L.1.0 FAIR OPPORTUNUTY PROCESS

L.1.1 GENERAL INSTRUCTIONS TO OFFERORS This is an acquisition for a 100% small business set aside award as a RFO FAR Part 16.202 firm fixed price contract. Per RFO FAR Part 15.203, the Government intends to evaluate proposals and make award without negotiation. The goal of source selection is to select the proposal that represents the best value to the Government. To obtain best value, the Government intends to use RFO FAR Part 15.103-1 Tradeoff approach.

L.1.2 Offerors are strongly encouraged to submit their best solution and price in response to this notice. Offerors are cautioned not to include assumptions, caveats, or exceptions within any part of the submission, as this may detract from an Offeror's chance of being determined best suited.

L.1.3 Inconsistencies. Any inconsistency, whether real or apparent, between the Offeror's non-price factors and price proposal must be clearly explained in the price proposal. Inconsistencies between the non-price factors and price proposals that raise questions about the terms of any resulting contract may be considered as flaws in an Offeror's non-price factor(s). For example, if unique or innovative approaches are the basis for an apparently inconsistently priced proposal, the nature of these approaches and their impact on price must be completely documented. It is the responsibility of the Offeror to provide all required documentation. The purpose of the identification of inconsistencies is to ensure that the Offeror and the Government have a mutual and clear understanding of the Offeror's proposal terms. This review does not refer to and is not related to "unrealistically low" prices, and this language should not be read as though the Government intends to evaluate the Total Evaluated Price for realism.

L.2.0 FORMAL COMMUNICATIONS, AND SUBMISSIONS

L.2.1 All communications and submissions regarding this solicitation and its attachments must be sent exclusively via email. Offerors must adhere to all communication and submission guidelines issued throughout this source selection process. Please note that this final RFP is issued without a question period. For reference, the Government's responses to previous questions regarding the Draft RFP are provided in Attachment Z. Only administrative questions or comments may be submitted, and they must be directed via email to: usarmy.orlando.cpe-st3.mbx.mioss@army.mil.

L.2.2 Proposal Submission Instructions.

a) **PROPOSALS ARE DUE NO LATER THAN, 27 July 2026 09:00 AM EDT** and shall be valid for 120 days.
b) Proposals must be submitted via the DoD SAFE website (https://safe.apps.mil/). To request a required drop-off link, the Offeror must email their intent to submit a proposal to usarmy.orlando.cpe-st3.mbx.mioss@army.mil. The email request must include the following information:
    - Offeror's Company Name
    - Point of Contact (POC) Name

- POC Email Address

Upon receipt, the Government will generate a DoD SAFE drop-off request. Please note that this link is only valid for 14 days from the date of creation. If you need a new link, a new request will be required.

c) The Government will not be responsible for any technical issues or delays associated with the Offeror's failure to submit the required information within the date/time specified herein and in any amendments.
d) When the Government receives the proposal, the Contract Specialist will send confirmation of receipt. NOTE: Confirmation of receipt of submission by the Government does not mean that the Offeror's proposal submission is compliant with this solicitation. The Government will inform an Offeror if its proposal is noncompliant IAW the solicitation instructions after the Government runs its compliancy checks once all proposals have been received. If the proposal is found non-compliant and other proposals are in compliancy, then the non-compliant proposal shall not be considered.
e) The Offeror's proposal must include all data and information requested and must be submitted in accordance with these instructions.
f) The Government will not reimburse Offerors for any costs incurred for the preparation and/or submission of a proposal for this solicitation.
g) All proposal information is subject to verification by the Government. Falsification of any proposal submission documents, or statements may subject the Offeror to civil or criminal prosecution under 18 United States Code (U.S.C.) 1001.
h) All information pertaining to a particular proposal volume shall be confined to that volume (pricing information shall not be included in any volume other than Volume III) with the exception of information, if required, in the Factor 1 Program Management Plan. The Government is not obligated to, and will not, search other volumes for a missing file or missing information.
i) Classified information is not required in the Offeror's proposal, or any response to this solicitation request, nor shall it be submitted.
j) Noncompliance (to include exceptions or assumptions listed within proposal) with these instructions, to include naming conventions, and page counts, may result in rejection of the proposal IAW M.2 and related subsections.
k) In regards to the presenting material in the proposals, Offerors shall be specific, detailed and complete as to clearly and convincingly demonstrate that the Offeror has a thorough understanding of the requirements and associated risks, and is able, willing, competent to devote the resources necessary to meet the requirements and has valid and practical solutions for all requirements. The responsibility for providing a thorough, persuasive response to the solicitation instructions/evaluation criteria falls on the Offeror.
l) The proposal should not simply rephrase or restate the Government's requirements, but rather, shall provide convincing rationale to address how the Offeror intends to meet or exceed the requirements. Paraphrasing the PWS or parts thereof is inadequate. Mere reiteration of the requirement or standard reference material is discouraged and may

render the Offeror's less favorable in the final ratings. It is the Offeror's responsibility to present enough information to be meaningfully evaluated without negotiations.

m) Proposal data shall not be incorporated into the proposal by referring to another proposal or other source. Any references to sources not provided with an Offeror's proposal will not be considered.

FAILURE TO PROVIDE THE DOCUMENTATION IN EXACTLY THE MANNER (TIMELINESS AND FORMAT) SPECIFIED IN THE SOLICITATION MAY CONSTITUTE A BASIS FOR THE GOVERNMENT TO REJECT A PROPOSAL AS NON-COMPLIANT AND THEREFORE UNACCEPTABLE, AT THE SOLE DISCRETION OF THE ONTRACTING OFFICER.

n) In the event the Offeror encounters an issue on transmitting the proposal the Offeror shall immediately send an email to usarmy.orlando.cpe-st3.mbx.mioss@army.mil and also copy the Contracting Specialist (Joshua Brown at joshua.g.brown30.civ@army.mil) prior to the proposal submission deadline. The Government will not be held liable if the Offeror fails to reach a Government POC. Just sending an incomplete proposal via email does not satisfy this requirement nor does it absolve the contractor from responsibility to ensure its submission(s) are timely. ***Due to the time restrictions placed on this requirement, Offeror's requests for extensions to the Government submission timelines will not be granted.***

L.2.2.3 Proposal File Format.

a. No paper version shall be submitted; any paper media submitted will not be evaluated.

b. File naming shall NOT include special characters (e.g. ~, #, %, &, *, {, }, \, :, , ?, /, +, |, and ") shall be 40 characters or less and use "_" instead of spaces when possible; abbreviations are permissible within file names.

c. Offeror's shall utilize the following Volume/Factor rubric when naming its files:

- Volume I: Factor 1 – Program Management
- Volume II: Factor 2 – Past Performance
- Volume III: Factor 3 - Total Proposed Price (TEP)
- Volume IV: General

d. The Offeror shall utilize the following file naming convention when submitting documents: OfferorName_VOLUME_X_FileName_ORIGINAL

e. In the event that the Government requests revisions, in whole or in part, to the Offeror's proposal submission, the Offeror shall submit using the following convention:

f. OfferorName_VOLUME_X_FileName_REVISION#

g. It is the sole responsibility of the Offeror to ensure the electronic files submitted are virus-free and can be opened and read by the Government.

L.2.2.4 Proposal File Instructions.

a. General requirements:

- All files shall be clearly titled to represent the specific portion of the Offeror's Volume, as identified in the Volume's Table of Contents.
- Each page shall include the Offeror's name, proposal Volume number, file name, date, solicitation number (and amendment, if applicable), and "SOURCE SELECTION INFORMATION -- SEE FAR 2.101 AND 3.104" in the header and/or footer.
- Files shall not be locked, encrypted, or otherwise contain barriers to opening. • Compressed files (e.g. *.zip) and executable files (e.g. *.bat, *.exe, *.jar, *.vb, *.wsf) will NOT be accepted.
- Offerors shall submit proposals that are clear, concise, and readily readable. To ensure accurate analysis by automated evaluation tools and maintain the integrity of the source selection process.
- Visible Text Only: All proposal content must be presented as visible text. The inclusion of any concealed text is strictly prohibited. Concealed text includes but is not limited to:
  - Micro-text (text with a font size below 8pt);
  - White text on a white background;
  - Text utilizing colors that render it indistinguishable from the background;
  - Text hidden within images or graphics.
- Arial font is required with 12-point <u>minimum</u> font size. (EXCEPTIONS: headers/footers with administrative information. Tables, screenshots, illustrations, and/or images have no font/font size restrictions but must be legible [tables, screenshots, illustrations, and/or images shall not be utilized to encompass excessive amounts of information, i.e., putting substantial portions of proposal in tables to circumvent using Arial 12]
- Formatting Consistency: All text must apply uniform formatting throughout the proposal. Variations in font size, color, or style that the Government deems manipulate or obscures the readability of content are prohibited.
- Compliance Verification: The Government may conduct technical verification to ensure compliance with these requirements. Proposals found to contain concealed or manipulated text may considered non-compliant and may be rejected.

b. Adobe Acrobat (pdf) files shall be able to be searched for text and shall allow for the Government to copy and paste from the proposal. The Government will not accept scanned documents in lieu of this requirement and will not invoke the text recognition feature within Adobe Acrobat.

c. Microsoft (MS) Excel files shall:

- be compatible with Microsoft Office 365.
- be editable and executable by the Government and shall clearly show the calculations and formulas used in each cell.

- NOT include hidden formulas or protected cells; shall show the formulas used to calculate the rates/factors for each entry and shall not be included as an un-executable, un-editable, or flat file such as an embedded picture (Enhanced Metafile).
- Mathematical explanations shall be provided for any embedded macro/extended formula utilized, clearly describing the functioning of the macro or extended formula.

d. Microsoft PowerPoint files shall:

- Be compatible with Microsoft Office 365.
- Have the text and tables presented in each slide legible and clearly visible to the audience and in accordance with the font, minimum sizes and other limitations set forth in this section.

L.2.2.5 PROPOSAL STRUCTURE.

The following Proposal Structure Table is to assist the offeror organize the proposal submission documents to ensure the Government can easily identify which documents apply to which criteria for evaluation purposes. Offerors must adhere to the Volume Numbers, Titles, Format and/or Templates, and Page Limitations (if any) provided in the Proposal Structure Table, any deviation will result in proposal rejection IAW section M. A title page or title slide is permitted and will not count towards the total page count.

Volume I: Factor 1 Program Management Plan.			
L.3.1	Factor 1 Program Management Plan	PowerPoint Slide Presentation for Oral Presentation (1 file submission)	Volume I Presentation shall not exceed 20 Slides (presentation must be delivered with proposal by due date in electronic file format)
Volume II: Factor 2 Past Performance			
L.3.2	Factor 2 Past Performance	PowerPoint Slide Presentation for Oral Presentation (1 file submission)	Volume II Presentation shall not exceed 5 Slides (presentation must be delivered with proposal by due date in electronic file format)
Volume III: Factor 3 Total Evaluated Proposed Price (TEP)			

L.3.3	Factor 3 Pricing	Provided workbooks; Adobe	No Page Limit
Volume IV: General			
L.3.4	General	L.3.4 Executive Summary. L.3.4 SF33 L.3.4 Completed Clauses	2 Page Limit No Page Limit No Page Limit

L.3.0 PROPOSAL CONTENT

L.3.1 Volume I: Factor 1 - Program Management

L.3.1.1 Factor 1 – Program Management Plan

In accordance with RFO FAR 15.107, oral presentation slide deck shall be submitted by each Offeror. Each Offeror shall present no more than the designated 45 minutes for the Program Management presentation.

Oral presentations shall be held at ACC-ORL 3100 Technology Pkwy, Orlando, Florida 32826 and start within 7 business days subsequent to the proposal submission deadline, the Government will provide the Offerors of their allotted date/time for the oral presentations three days after final submission date. Presentations are currently projected to be held between 27 July 2026 and 07 August 2026, depending on the quantity of proposals, the dates can vary.

All Offerors that submit a proposal that is found to be compliant and timely submitted, shall participate in the oral presentations. All presentations must clearly and convincingly demonstrate that the Offeror has a thorough understanding of the requirements and associated risks and is able, willing, and competent to devote the resources necessary to meet all requirements. The Government is not responsible for, nor will the Government pay any portion of the costs associated with Offerors' personnel attendance for the oral presentations. The total number of participants for each Offeror during the oral presentations shall be limited to five team members. Identification of all attendees, along with their company name and position, attending the oral presentation should be identified to the Government points of contact (POCs) via email detailed in L.2.2 by the proposal due date. The Contracting Officer will determine the order in which the Offerors will make their presentations after receipt of all proposals. The Contracting Officer will notify Offerors of the scheduled date and precise location of their presentation via email 3 days after the closing date for proposals submission. All oral presentations will be performed in person and recorded for Government use during the solicitation evaluation. The Government reserves the right to reschedule any Offeror's presentation at the discretion of the Contracting Officer.

To be eligible for evaluation, slides must be submitted by the proposal due date and presented during the oral presentation. Slides that do not meet both criteria will not be reviewed. All speaker notes shall be removed from oral presentation slides, as they will not be considered

part of the proposal submission. Only the presentation that was received at time of proposal due date will be used. There will be no substitution/amendments of slides or presentations after that date.

Offerors are advised that there shall be NO embedding of documents or hyperlinks incorporated in the PowerPoint presentations slides or “Pricing” workbooks.

The Offeror shall provide a 20-page (max) Power Point presentation and shall present that information during the first 45 minutes of a one-hour oral presentation. The Offeror shall provide the following information:

During the Oral Presentation, the Offeror must clearly and comprehensively address the following elements under Factor I – Program Management Plan:

1. Phase-In Plan: The Offeror shall present its detailed plan for the 90-day phase-in period, as required by PWS Section 3.18.2. The presentation must describe the methodology, schedule, the strategy for timely execution of the W-TRS ACA, and key milestones to assume full operational capability with zero degradation of service. It must also address any teaming and/or subcontracting the offeror plans on using during the performance of the contract.

2. Resource Allocation: The Offeror shall detail its strategy for providing appropriate and sufficient resources (personnel, equipment, and management oversight) at each of the geographically dispersed sites listed in PWS 3.0.4 to ensure uninterrupted mission support.

3. Workforce Management & Staffing: The Offeror must demonstrate its plan to recruit, retain, and manage an adequate workforce. This plan must explicitly address how the Offeror will maintain 100% of the Mandatory Minimum Staffing Baseline (MMSB) of 110 FTEs (PWS 3.0.4). The presentation must cover:

    - Procedures for obtaining and ensuring all personnel meet the qualification and certification requirements outlined in PWS Section 3.19 and Appendix A.
    - Strategy for covering Short-Term Absences to ensure continuity of services (PWS 3.0.8.2).
    - Process for immediate vacancy notification to the KO and COR as required by Section H.1.2.

4. Program Health and Quality Tracking: The Offeror shall explain the metrics, management processes, and tools it will use to track, assess, and report program health and performance. This must include its approach to implementing the required Quality Control Plan (QCP) (PWS 3.18.7) and ensuring its QC data aligns with the Government's QASP. The plan must also detail the process for submitting the Monthly Staffing Report (MSR) with the invoice (Section H.1.5).

5. Employee Issue Resolution: The Offeror shall detail its procedures to promptly and effectively handle employee problems and misconduct at any location. This must specifically address the Offeror's plan for enforcing the Army’s zero-tolerance policy on sexual harassment (SHARP) (PWS 3.13.6) and the immediate reporting procedures for criminal, legal, or administrative adverse actions (PWS 3.16.2).

6. Surge Capability Execution: The Offeror shall explain its methodology for responding to Government-directed surge requirements as defined in PWS 3.6.2. The presentation must detail how the Offeror will source, deploy, and manage additional qualified personnel at one or multiple sites in a timely manner without impacting baseline MMSB operations.

L.3.2 Volume II: Factor 2 - Past Performance

L.3.2.1 Factor 2 – Past Performance

The Offeror shall provide a 5-page (maximum) PowerPoint presentation and shall present this information during the last 15 minutes of a one-hour oral presentation. This presentation will serve as the Offeror's Oral Presentation on Past Performance.

The content shall describe the Offeror's recent and relevant experience (including contract numbers and identifying the Agencies worked with) with requirements of a similar size, scope, and complexity to the MIOSS program. To be considered recent and relevant, the presented past performance must meet the following criteria:

- **Recency**: All presented experience must have been performed within the last three (3) years from the date of solicitation release.
- **Quantity and Role**: The Offeror must present a minimum of three (3) distinct past performance examples. Furthermore, the Offeror must demonstrate that they served as the Prime Contractor on at least two (2) of the three (3) presented examples.

To demonstrate Relevance, the Offeror shall specifically highlight within their examples how their experience aligns with the MIOSS program requirements, focusing on:

- Providing medical training and instruction services.
- Managing geographically dispersed teams, including CONUS locations.
- Supporting DoD or other government medical communities.
- Successfully managing Firm-Fixed-Price (FFP) contracts with mandatory staffing requirements.

To demonstrate Quality, the Offeror shall provide evidence of success in executing these contracts. The Offeror shall highlight their proven capability to deliver services of a similar size, scope, and complexity, placing particular emphasis on their ability to consistently meet and maintain mandatory staffing baselines in an FFP environment without degradation of service quality or schedule delays.

L.3.3 Volume III - PRICE FACTOR

L.3.3.1 General Information. The price volume preparation instructions set forth herein are applicable to the Prime Offeror and any proposed Subcontractors. For price volume purposes only, Joint Venture Partners, Inter-divisional, and Intra-Company effort must be considered

"Subcontractor" effort. The Prime Offeror must provide its reimbursement agreement with any joint venture partners.

L.3.3.2 Table of Contents. The Offeror must provide a table of contents showing each file submitted as part of the Price Volume with a short description of the contents of the file.

L.3.3.3 Volume Structure: The Price Factor volume includes five parts:

- Part One - Prime Offeror - Attachment 0003 - Government Format Pricing Model - Prime (GFPM-Prime)
- Part Two - Subcontractors - Attachment 0003a - Government Format Pricing Model - Subcontractors (GFPM-Subs)
- Part Three (Narrative): Price Narratives including Basis of Estimate for all proposed prices.
- Part Four (OFPM): Time-Phased Offeror Format Pricing Model (OFPM) IAW the Offeror's normal accounting practices.
- Part Five (Audit Info): Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) Information.

L.3.3.4 Direct Labor Floor Rates: In accordance with FAR 15.404-1, the Government utilizes established labor rate floors which are considered realistic, fair, and reasonable. The GFPM-Prime and GFPM-Subs are programmed to automatically adjust any proposed rate below these floors to the minimum required rate and flag the entry. Please note that if the pricing models are modified and the auto-calculation fails, any rates remaining below the threshold will be deemed unrealistic. Consequently, the proposal will be rejected and excluded from further evaluation per Section M.3. The GFPM-Prime and GFPM-Subs will auto-calculate the proposed direct labor rate as the proposed rate providing it is higher than or equal to the floor rate. In instances where a prime Offeror or subcontractor proposes a direct labor rate below the floor rate, the rate will not calculate and all other calculations will not carry through the workbook. If the GFPM-Prime or GFPM-Subs are modified in any way that results in corruption of the auto-calculation, any direct labor rates proposed below these Government determined rates will be ineligible for award as those proposals below the threshold or floor must be deemed unrealistic, will not be evaluated further, and will be rejected IAW M.2.

L.3.3.5 Compliance with Minimums: The Offeror must propose base wage (direct labor) rates that are equal to or greater than the minimum hourly floor rates established and provided in the GFPM-Prime. Proposals must clearly demonstrate compliance with these minimums (L.3.3.4) for all labor categories subject to Service Contract Labor Standards (SCLS) and Wage Determinations (WD). The Government provided floor rates establish a minimum allowable compensation threshold for proposal evaluation and contract performance. Offerors may propose rates above the established floor rates.

L.3.3.6 Ceiling Rates: The ceiling rates calculated within the prime Offeror's proposal and GFPM-Prime are contractually binding. The successful contractor cannot exceed prime and subcontractor ceiling rates in performance.

L.3.3.7 Proposal Structure.

L.3.3.8 Offerors must propose Firm Fixed Price (FFP) Fully Burdened Labor Rates (FBLR). Sufficient detail must be included to allow the Government to evaluate the Offeror's price

proposal for reasonableness of the FFP FBLRs. Prime Offerors must show adequate supporting detail of their labor rates in the GFPM-Prime and OFPM. Subcontractors must show adequate supporting detail of their labor rates in the GFPM-Sub. Offerors may submit any other additional price and financial information considered to be helpful in the Government's evaluation of the price proposal.

L.3.3.9 The Offeror must provide all prices in U.S. dollars only, including prices for the Offeror and any potential Subcontractors.

L.3.3.10 All formulas used in the GFPM-Prime (Microsoft Excel spreadsheets) must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets is necessary, use of external links (source data not provided) of any kind is prohibited. The GFPM-Prime and all its associated workbooks/files must not be locked/protected or secured with passwords in any manor by the Offeror.

L.3.3.11 The Government may use other resources in the evaluation of the price factor volume, including Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA). In addition to the information identified below, the Government reserves the right to request additional data or a more detailed price breakdown to support a determination of reasonableness.

L.3.3.12 In accordance with FAR 15.403-2(b)(1), certified cost or pricing data is not required for initial proposal submission. However, after initial proposal submission, if only one offer is received, the Government reserves the right to request certified cost or pricing data in accordance with DFARS 252.215-7008. In the event certified cost or pricing data is required, the Offeror may submit a written request for exception based on the applicable clauses contained herein.

L.3.3.13 Part One - Government Format Pricing Model (GFPM) Workbook.

L.3.3.14 The Prime Offeror must complete Attachment 0003 - GFPM IAW the "Instructions" tab in the attachment.

L.3.3.15 Within the GFPM, on the "Minimum Qualifications" tab, Prime Offerors must certify that it will provide employees (Prime and Subcontractor employees) that meet or exceed the minimum education/experience requirements identified by the Government for each labor category.

L.3.3.16 The Government requirement is for continuous, uninterrupted operational support for MIOSS Program, and the Mandatory Minimum Staffing Baseline (MMSB) are the labor categories necessary to complete the work required under this effort. These positions are divided between base labor and surge labor at various locations as described in the PWS and PWS Minimum Qualifications. The Government has specified a minimum number of hours for each labor category that is anticipated to meet the minimum threshold for operational capability required under this effort. Offerors shall not alter the Government-provided skill mix or hours within the GFPM. Offerors may use what it considers commonly used formulas such as VLOOKUP, IF, IFERROR, COUNT, COUNTIF, SUMIF, SUMIFS, ROUND, and Inequalities in its Time-Phased OFPM Spreadsheets; however, the GFPM should be self-contained in order for the Government Evaluator to trace simple formulas and lower the risk of misinterpretation of the data provided. Simple formulas like"+, -, *, /, sum",

etc. are preferred in order to assist the Government with understanding how the proposed prices were developed.

Note that Offerors may insert OFPM Spreadsheets into the GFPM-Prime Excel Workbook.

L.3.3.17 The mandatory minimum staffing positions are based on 1,992 hours (each FTE) for CONUS and CONUS locations. For price proposal evaluation purposes, and to ensure that adequate funding is put on the task order, the Government assumes that employee paid time off is included in labor-related benefits (e.g., Fringe Benefits). Offerors should use their Time- Phased OFPM to demonstrate how the labor would be accounted for using normal accounting practices and leave policies. Offerors should also provide a roadmap demonstrating how the OFPM reconciles with the GFPM-Prime.

L.3.3.18 The GFPM-Prime is locked in certain areas where cells cannot be modified. There may be instances where the GFPM-Prime is not consistent with the Offeror's accounting system in relation to application of indirect rates. In such cases, the Offeror may submit additional price data in its own format, along with its OFPM and Price Narrative, to further justify the proposed single elements of prices. Offerors should also provide a roadmap demonstrating how the OFPM reconciles with the GFPM-Prime.

L.3.3.19 Offerors shall not alter the GFPM-Prime file formats except in cells reserved for the Offeror (which are highlighted in "yellow" and are typically associated with developing the Total Proposed Price).

L.3.3.20 Direct Labor Rates. In accordance with FAR 15.404-1, the Government has established direct labor rate floor rates that, by definition, are realistic and fair and reasonable. The GFPM-Prime and GFPM-Subs will auto-calculate the proposed direct labor rate as the proposed rate providing it is higher than or equal to the floor rate. In instances where a prime Offeror or subcontractor proposes a direct labor rate below the floor rate, the rate will not calculate and all other calculations will not be carried through the workbook. If the GFPM-Prime is modified in any way that results in corruption of the auto-calculation, any direct labor rates proposed below the USG floor rates will be ineligible for award as those proposals below the threshold or floor shall be deemed unrealistic, will not be evaluated further, and rejected IAW M.2.

L.3.3.21 Proposed labor rates must include all reportable wages, including any security clearance premiums, shift premiums, extended work hours, and any non-discretionary incentives that the Offeror determines are necessary and complies with FAR 31.205-6.

L.3.3.22 Recruitment and Retention Incentives for CONUS/OCONUS labor categories, designed to recruit employees to posts where living conditions may be difficult or dangerous, are not included in Travel and must be proposed in labor prices. Post Hardship Differential, Danger Pay, and Difficult-to-Staff Incentive Differential (also known as Service-Needs Differential) are all considered recruitment and retention allowances.

L.3.3.23 The Government requires substantiation for all labor rates whether the proposed rates are greater than or equal to the floor rates. The proposed rates must be in line with justifying supporting data (incurred price data for similar contract, redacted payroll data, salary survey data, DCMA approved Forward Pricing Rate Recommendations (FPRR) / Forward Pricing Rate Agreements (FPRA), etc.) for each category. The Offeror must provide a detailed crosswalk

between all provided justifying data (redacted payroll data, salary survey, DCMA approved FPRR/FPRA, etc.) and the labor categories requested under this effort.

L.3.3.24 Base Wage Floors Minimum Escalation, and Ceiling Rates: Offerors must develop their pricing in strict accordance with the fiscal boundaries established in the GFPM-Prime pricing template:

L.3.3.24.1 The Base Wage Floor: Offerors shall not propose direct labor rates below the established floor rates identified in the GFPM-Prime (which represent the current direct labor rates of the predecessor contract). Proposals containing direct labor rates below these floors will be deemed non-compliant and ineligible for award.

L.3.3.24.2 Minimum Escalation: Offerors must apply, at a minimum, the Government-specified escalation rates for all option years as detailed in the GFPM-Prime. Offerors may propose higher escalation if deemed necessary to mitigate labor market risks.

L.3.3.24.3 Contractually Binding Ceilings: The FBLRs proposed at award, excluding profit/fee, will establish a binding ceiling. This ceiling shall not exceed 105% for CONUS and 110% for OCONUS of the proposed FBLRs. Any future wage increases, including those resulting from contractor-renegotiated CBAs, are strictly capped by these ceilings. The contractor bears all financial risk for any labor costs exceeding these contractually binding ceilings during performance.

L.3.3.24.4 Ceiling Rates and Profit Treatment, Offerors shall establish contractually binding ceiling rates applicable strictly to the fully burdened labor rates (FBLR) excluding profit/fee. The ceiling rates shall not exceed 105% for CONUS and 110% for OCONUS of the proposed FBLR excluding profit/fee proposed at contract award.

For Firm-Fixed-Price (FFP) labor rate adjustments during performance, the established ceiling rates apply strictly to the underlying fully burdened labor costs (excluding profit/fee).

L.3.3.24.5 The profit/fee dollar amount established at contract award is fixed and shall not be adjusted. For invoicing purposes, this fixed profit/fee amount will be added directly to the adjusted labor cost (which shall not exceed the established ceiling).

L.3.3.25 Prime Offeror proposed Fully Burdened Labor Rates (FBLRs) Less Profit plus 5% CONUS or 10% OCONUS must be Ceiling Rates for each designated Period of Performance (PoP), and the successful Contractor may not invoice rates that are higher than these ceiling rates in each PoP. The Prime Ceiling Rates tab in the GFPM-Prime will auto-calculate a ceiling using the Prime Offeror proposed fully burdened labor rate (less profit) and adding 5% for CONUS labor categories or 10% for OCONUS labor categories. Offerors should ensure that the Ceiling Rates can absorb any changes in Direct and Indirect Rates over the entire PoP.

L.3.3.26 Subcontractor proposed Fully Burdened Labor Rates (FBLRs) Less Profit plus 5% CONUS or 10% CONUS shall be Ceiling Rates for each designated Period of Performance (PoP) and the successful Contractor may not invoice rates that are higher than these ceiling rates in each PoP. The Subcontractor Ceiling Rates tab in the GFPM-Prime will auto-calculate a ceiling using the Subcontractor proposed fully burdened labor rate (less profit) and adding 5% for CONUS labor categories or 10% for OCONUS labor categories. Subcontractors bid as "Fixed Rates", including but not limited to FFP, Labor-Hours, are expected to be fixed over the life of the contract and proposed Subcontractor "Fixed Rates"

will be added to Section H, "Special Instructions," of the resulting task order. However, in the event of unforeseen circumstances related to subcontractors, the ceiling rates calculated in the GFPM-Prime per labor category apply for any subcontractor who performs work under the proposed subcontractor allotted labor categories. Offerors should ensure that the Ceiling Rates can absorb any changes in Subcontractor rates over the entire PoP.

L.3.3.27 Subcontractors. If Subcontractor labor is proposed, the Prime Contractor is responsible for ensuring that the Subcontractor provides a full and complete labor rate build that provides complete transparency for the direct labor rate component and each indirect rate applied to it along with profit regardless of contract type. The labor rate build must be provided by all Subcontractors within the GFPM-Subs to include all formulas that demonstrate how the burdened rate is computed. Subcontractors may submit their un-sanitized price proposals electronically IAW L.2.

L.3.3.28 Subcontractors that have fixed price agreements with Prime Offeror may propose Subcontractor fully burdened labor rates (FBLRs) that are "fixed rates" that are not to be exceeded regardless of actual cost.

L.3.3.29 All proposed Subcontractor FBLRs (whether "Fixed Rates" or not) must be justified by a full labor buildup, must show adequate supporting detail of costs that comprise the proposed FBLRs in accordance with the GFPM-Subs. Any proposed Subcontractor "Fixed Rates" and associated hours will be added to Section H, "Special Instructions," of the resulting task order.

L.3.3.30 Escalation. For evaluation purposes only, the Government has pre-populated Prime direct labor escalation in the GFPM-Prime using the following rates: Option Period 1 at 3.2*%, Option Period 2 at 2.7*%, Option Period 3 at 2.7*%, and Option Period 4 at 2.7*%. Offerors can propose alternative escalation factors, however, any proposed escalation less than the Government pre-populated factors for each Ordering Period is unallowable.

L.3.3.31 Travel – Defense Base Act Insurance

L.3.3.32 The Government has provided plug cost numbers for travel. The Prime Offeror may propose an indirect ceiling rate that will auto calculate the amount of proposed indirect expense to be included in the Total Evaluated Price. This indirect rate is inclusive of any Prime and Subcontractor indirect expense that may be applied and reimbursed. Indirect rates for Travel will be included in Section H of the resulting contract and will be inclusive of the ceiling rate that may be allocated to Travel during the entire Period of Performance. Furthermore, no Profit or Fee is allowabled on Travel expenses.

L.3.3.33 Defense Base Act (DBA) Insurance Costs

L.3.3.34 Defense Base Act (DBA) Insurance Costs (Prime and Subcontractors)
The Prime Offeror must enter its estimated DBA Insurance Amount for itself and for any proposed Subcontractor performing OCONUS work.

The prime Offeror must instruct its subcontractors that they may not include DBA Insurance in their Fully Burdened Labor Rates (FBLRs). DBA must be segregated from labor so that the prime can accurately account for and be reimbursed for its subcontractor DBA Expense.

GFPM-Prime Input Instructions: Offerors shall input all proposed DBA insurance data strictly within the designated tab of Attachment 0003 GFPM-Prime. Offerors shall not alter, overwrite, or bypass any pre-populated formulas within the GFPM-Prime.

The DBA breakout in the Price Volume shall consist of the following:

1. Part A: Pure DBA Premium Cost: The pure insurance premium cost for the Prime and Subcontractors. Prime Offerors must demonstrate exactly how the estimated DBA Insurance Amount was calculated (e.g., Overseas Payroll × DBA Rate). The estimated amount may not have indirect expense or profit added to it.

2. Part B: Associated Fees and Overhead: Any indirect expenses, material handling rates, G&A, or administrative overhead normally applied to the DBA premium under the Offeror's standard accounting practices. Offerors must:

    - Explicitly identify the rate(s) applied to the premium.

    - Demonstrate that these applied fees/overhead are consistent with their disclosed accounting practices or CAS Disclosure Statement.

    - Note: No profit or fee shall be applied to the pure DBA premium cost (Part A) or to these associated indirect fees (Part B).

3. Supporting Documentation: Prime Offerors must provide actual DBA Insurance Quotations (or Forward Pricing Rate Agreements/historical documentation) for themselves and any applicable subcontractors to substantiate the proposed premium rates.

4. Execution vs. Evaluation: For contract execution purposes, the calculated pure DBA Insurance Premium Amount will be rolled into the final Firm-Fixed-Price (FFP) of the applicable annual CLINs. However, for evaluation purposes, this pure DBA Insurance Premium Amount will not be included in the Government's calculation of the Total Evaluated Price (TEP).

L.3.3.34.1 Management Profit on DBA Insurance (Firm Fixed Price)
The Prime Offeror may propose a Firm-Fixed-Price (FFP) amount to cover the management of its DBA Insurance and the administrative burden of assuring that its subcontractors are adequately covered by DBA Insurance.

Offerors that propose any Management Profit on DBA Insurance must explicitly explain, in their Price Narrative, how this amount was determined to be reasonable and specifically detail what management functions are performed to justify the fee.

Note: Unlike the pure DBA premium in Part A, this proposed FFP Management Profit amount will be evaluated and included in the Total Evaluated Price (TEP).

L.3.3.35.1 Treatment of Indirect DBA Accounting Practices
If an Offeror's established accounting practice is to recover DBA insurance costs indirectly (e.g., through Overhead or G&A pools) rather than as a direct cost, the Offeror must perform a pricing adjustment for this proposal.

- Unburdening Requirement: The Offeror must extract (unburden) the DBA insurance cost from their proposed indirect rate pools for this solicitation to ensure no double-counting occurs.

- Required Narrative: The Price Narrative must demonstrate the standard indirect rate that normally includes DBA, the adjusted/unburdened indirect rate proposed for this solicitation, and the mathematical calculation showing successful isolation of the DBA cost into the direct line item.

L.3.3.36 Reconciliation Differences. If reconciliation differences exist between the Prime Contractor's GFPM-Prime and any additional Offeror format price data (e.g., Prime Contractor or Subcontractor price narratives or supplementary spreadsheets), the Government will strictly utilize the data entered into the Prime Contractor's GFPM-Prime as the binding basis for evaluation.

L.3.3.37 Transition-In Period: The first ninety (90) days of performance shall be considered the transition-in period. During this transition-in period, the Contractor may implement phased staffing and onboarding activities necessary to achieve full operational capability. For those positions that are not currently filled, the price will be deducted on the monthly report and subtracted from the monthly service on the invoice when submitted in Wide Area Work-Flow (WAWF). This is not considered a penalty, but a ramping up period until at the conclusion of the transition-in period, the Offeror shall maintain the required minimum staffing levels on day 91 and for the remainder of contract performance. The proposed hours will remain as indicated in the GFPM-Prime. The Offeror shall describe its staffing methodology, personnel management approach, and any contingency plans that will be utilized to ensure uninterrupted staffing coverage throughout contract performance, including coverage for leave, attrition, turnover, training, and other personnel absences.

L.3.3.38 Program Management: Offerors shall propose Program Management on an FFP basis, in addition to the established MMSB, in its OFPM. The Offeror shall complete its OFPM and enter the proposed total price for Program Management in the GFPM-Prime (CLINs Tab) in accordance with the instructions contained in the GFPM.

L.3.3.39 Part Two - Government Format Pricing Model - Subcontractors (GFPM-Subs)

L.4.8.1 All Subcontractors must complete Attachment 0003a - GFPM-Subs IAW the "Instructions" tab in the attachment.

L.3.3.40 Direct Labor Rates. In accordance with FAR 15.404-1, the Government has established direct labor rate floor rates that, by definition, are realistic and fair and reasonable. The GFPM-Prime and GFPM-Subs will auto-calculate the proposed direct labor rate as the proposed rate providing it is higher than or equal to the floor rate. In instances where a prime Offeror or subcontractor proposes a direct labor rate below the floor rate, the rate will not calculate and all other calculations will not carry through the workbook. If the GFPM-Subs are modified in any way that results in corruption of the auto-calculation, any direct labor rates proposed below the USG floor rates will be ineligible for award as those proposals below the threshold or floor shall be deemed unrealistic, will not be evaluated further, and rejected IAW section M.

L.3.3.41 Proposed labor rates must include all reportable wages, including any security clearance premiums, shift premiums, extended work hours, and any non-discretionary incentives that the Offeror determines is necessary and complies with FAR 31.205-6.

L.3.3.42 Subcontractors (and each Joint Venture Partner, Inter-divisional, and/or Intra-Company entity, regardless of contract type). The Government requires substantiation for all labor rates whether the proposed rates are greater than or equal to the floor rates. The proposed rates must be in line with justifying supporting data (incurred cost data for similar contract, redacted payroll data, salary survey data, DCMA approved Forward Pricing Rate Recommendations (FPRR) / Forward Pricing Rate Agreements (FPRA), etc.) for each category. The Subcontractor must provide a detailed crosswalk between all provided justifying data (redacted payroll data, salary survey, DCMA approved FPRR/FPRA, etc.) and the labor categories requested under this effort.

L.3.3.43 Subcontractors (and each Joint Venture Partner, Inter-divisional, and/or Intra-Company entity, regardless of contract type) must explain in its Price Narrative any indirect rates used in its Subcontractor labor build-up utilizing the instructions required of the Prime Offeror.

L.3.3.44 All proposed Subcontractor FBLRs (whether "Fixed Rates" or not) must be justified by a full labor buildup, detailing all elements of price that comprise the proposed FBLRs as comprised in the GFPM-Subs. Any proposed Subcontractor "Fixed Rates" will be added to Section H, "Special Instructions," of the resulting task order.

L.3.3.45 Escalation. For evaluation purposes only, the Government has pre-populated Subcontractor direct labor escalation in the GFPM-Subs using the following rates: Option Period 1 at 3.2*%, Option Period 2 at 2.7*%, Option Period 3 at 2.7*%, and Option Period 4 at 2.7*%. Subcontractors can propose alternative escalation factors, however, any proposed escalation less than the Government pre-populated factors for each Ordering Period is unallowable.

L.3.3.46 Defense Base Act (DBA) Insurance (Cost Only with No Indirect Expense or Profit). See Section L.3.3.34

L.3.3.47 Subcontractors may submit their un-sanitized price proposals electronically IAW L.2.

L.3.3.48 Part Three - Price Narrative and Basis of Estimate.

L.3.3.49 Prime Offerors, Subcontractors, and each Joint Venture Partner, Inter-divisional, and/or Intra-Company entity, must provide a price narrative explaining their Basis of Estimate for the following:

- All proposed labor rates including explanations for the various elements of cost proposed in the labor buildup on the period of performance tabs of the GFPM-Prime or GFPM-Subs.

- If the proposed labor includes Subcontractor costs, the Prime Offeror must explain how the Subcontractor rates were determined to be reasonable and realistic. If more than one Subcontractor is proposed for a labor category, the Prime Offeror must explain how the rate was blended together, the identity of the Subcontractors, and the type of subcontract agreement with the Prime Offeror.

L.3.3.50 In addition, if Subcontractor "Fixed Rates" are proposed, the Prime Offeror must provide its price analysis of all Subcontractor proposals, including data showing the degree of competition and the basis for establishing the source and price reasonableness. Prime Offerors must also provide proof that any Subcontractor that has agreed not to exceed the proposed "Fixed Rate(s)," regardless of actual cost. (A letter from the Subcontractor may serve as proof that the Subcontractor has agreed to the "Fixed Rates.")

L.3.3.51 Offerors proposing indirect rates utilizing a Forward Pricing Rate Recommendation (FPRR) or Forward Pricing Rate Agreement (FPRA) must provide the FPRR/FPRA rates and a copy of the official FPRR or FPRA.

L.3.3.52 Offerors proposing indirect rates utilizing DCAA established Provisional Billing Rates must provide the approved rates, plus the previous two years of indirect rate data, and a copy of the official DCAA letter head showing the established Provisional Billing Rates.

L.3.3.53 For Offerors proposing indirect rates, other than those utilizing a FPRR, FPRA, or DCAA established Provisional Billing Rates, the Offeror must provide supporting data sufficient to substantiate the proposed indirect rates and associated ceiling rates. Supporting information shall include historical indirect rate information, descriptions of the applicable allocation bases, and narrative explanations supporting the development and application of the proposed indirect rates within the Offeror's pricing methodology. Offerors shall identify and explain any significant variances between the historical indirect rate trends and proposed indirect rate structures, including assumptions affecting projected business bases or indirect expense pools.

L.3.3.54 The Government has established a standardized plug number for travel. Offerors must use this exact government provided figure in their pricing schedule and shall not propose any other travel amount. This plug number will be applied uniformly to all proposals for evaluation purposes No Profit or Fee is allowable on Travel expenses.

L.3.3.55 There is no page limitation for the price narrative. Spreadsheets supporting the development of indirect rates can be included in the Attachment 0003 – GFPM-Prime workbook, as a separate Excel Workbook, or within the OFPM.

L.3.3.56 Part Four - Offeror Format Pricing Model (OFPM).

L.3.3.57 Prime Offeror must submit a time-phased labor buildup in its own format, showing how the proposed labor rates were developed. The labor pricing buildup shall identify the pricing elements used to develop the proposed composite labor rates, including direct labor, fringe benefits, overhead, G&A, and profit/fee, as applicable. The Offeror shall also provide supporting rationale and basis of estimate information within the pricing narrative.

Within the time-phased OFPM, Offerors shall provide sufficient detail to demonstrate how indirect expenses were applied in accordance with the Offeror's normal accounting practices and pricing methodology.

If unexplained or unsupported reconciliation differences exist between the Prime Offeror's GFPM and OFPM, the Government may utilize the Prime Offerors GFPM as the basis for the evaluation and calculation of the Total Evaluated Price.

L.3.3.58 Part Five - DCAA and DCMA Information.

L.3.3.59 Offerors (and Subcontractors) must include the points of contact for both DCAA and DCMA. Additionally, Offerors and Subcontractors must include copies of any Forward Pricing Rate Proposals (FPRP) submitted to DCAA / DCMA, FPRR, FPRA, or DCAA Provisional Billing Rates.

L.3.3.60 The DCAA/DCMA point of contact information must be included as part of the Offeror's price narrative submission. Forward pricing data or Provisional Billing Rate data may be submitted as part of the Offeror's price narrative or as a separate document (with supporting Excel files) directly to the Government. Pool and base or historical rate information may be submitted as part of the GFPM, part of the OFPM, or as a separate Microsoft Excel file directly to the Government.

L.3.3.61 Informational Pricing Matrix Requirement
To support the administration of the Firm-Fixed-Price (FFP) Mandatory Minimum Staffing Baseline (MMSB) and the associated Section H Diminished Value Deductions, the Offeror shall submit an Informational Pricing Matrix as part of their Cost/Price Volume.

The Offeror shall complete and submit this matrix using an unlocked Microsoft Excel spreadsheet (or compatible format)(See Attachment 008 Informational Pricing Matrix as an example that can be used). This matrix will be incorporated into the final contract award as a binding attachment.

L.3.3.62 Required Data Elements
For every position required to meet the MMSB across the Base Year and all Option Periods, the Offeror's Informational Pricing Matrix shall include, at a minimum, the following data columns:

- Position / Labor Category: (Must align with the PWS MMSB requirements).
- Period of Performance: (e.g., Base Year, Option Year 1).
- Required FTE Baseline: (The mandated Government headcount for that position).
- Specific Fully Burdened Hourly Rate (FBHR): The single, binding, fully burdened hourly rate proposed for this specific position. *(Note: This rate must include all direct labor, fringe benefits, overhead, G&A, and profit).*
- Calculated Daily Deduction Rate: Calculated strictly as: *(Specific FBHR × 8 hours)*.

L.3.3.62 Rules of Engagement and Binding Rates
The Offeror is advised that the specific FBHRs proposed in the Informational Pricing Matrix serve three distinct contract functions:

FFP Traceability: The Offeror's total proposed Firm-Fixed-Price monthly CLIN value must mathematically trace back to and be derived from these specific fully burdened rates.

Diminished Value Deductions: In accordance with Section H, the specific FBHR for a vacant position shall be the exact rate utilized to calculate the daily financial deduction if the Contractor fails to maintain the 100% fill rate for that position.

L.3.4. **General**

L.3.4.1 Executive Summary**:** A brief overview of the Offeror's solution, demonstrating an understanding of the MSTC program's mission to strengthen Warfighters' medical skills through effective, standardized training. – 2 pages (max).

L.3.4.2 All other items: The Offeror shall place “all other items” to include the signed SF33, all fillable clauses contained in the solicitation, Teaming Agreements, Memorandums of Understanding (MOUs), or Subcontractor Letters of Commitment for all proposed subcontractors identified in the Offeror’s proposal.

(End Of Section)