with all levels of DOD management as required to successfully meet program objectives. Qualified personnel shall have as a minimum a Bachelor's degree in engineering (aeronautical, electrical, mechanical, etc.), or in physical sciences, computer sciences, operations research, mathematics, or physics. Qualified personnel shall have fifteen years of applicable experience with at least ten years experience performing technical supervision, project management and task planning in the operation, maintenance, analysis, design, testing and evaluation of complex modeling and simulation systems.

(2) Senior Research Specialist. The individual proposed in this labor category is a recognized expert in a specific area of technical expertise. This unique capability is applicable to state of the art modeling, simulation and analysis tasks. Qualified personnel shall have an advanced technical degree in engineering (aeronautical, electrical, mechanical, etc.) or in physical sciences, computer sciences, operations research, mathematics, or physics.

(3) Senior Engineer. This labor category is intended to serve as team leader for modeling, simulation and analysis technical support. The personnel assigned to perform under this category shall have a broad theoretical and practical background in modeling, simulation and analysis. Qualified personnel shall have as a minimum a Bachelor's degree in engineering (aeronautical, electrical, mechanical, etc.) or in physical sciences, computer sciences, operations research, mathematics, or physics. Qualified personnel shall have seven years experience in the operation, maintenance, analysis, design, testing and evaluation of complex modeling and simulation systems.

(4) Senior Analyst. This labor category is intended to support modeling and simulation based analysis and manage budgeting, cost tracking/analyses, warfare analysis, project scheduling/tracking, and logistics requirements analysis. The personnel assigned to perform under this category shall have a Bachelor's degree in engineering (aeronautical, electrical, mechanical, etc.) or in physical sciences, computer sciences, operations research, mathematics, physics, management accounting as a minimum. Qualified personnel shall have at least seven years demonstrated experience in one or more of these disciplines applied to Navy technical programs.

(5) Associate Engineer. This labor category is intended to serve as a staff member for modeling, simulation and analysis technical support. The personnel assigned to perform under this category shall be knowledgeable of advanced technology and be able to assess the value added to applying this advanced technology to modeling, simulation and analysis. Qualified personnel shall have a Bachelor's degree in engineering (aeronautical, electrical, mechanical, etc.) or in physical sciences, computer sciences, operations research, mathematics, physics, management, economics or accounting as a minimum. Qualified personnel shall have at least two years demonstrated experience in one or more of these disciplines applied to Navy technical programs. Experience of no less than ten years in one or more of the appropriate disciplines supporting technical Navy

programs may be substituted for the accredited college Bachelor's degree.

(6) Associate Analyst. This labor category is intended to support program execution, budgeting, cost tracking/analyses, warfare analysis, project scheduling/tracking, and analysis of program implementation including training, maintenance, configuration management, and documentation. The personnel assigned to perform under this category shall have a Bachelor's degree in engineering (aeronautical, electrical, mechanical, etc.) or in physical sciences, computer sciences, operations research, mathematics, physics, management, economics or accounting as a minimum. Qualified personnel shall have at least two years demonstrated experience in one or more of these disciplines applied to Navy technical programs. Experience of no less than ten years in one or more of the appropriate disciplines supporting technical navy programs may be substituted for the accredited college Bachelor's degree.

(7) Design Engineer. This labor category shall design and develop software/hardware process systems. The personnel assigned to perform under this category shall have a Bachelor's degree in engineering (aeronautical, electrical, mechanical, etc.) or in physical sciences, computer sciences, operations research, mathematics, or physics, as a minimum. Qualified personnel shall have at least three years experience in system concept formulation and in the design of software/hardware processing systems.

(8) Computer System Analyst. This labor category shall develop and evaluate computer program requirements. The personnel assigned to perform under this category shall have a Bachelor's degree in engineering (aeronautical, electrical, mechanical, etc.) or in physical sciences, computer sciences, or operations research, mathematics, or physics, as a minimum. Qualified personnel shall have a minimum of two years experience in establishing, evaluating and developing projects related to databases, office automation, financial systems, and project management applications.

(9) Computer Programmer. This Labor Category shall provide computer programmer support to the software/hardware processing systems. Qualified personnel shall have one year of formal training and two years of experience in programming and automatic data processing, with at least two of the following languages: Assembler, FORTRAN, ADA, C, C++, Visual Basic, Java, HTML, or CMS-2. Qualified personnel shall have experience with UNIX, LINUX, Windows NT/2000 operating systems, and experience developing and/or modifying Graphical User Interfaces.

(10) Technician. This labor category shall provide maintenance and repair support to the software/hardware processing. Qualified personnel shall have a two-year technical degree or three years experience in computer maintenance and repair.

(11) Financial Analyst. This labor category shall develop and monitor program spend plans in support of this contract. The personnel assigned to perform under this category shall have at least five years experience in the review and analysis of cost and schedule data and in providing program managers with assessments and recommendations for the development of schedule and cost rational and integration into program plans.

(12) Technical Writer. This labor category shall support the Technical documentation of all products generated under this contract. The personnel assigned to perform under this labor category shall have experience and capabilities to present information into a variety of graphical formats. Qualified personnel shall have at least two years experience in the documentation of operational, maintenance and installation data using standard military practices.

(13) Administrative Support. The personnel assigned to perform under this labor category shall have a minimum of two years experience in the preparation of technical correspondence and data. Qualified personnel shall be proficient in computer office automation software packages including Microsoft Office Word, Excel, Access, and PowerPoint.

L-5.4 Section D – Management Approach

This subsection shall clearly identify the offeror's proposed organization to satisfy the government's requirement

and shall explain and justify how the proposed organization will ensure the most effective and economical performance on the assigned tasks.

(1) Organization, Staffing, and Management Plan. The offeror shall provide a plan for professional review of all technical task results prior to submission to the Government within the required time frame. This subsection shall further demonstrate the requisite internal procedures that will assure timely professional reaction. The offeror shall describe the role and authority of the program manager, and the title, role, and functions of the proposed senior contractor representative for day-to-day contact. Included shall be a description and chart of how the proposed support organization interfaces with the company/corporate structure, proposed lines of authority, and coordination between the offeror's organization and subcontractors, if any. The offeror shall explain how he plans to ensure and maintain a high level of expertise among project personnel as well as planning for replacement of personnel. Additionally, the following items must be addressed:

(a) Procedures for determining whether a task will be accomplished in-house, by a subcontractor, or by a joint effort.

(b) Role and authority of offeror's subcontractor(s) program manager(s).

(c) Procedures for ensuring that deliverables are technically accurate, timely, complete and prepared in the proper format.

(d) The offeror shall describe major subcontracts anticipated to be used during all phases of the contract term. This section shall demonstrate that the proposed subcontractor has the proven organizational, technical, and managerial capabilities available to successfully undertake the assigned tasks. Specifically, the contractor shall demonstrate the ability to ensure quality and timeliness of subcontractor's products. The following items shall be included with reference to subcontracts:

- (i) Management Plan
- (ii) Organizational structure, including cost center description, identification of key personnel and resumes
- (iii) Reporting control procedures, including scheduling practices
- (iv) Documentation of past experience and past performance on similar efforts

(e) Identify whether subcontractors, if any, were selected competitively or non-competitively.

(f) Identify the management control process to be used if a subcontractor is identified.

(g) Identify whether all personnel and facilities (including subcontractor personnel and facilities) are in one location or at more than one location and state whether or not there are task managers at each location.

(2) Quick Reaction Capability. The offeror shall provide a brief narrative description of the plans and procedures for reacting to an assigned task with a short period of performance. The proposal is to address ways in which the offeror is prepared to provide 24 hour quick reaction responses in support of high level project reviews and support of operational problems and trouble reports. The offeror shall address the location of personnel and facilities to be used in the performance of work in the proposal.

(3) Planning, Programming and Budgeting System (PPBS). The offeror shall be eligible to gain access to PPBS documents and supporting databases. The offeror must demonstrate its eligibility in the Management Section of their proposal. Eligibility is determined on a case-by-case basis and includes, but is not limited to, the ability to gain access to, as well as properly control, store and destroy referenced data. Control and storage is required to be separate from any other controlled documentation. In the event that another DoD contract is being sought or has been sought, offeror must prove that there is no conflict of interest (i.e., an offeror bidding on procurement of a major system/platform for DoD would probably not be allowed access to PPBS data, however, if

said has a contract for off-the-shelf hardware procurement or general technical services, they would probably be eligible to gain access to PPBS data. This access will be handled on a case-by-case basis). Offerors who are not eligible to gain access to PPBS data, may assign this capability to subcontractor, who meets the requirements stated above. The management section of the offeror's proposal must discuss the specific controls to be implemented by the offeror in protecting the PPBS data and the management scheme to control the data within the offeror's subcontractor(s), where appropriate.



L-5.5 Section E - Corporate Experience

(1) Contract Experience. The Offeror shall provide a list of DoD contracts which are currently active or have been completed within the last **five years** and which are/were concerned with warfare systems analysis, engineering and modeling. Past performance information will be included in the evaluation. Past performance information is defined as relevant information regarding a contractor's actions under previously awarded contracts. It includes the contractor's record of conforming to specifications and to standards of good workmanship; the contractor's record of containing and forecasting costs on any previously performed cost reimbursable contract; the contractor's adherence to contract schedules, including the administrative aspects of performance; the contractor's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the contractor's business-like concern for the interest of the customer.

The offeror shall provide data for each contract by submission of **Attachment 6** referenced in L-325.

Section M - Evaluation Factors For Award

SECTION M – EVALUATION FACTORS FOR AWARD

M-1 The following solicitation provision is hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) SOLICITATION PROVISIONS

<u>REF #</u>	<u>TITLE</u>	<u>DATE</u>
52.217-5	Evaluation of Options	JUL 90

M-2 GENERAL BASIS FOR AWARD

It is expected that one contract will be awarded to that responsible offeror whose proposal contains the combination of those criteria offering the best overall value to the Government. This will be determined by comparing differences in the value of technical factors with differences in cost to the Government. In making this comparison, the Government is more concerned with obtaining superior technical capabilities than with making an award at the lowest overall cost to the Government.

M-2.1 ADJECTIVAL RATINGS AND THEIR DEFINITIONS

The government's evaluation of the factors established for this proposal shall be made IAW the following adjectival ratings:

SCORE - EXCELLENT (E): A very convincing demonstration that the Navy's requirements are met by the offeror's display of the highest levels of innovation, technical competence and managerial ability. The proposal fully and completely meets the expectations of the Navy and sets forth plans, approaches and analyses that show a high probability of meeting the Government's requirements.

SCORE - GOOD (G): Analyses, approaches and planning considerations demonstrate that the offeror is able to interpret requirements and project them into plans/analyses, etc., in a clear, concise manner. By his analyses, the

offeror demonstrates a clear awareness of the subtle interactions that influence program requirements; his technical and planning efforts show strong promise of meeting the Government's requirements.

SCORE - ACCEPTABLE (A): Plans, approaches, studies, etc. are provided to the extent necessary and the key or pivotal points raised by the applicable evaluation factors have been satisfactorily covered in the proposal. The offeror has presented an orderly plan to meet the stated requirements, but the proposal does not necessarily demonstrate any exceptional features, innovations, analyses or originality. The technical analyses satisfactorily meet requirements and are technically correct. Confidence that the Government's requirement will be met is marginal to moderate.

SCORE - UNACCEPTABLE (U): The proposal indicates a shallow or less than full understanding of the problem. The technical analysis may meet the requirements and may be technically correct, but the offeror fails to demonstrate a reasonable probability of performing the desired task or his approach is risky. There is from a low level of confidence to a real doubt that the Government's requirements will be met.

M-307 EVALUATION CRITERIA AND BASIS FOR AWARD (BEST VALUE) (DEC 1999) & ALTERNATE I (DEC 1999)

(a) The contract resulting from this solicitation will be awarded to that responsible offeror whose offer conforming to the solicitation, is determined to provide the "best value" to the Government. Such offer may not necessarily be the proposal offering the lowest cost or receiving the highest technical rating.

(b) Proposals will be rated and ranked on the evaluation factors listed below. It should be noted that cost is not a numerically weighted factor. **Although technical factors are significantly more important than cost, cost is an important factor and should be considered when preparing responsive proposals.** The importance of cost as an evaluation factor will increase with the degree of equality of the proposals in relation to the remaining evaluation factors. When the offerors within the competitive range are considered essentially equal in terms of technical capability, or when cost is so significantly high as to diminish the value of the technical superiority to the government, cost may become the determining factor for award. In summary, cost/technical trade-offs will be made, and the extent to which one may be sacrificed for the other is governed only by the tests of rationality and consistency with the established evaluation factors.

(c) The evaluation factors listed below are in descending order of importance with the most important listed first, unless otherwise stated. It should be noted that Statement of Work is of significantly greater importance than Personnel Experience, Management Approach or Corporate Experience.

Factor 1: Statement of Work

Subfactor (1):

- | | | |
|-----|---------------------------------------------|--------|
| (a) | Integrated Warfare Architecture Assessments | E G AU |
| (b) | CNO's Program Analysis Memorandum (CPAM) | E G AU |
| (c) | Analysis Support Functions | E G AU |
| (d) | Technology Assessments | E G AU |
| (e) | Special Studies/Analyses | E G AU |

Subfactor 2: Sample Tasks

E G AU

Factor 2: Personnel Experience

E G AU

Factor 3: Management Approach

Subfactor (1):

- | | | |
|-----|--------------------------------------------|--------|
| (a) | Organization, Staffing and Management Plan | E G AU |
| (b) | Quick Reaction Capability | E G AU |
| (c) | Planning, Programming and Budgeting System | E G AU |

Factor 4: Corporate Experience

E G AU

Factor 5: Cost

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(d) Evaluation of an offeror's proposal shall be based on the information presented in the proposal and information available to the contracting office from sources deemed appropriate. Sources typically considered include Defense Contract Audit Agency, Defense Contract Management Administration offices, other contracts with same firms for similar items or services, known commercial sources such as Data Resources, Inc., Standard and Poor, etc. Proposals which are unrealistic in terms of technical or schedule commitments, or unrealistically high or low in terms of cost, may be deemed to be reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity and risks of the proposed work and may be grounds for rejection of the proposal. If the proposed contract requires the delivery of data, the quality of organization and writing reflected in the proposal will be considered to be an indication of the quality of organization and writing which would be prevalent in the proposed deliverable data. Subject judgment on the part of the Government evaluators is implicit in the entire process.

(e) COST

(1) Cost Realism will be performed as part of the proposal evaluation process. The purpose of this evaluation shall be (a) to verify the offeror's understanding of the requirements; (b) to assess the degree to which the cost/price proposal reflects the approaches and/or risk assessments made in the technical proposal as well as the risk that the offeror will provide the supplies for services for the offered prices/cost; and (c) assess the degree to which the cost reflected in the cost/price proposal accurately represents the work efforts included in the technical proposal. Proposed costs may be adjusted, for purposes of evaluation, based upon the results of the cost realism evaluation. When this cost realism analysis is performed, the resulting realistic cost estimate shall be used in the evaluation. In addition to easily identifiable cost adjustments, unrealistic cost proposals may result in a re-evaluation and concurrent rescoring of technical proposals. Such re-evaluation based on cost or realistic cost analysis could negatively impact the technical rating and ranking of the proposal.

(2) Realistic personnel compensation will be determined by utilizing actual annual salaries of resumed personnel as representative of the anticipated labor costs and these rates will be used to arrive at a realistic cost for evaluation purposes. In categories for which no resumes are required, category averages, if considered credible, may be utilized to determine realistic compensation. (For proposals including uncompensated overtime, see provisions "Uncompensated Overtime Evaluation" in Section M and "Labor Compensation Plans for Professional Employees" in Section L.

(End of Alternate I)

M-308 UNCOMPENSATED OVERTIME EVALUATION (DEC 1999)

(a) The use of uncompensated overtime is defined in FAR 52.237-10 "Identification of Uncompensated Overtime" is discouraged by the Government. Based upon our assessment of the technical services required herein, it is unrealistic to expect long-term employees to continually work in excess of the industry norm of 40 hours per week. Therefore, the use of uncompensated overtime in this acquisition presents a significant risk to the Government.

(b) Offerors are advised that if uncompensated overtime is proposed, the alternate cost breakdown specified in paragraph (g) of Provision L-331 "Uncompensated Overtime and Professional Employees", will be used for cost evaluation purposes. **THUS, NO EVALUATION ADVANTAGE WILL RESULT WHEN UNCOMPENSATED OVERTIME IS PROPOSED.**

M-3 MANDATORY REQUIREMENTS

In the event that a proposal contains a deficiency in a mandatory area listed below, the proposal may be determined to be unacceptable regardless of an otherwise overall acceptable rating:

(a) Location. Successful offerors must have a facility within a 25-mile radius of Chief of Naval Operations (N81) in Arlington, VA with sufficient resident professional staff to provide quick reaction capability. Offerors who have a facility within a 25-mile radius in existence within 30 days after contract award are considered as having met this criterion.

(b) Offerors must accept an organizational conflict of interest clause substantially as stipulated in the RFP.

(c) Offerors must be able to obtain a Secret facility clearance **within 120 days after contract award**, in accordance with the clause listed in Section L. All personnel assigned to this procurement must possess at least a Secret clearance.

(d) Offerors must demonstrate eligibility for access to the PPBS information and the ability to protect such information.

M-4 DEFINITIONS

M-4.1 Discussions: Offerors are reminded that the Government may award a contract without discussions based on the initial proposal received. In accordance with FAR 52.215-1, the Government intends to evaluate proposals and award a contract without discussions with offerors (other than minor clarifications). Even if clarifications are sought, the offerors should not anticipate the opening of discussions and a Request for Final Proposal Revisions. The Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

M-4.2 Strengths: That part of a response that ultimately represents a benefit to the Government and is expected to increase the quality of the offeror's performance. Strengths are typically high quality personnel, facilities, organizational experience, management, past performance, and/or technical capabilities that may allow the offeror to perform the work more cost effectively or provide enhanced performance. Strengths are either major or minor.

M-4.3 Weaknesses: That part of a response which detracts from the offeror's ability to meet the Government's requirements or results in inefficient or ineffective performance. Weaknesses are typically less-than-average quality personnel, facilities, organizational experience, management, past performance, and/or technical capabilities that may cause the offeror to perform the work less cost effectively or not meet requirements. Weaknesses are either major or minor.

M-4.4 Risks: Those areas or events that have a probability of negative consequences associated with a set of conditions, actions or approaches. Risk implies that action must be taken to avoid failure. Risk should be identified as high, medium, or low as follows:

M-4.4.1 High - The offeror's approach is unlikely to meet the requirements of the RFP and/or may require substantial revisions or excessive Government assistance during performance.

M-4.4.2 Medium - The offeror's approach is likely to meet the requirements of the RFP with minor revisions in most areas and moderate Government assistance during performance.

M-4.4.3 Low - The offeror's approach is likely to meet the requirements of the RFP with few or no minor revisions and very little Government assistance during performance.

M-4.5 Deficiencies: Any part of a response that fails to meet a material Government requirement as established in the RFP (e.g., omits data making it impossible to assess compliance with the evaluation factors, or contains ambiguities which must be resolved before an assessment of compliance can be made, or takes exception to any of

the terms and conditions of the solicitation thereby rendering the offer unacceptable or offers something that does not meet our performance or Statement of Work requirements).

M-4.6 Cross-Impact: That part of a response that may have an impact on another part of the response.

M-4.7 Omissions: Information requested in Section L of the RFP that was not provided in the response. An omission is not necessarily a deficiency.

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M-5 SPECIFIC CRITERIA

M-5.1 TECHNICAL

The evaluation factors are listed below in descending order of importance, with the most important listed first, unless otherwise stated. It should be noted that Statement of Work is of significantly greater importance than Personnel Experience, Management Approach or Corporate Experience.

M-5.2 Technical Approach

This section will be used to assess each offeror's depth of understanding of the solicitation's requirements, and the adequacy and credibility of each offeror's approach. The Technical Approach shall be rated as to the extent it demonstrates clearly and fully that the prospective offeror has a thorough understanding of the requirements for, and problems inherent in, providing support services as outlined in the Statement of Work. The offeror's Technical Approach will be evaluated based on the evaluation factors/subfactors listed below.

M-5.2.1 Statement of Work Areas

A. Integrated Warfare Architecture Assessments SOW para 3.2. The proposal will be evaluated to the degree to which the offeror's proposal meets or exceeds the following criteria.

- (1) Knowledge of and capability to perform Common Frame of Reference Development
- (2) Knowledge of and capability to perform Operation Situation (OPSIT) Development
- (3) Knowledge of and capability to perform Analysis
- (4) Knowledge of and capability to perform Long Range Planning Support
- (5) Knowledge of and capability to perform War Game/Seminar Support

B. CNO's Program Analysis Memorandum (CPAM) SOW para 3.3. The proposal will be evaluated to the degree to which the offeror's proposal demonstrates knowledge of and capability to support CPAM refinement and development.

C. Analysis Support Functions SOW para 3.4. The proposal will be evaluated to the degree to which the offeror's proposal meets or exceeds the following criteria:

- (1) Knowledge of and capability to perform Scenario Development.
- (2) Knowledge of and capability to perform Development of Capability Characterization Measures.
- (3) Knowledge of and capability to perform Data Base Maintenance and Development.
- (4) Knowledge of and capability to perform Model and Simulation Maintenance and Development.

D. Technology Assessments SOW para 3.5. The proposal will be evaluated to the degree to which the offeror's proposal demonstrates the knowledge of and capability to perform Technology Assessment.

E. Special Studies/Analyses SOW para 3.6. The proposal will be evaluated to the degree to which the offeror's proposal demonstrates the knowledge of and capability to perform Special Studies/Analysis.

M-5.2.2 SAMPLE TASKS

- A. This sample task will be evaluated based on the thoroughness and originality of the approach. The approach reflects a good understanding of the statement of work task areas involved.
- B. The offeror's proposed sample will be used to evaluate the offeror's understanding of the various tasks areas and whether the proposed task realistically portrays work effort associated with such.



M-5.3 PERSONNEL EXPERIENCE

This factor will be used to assess the experience of the offeror's personnel relevant to the requirements of the solicitation. Key personnel may include subcontractors and consultants. The education and experience levels of the personnel, which the contractor proposes to assign to each task, and evidence of employment commitment, will be reviewed and evaluated. Experience in conducting assessments of warfare area and support capabilities will be evaluated to determine that an individual's experience clearly demonstrates an ability to successfully perform tasks defined in the statement of work. Such evaluations will include a determination of whether the proposed personnel meet or exceed the required qualifications specified in Section L.

Guidelines for the positions are as defined in Section L above (the degree to which the offeror meets or exceeds these guidelines will be evaluated).

M-5.4 MANAGEMENT APPROACH

The proposal will be evaluated to the extent to which the proposal demonstrates an effective method to manage the proposed effort. The offeror's Management Plan will be evaluated on the subfactors listed below. These subfactors are listed in descending order of importance.

A. Organization, Staffing and Management Plan. These subfactors will be used to assess the adequacy and credibility of each offeror's organization and staffing plans proposed to support the required effort. The proposal will be evaluated on the basis of whether or not the following criteria are met, listed in descending order of importance: (1) the offeror's proposed organization can satisfy all solicitation requirements, including the suitability of the labor categories offered, and the number of hours offered for each category (i.e., the mix of labor relative to the total level of effort required for each in the SOW), (2) the offeror's proposed organization will provide the most effective and economical performance on all solicitation tasks, including the offeror's adequacy in managing technical tasks, and (3) the corporate training program will maintain a high level of expertise for the duration of the contract.

B. Quick Reaction Capability. The offeror's proposal will be evaluated on the ability to react to short-term tasking.

C. Planning, Programming and Budgeting System. Besides being a mandatory requirement, the offeror's proposal will be evaluated on the demonstrated eligibility to access PPBS information and protecting such information.

M-5.5 CORPORATE EXPERIENCE

This factor will be used to assess the offeror's corporate experience relevant to the requirements of the solicitation. The proposal will be evaluated to determine if the offeror has clearly shown previous successful participation in providing modeling, simulation and analytically based warfare analyses. Current and previous contract experience along with the offerors extent of participation of small disadvantage business concerns in the performance of prior efforts will be evaluated.

M-5.6 COST

For the purpose of evaluation, costs shall be evaluated by adding the cost of the basic (firm) year (Item 0001) requirement to the cost of the Option Item 0003, 0005, 0007, and 0009 requirements. Travel expenses and subsistence will not be evaluated. Cost proposals will be evaluated for cost realism and reasonableness. The evaluation will result in the 'Government's Adjusted Cost Estimate' for each proposal, which will be used for the best value selection by the Government.

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