SECTION L

1.0 General Instructions

(a) The Government will conduct a competitive acquisition using FAR Part 15 procedures. This document provides instructions for submitting information and proposals for consideration by the Government in establishing a multiple-award IDIQ contract. Information should be complete and accurate to enable the Government to fully assess an Offeror's ability to provide the required services and whether it represents a best value to the Government. The Government intends to evaluation proposals and award a contract without discussions with the offerors (except clarifications as described in FAR 15.306(a). Therefore the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one hard copy of all unsuccessful proposals and destroy extra copies of the unsuccessful proposals.

(b) The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. 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 these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the offeror's proposal. This request for proposal (RFP) does not commit the Government to pay any cost for preparation and submission of proposals. In addition, a Government contracting officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.

(c) The Government has developed one (1) live task order (TO) that will be solicited UNRESTRICTED and can be awarded to Small Business or Other Than Small Business following best value determinations for IDIQ awards. Proposals submitted in accordance with the below may result in two award cycles: (1) award of the COMET IDIQ contract(s); and (1) award of the live TO after the IDIQ contract award(s). Only Offerors awarded IDIQ contract awards will be eligible to receive TO awards. The number of TOs evaluated as part of this RFP (i.e., one) is not representative of the number of TOs anticipated over the life of the program.

(d) Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired.

(e) The proposal acceptance period is specified in Section A of the model contract/solicitation. The Offeror shall make a clear statement in Section A of the proposal documentation volume that the proposal is valid through this date.

(f) In accordance with FAR subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

(h) Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to the identified evaluation criteria. Failure to comply may result in the Offeror being eliminated from the competition.

(i) Failure to adhere to any of the labeling, classification marking, packaging, or other general proposal instructions may cause the Government to reject the Offeror's proposal in its entirety.

1.1 General Information

1.1.1 Point of Contact

The Contracting Officer (CO) is the **sole** point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests for clarification may be sent to the CO at the address located in Section A of the solicitation.

1.1.2 Debriefings

The CO will promptly notify offerors of any decision to exclude them from the competitive range, in contemplation of holding discussions whereupon, they may request and receive a debriefing in accordance with FAR 15.505. Offerors excluded from the competitive range may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, offerors excluded from the competitive range are entitled to no more than one debriefing for each proposal. The CO will notify unsuccessful offerors in the competitive range of the source selection decision in accordance with FAR 15.506. Upon such notification, unsuccessful offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

1.1.3 Errors and Omissions

If an Offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the CO in writing with supporting rationale as well as the remedies the Offeror is asking the CO to consider as related to the omission or error. The Offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion.

1.1.4 Electronic Reference Documents

All referenced documents for this solicitation are available on the Sam.gov web site at https://sam.gov. Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

1.1.5 Communications

Exchanges of source selection information between Government and offerors will be controlled by the Contracting Officer. Email may be used to transmit such information to Offerors only if the email can be sent and received encrypted and includes "Source Selection Information – See FAR 2.101 & 3.104" in the Subject line. Otherwise, source selection information will be transmitted via U.S.P.S or hand-carried (Attention: Noryem Maldonado, 4545 Fowler Rd., Redstone Arsenal, AL 35898).

Please submit all unclassified comments/questions/inquiries via email to Noryem.Maldonado@dodiis.mil and Willimenia.robinson@dodiis.mil. All classified comments/inquiries shall be sent via JWICS email to Noryem.G.Maldonado@coe.ic.gov and Willimenia.robinson2@coe.ic.gov. No telephone calls directly to DIA personnel regarding this RFP will be accepted.

1.2 Organization/Number of Copies/Page Limits

The Offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table L-1 and L-2 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table L-1 and L-2.

Phase I Table L-1 - Proposal Organization

VOLUME	VOLUME TITLE	ORIGINAL	COPY	PAGE LIMIT	Submission and CLASSIFICATION
0	SF33, DCAA document, filled Section K, OCI Statement or mitigation plan, PM Resume and SAM Reps & Certs	1	0	PM Resume limited to 2 Pages, VOL 0- Unlimited	Email or DoD SAFE up to UNCLASSIFIED / FOUO or CUI
I	Executive Summary	1	0	1	Email or DoD SAFE UNCLASSIFIED
I	Factor: I Security Questionnaire	1	0	1	Email or DoD SAFE UNCLASSIFIED
II	Factor II: IDIQ Technical /	1	1	30	Email, DoD SAFE, or CD Up to TOP SECRET//SCI//NOFORN

	Management Capability*				
III	Factor III: Past Performance – Max of 5 References**	1	0	5	Email or DoD SAFE Up to TOP SECRET//SCI//NOFORN
IV	Factor IV: Small Business Participation Commitment***	1	0	5	Email or DoD SAFE UNCLASSIFIED

Phase 2 Table L-2 - Proposal Organization

VOLUME	VOLUME TITLE	ORIGINAL	COPY	PAGE LIMIT	Submission and CLASSIFICATION
V	Factor V: Scenario*	1	1	30	Email, DoD SAFE, or CD Up to TOP SECRET//SCI//NOFORN
VI	TO Cost Proposal	1	0	No Limit	DoD SAFE UNCLASSIFIED

* In addition to the 30-page limit, the contractor can use up to 6 additional pages to include any tables and graphics.
** Page limit does not include Table L-3 or L-4.
*** Page limit does not include Commitment Letters and Subcontracting Plan. These items do not have a page limit.
**** Only "Original" documents will be counted towards the Maximum Page Limit.

1.2.1 Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal. Page limitations may be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the Offerors. Each page shall be counted except the following: cover pages, tables of contents, tabs, and glossaries.

1.2.1.1 Page Size and Format

(a) A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single spaced. Except for the reproduced sections of the solicitation document, the text size shall be no less than 12 points in Times New Roman. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top and bottom and ¾-inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to ENs.These limitations shall apply to both electronic and hard copy proposals.

(**b**) Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible, and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the volume, and each 8.5 x 11 surface of a foldout shall be counted as a separate page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 12 points. These limitations shall apply to both electronic and hard copy proposals.

(**c**) Graphics that are embedded into documents should be kept as simple as possible. Complex graphics take much longer for the evaluation system to display, which can impede scrolling through the document. Graphics should comply with the following guidelines:

1. Limit colors to 256 colors at 1024 x 768 resolution and avoid color gradients.
2. Simplify the color palette used in creating figures.
3. Monitor the size of graphics files; large files are discouraged.
4. Avoid scanned images.

1.2.1.2 Number of Copies/Page Limits.
The Offeror shall prepare one Electronic Version of each volume of the proposal as set forth in the Proposal Organization Table below. “Original” proposals containing each volume shall be clearly marked “Original.”
The "copy" proposal containing each volume shall be clearly marked “copy”.
The "copy" shall be sanitized “redacted” of all Offeror identification and information that may reveal the identity of the offering company. “Copy” proposals shall not contain any illustrations, company logo, etc. and shall be submitted on plain paper.

1.2.2 Classified Information
Volumes II-IV may include classified information, up to the TOP SECRET Sensitive Compartmented Information (SCI) level. The Offeror must ensure classified volumes are properly labeled and marked, conforming to the DD Form 254 provided in this solicitation. The classified volume may be delivered to MSIC via one of the following two methods: (1) submitted via JWICS email to Noryem.G.Maldonado@coe.ic.gov and Willimenia.robinson2@coe.ic.gov (a MSIC Point of Contact will be provided for coordination of receipt of classified volumes\ All proposals must be received by MSIC by 1600 Central Time on the proposal due date.

Be sure to advise the Defense Contract Audit Agency (DCAA) for prime and subcontractors that the proposal is "For Official Use Only" and "Source Selection Information--See FAR 2.101 and FAR 3.104".

1.2.3 Cross-Referencing

Each volume shall be written on a stand-alone basis; Offerors are prohibited from cross-referencing other volumes to address evaluation factors. Information required for the proposal evaluation that is not found in its designated volume may result in an unfavorable proposal evaluation. The Technical Approach and Past Performance volumes must not contain reference to cost; however, resource information (such as data concerning labor hours and categories, materials, subcontractors, etc.) should be contained in the Past Performance volumes to the extent such information is needed by the Government to conduct its evaluation as described in solicitation Section M. The Government does not assume the duty to search for data to cure problems it finds in proposals. Information required for proposal evaluation which is not found in its designated volume is assumed omitted from the proposal.

The Government will base its evaluation on the information presented in the Offeror's proposal. The Offeror shall assume that the Government has no prior knowledge of the Offeror's experience and referenced programs.

1.2.4 Indexing

Each volume shall contain a more detailed table of contents to delineate the section titles, subsection titles, paragraphs, and subparagraphs within that volume. Tab indexing shall be used to identify sections. A page number for each title shall be indicated. These pages shall not be included in the page count of any volume

1.2.5 Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used, and with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

1.2.6 Compliance Matrix

A Compliance Matrix may be incorporated into each volume. These pages shall not be included in the page count of any volume.

1.2.7 Multimedia

Offerors shall not embed sound or video files into their proposal documents.

1.2.8 Classification Markings

All material presented for evaluation by the Government, including electronic media, must be appropriately classified and marked in accordance with Government security classification guidance. Portion marking will be required for all material presented for evaluation by the Government. Markings on the various sections of this RFP do not impose a corresponding level for the volumes in the Offeror's proposal. The Offeror will be financially responsible for the damages caused by incorrectly classifying or marking classified information that contaminate a Government network.

1.3 Electronic Offers

The proposal shall be submitted on one CD, CD named "COMET". Volumes I-V shall be submitted on one CD. The CDs shall contain a Microsoft Word or Adobe PDF copy of the "Original" proposal and one PDF copy of the "Copy" proposal. The "Copy" shall be sanitized by redacting (removing or black out) all Offeror identification (including subcontractors) and information that may reveal the identity of the offering company. "Copy" proposals shall not contain any illustrations, company logos or colors, company identifiable footers or headers, etc. and shall be submitted on plain paper. Illustrations that do not reveal the identity of the offering company are acceptable. "Copy" proposals not redacted properly will not be read or evaluated and will be removed from competition.

The spreadsheet contained in Volume IV shall be provided in Microsoft Excel. Each CD must be in a clear, hard case. The CD itself must have the Solicitation title and Offeror's name on it as well as the Volume number. Please consolidate the files into as few as possible. All electronic files must be formatted such that the Government can copy portions and view formulas. It is CRITICAL to ensure the information on the CD matches exactly with the hard copy.

Phase 1 Volumes

2.0 Volume 0 - SF33, DCAA document, filled Section K, SAM Reps & Cert, Resume

This volume includes (1) the signed solicitation and amendments, (2) the basis of direct labor estimates, how indirect rates were calculated, and DCAA forward-priced rate agreements, (3) filled Section K, (4) and SAM active Representations and Certifications, and (5) The Resume of the key personnel shall meet the requirements listed in Appendix 1.

2.1 Volume I - Executive Summary

This volume shall be sufficiently specific, detailed, and complete as to demonstrate clearly and fully that the Offeror has proven depth and breadth of expertise while articulating their understanding and knowledge of the complexities inherent in the performance of this requirement.

2.1 Narrative Summary

The narrative summary of the entire proposal shall be concise, to include addressing the significant risks, and highlighting any key or unique features, excluding cost/price. The salient features shall tie in with Section M evaluation factors/subfactors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the proposal.

2.2 Table of Contents

Include a master table of contents of the entire proposal.

3.0 Volume I - Factor I: Security

The Security Volume shall be thorough and complete. This volume is pass/fail, if a proposal receives a "fail" during the security volume evaluation it will not be evaluated further. Each Offeror shall submit a Security Certification Questionnaire, with its proposal, containing information in accordance with the format contained in Attachment 5.

In the security volume, the Offeror shall provide the following information:

3.1 Facility and Personnel Clearances

The security summary shall provide information that supports the required TS facility and personnel clearances as described in the DD254 and Performance Work Statement (PWS).

3.2 SCIF Capability

The Offeror shall provide their CAGE code and physical address identifying that each prime Offeror, at the time of proposal submission, clearly has a TOP SECRET//SCI facility clearance. Submission for these criteria shall be provided in the below format.

Table L-2 – SCIF Capability

Company Name	Company's Physical Address (Address must be associated with given CAGE code)	Cage Code	Facility Clearance Level (including sqft & accredited SCIF)	Security POC

The Offeror shall include their proposed approach for maintaining compliance with and staying abreast of changes in DoD and IC security policies, procedures and directives as described in the PWS.

4.0 Volume II – Factor II: IDIQ Technical / Management Capability

This volume shall address all elements identified in Section M, Factor 2 – Technical / Management Capability and be sufficiently specific, detailed, and complete as to demonstrate clearly and fully that the Offeror has proven depth and breadth of expertise while articulating their understanding and knowledge of the complexities inherent in the performance of this requirement. Statements that the Offeror understands, can, or will perform the requirements of the PWS without supporting information or narratives are inadequate. **Offeror shall address response to each subfactor in paragraph format. Multiple paragraphs may be used if necessary. However, each paragraph should clearly identify which subfactor is being addressed.** Paraphrasing the PWS, or parts thereof, is similarly inadequate, as are phrases such as "standard procedures will be employed" or "well-known techniques will be used." This volume shall be written such as to enable evaluators to make a thorough evaluation as to whether the services proposed adequately respond to the specific Government requirements.

5.0 Volume III – Factor III: Past Performance

This volume shall address all elements identified in Section M, Factor III – Past Performance. Each Offeror shall submit a past performance volume with its proposal, containing past performance information in accordance with the format contained in Attachment 1. This information is required on the Offeror and all subcontractors, teaming partners, and/or joint venture partners who are proposed to perform 50 percent or more of the proposed effort based on the total technical approach or perform aspects of the effort the Offeror considers critical to overall successful performance. Offerors are cautioned that the Government will use data provided by each Offeror in this volume and data obtained from other sources in the evaluation of past performance.

Along with the information required in this paragraph, the Offeror shall submit a consent letter executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of adverse past performance information to the Offeror so the Offeror can respond to such information (Attachment 1) For each identified effort for a commercial customer, the Offeror shall also submit a client authorization letter, authorizing release to the Government of requested information on the Offeror's performance.

Each Offeror shall submit a past performance volume in accordance with the specific content provided below:

(a) Offerors shall provide up to five (5) recent and relevant examples that demonstrate that the Offeror's team has proven qualifications and experience delivering the same or similar type of services in a multilevel security, multi-customer environment similar to MSIC. The examples shall be for contract efforts accomplished for programs of similar size and complexity performed within the past three (3) years prior to the proposal due date, or for ongoing efforts, in place at least nine months before the proposal due date. Offerors shall map the examples back to the specific technical requirements areas as identified in the following table. For a description of the characteristics or aspects the Government will consider in determining recency and relevance, see Section M, Factor III – Past Performance.

(b) The examples, when viewed in aggregate, shall demonstrate that the Offeror has proven qualifications and experience delivering services that are similar to the COMET PWS requirements. Offerors may use examples where they performed as a prime or major subcontractor.

(c) Each individual example shall identify the name of the program or contract, the customer or agency supported, and which company on the Offeror's team performed the effort. The following topics shall be addressed in the case study write-up:

(1) **Relevancy**: Explain the relevancy of the example to the size, scope and complexity of the COMET requirements. Provide the period of performance and dollar value of the example.

(2) **Staffing**: Describe the processes and practices implemented to consistently provide personnel with the appropriate security clearances, qualifications and experience required to perform the contract.

(3) **Program Management**: Describe the features and benefits of the Offeror's program management methodology and explain the processes, procedures or practices that were implemented to ensure the support provided was cost-efficient, fully-integrated and results focused.

(4) **Schedule Control**: Describe the Offeror's scheduling processes and how the Offeror ensured customer requests were properly identified, assigned, prioritized and coordinated across applicable functional areas to achieve on-time and on budget performance.

(5) **Customer Service**: Describe how the Offeror instilled and consistently maintained a culture of customer service excellence throughout the Offeror's team and the individual personnel assigned to the contract.

(d) The Offeror is encouraged to identify the greatest number of efforts practicable within the established limit of (5) examples to reduce any perceived uncertainty in the Offeror's performance.

(e) The Offeror shall provide the Past Performance Questionnaire, Attachment 2 to their references/Government agencies. The references should complete the past performance questionnaires and return to the Contracting Officer at Noryem.Maldonado@dodiis.mil and the Contract Specialist at Willimenia.robinson@dodiis.mil

(f) Offerors shall provide a table mapping the references back to the Mission Areas as identified in the following table.

Table L-3: Mission Areas for Past Performance

Mission Area	Ref 1	Ref 2	Ref 3	Ref 4	Ref 5
Foundational & Technical Intelligence Analysis (PWS 1.1.1)					
All-source Scientific & Technical Intelligence (S&TI)					
Technical Signals Intelligence (TechSIGINT)					
Technical Intelligence (TechINT)					
Measurement and Signature Intelligence (MASINT)					
Geospatial Intelligence (GEOINT)					
Open-source Intelligence (OSINT)					
Technical Weapons Data Analysis					
Foreign Material Exploitation (PWS 1.1.2)					
Software Reverse Engineering (SWRE)					
Radio Frequency (RF)					
Electro-optical / Infrared (EO/IR)					
Materials Science					
Computer Tomography (CT)					
Microelectronics					
Explosives Ordinance Exploitation / Explosives Ordinate Disposal (EOE/EOD)					
Maintenance and Logistics					
Information Technology (PWS 1.1.3)					
Shared Infrastructure Resources					
Operations and Systems Administration					
Cyber Security					
Data and Web Services					
Technical Support					
Modeling and Simulation (PWS 1.1.4)					
Software Threat Modeling					
Hardware Threat Modeling					
Simulation Architecture Development and Integration					
Analytic Tool Development					
Modeling and Simulation (M&S) Analysis					
Advanced Analytics					
Development Security Operations (DEVSECOPS)					
Business Processes (PWS 1.1.5)					
Program management					

Training					
Foreign Disclosure Office (FDO)					
Conference Support					
General Operations					
Mission Services					

For each contract reference, the Offeror may provide up to three (3) points of contact (POC) and send Attachment 2, the Past Performance Questionnaire (PPQ), to that Government entity for them to fill out and return to the Contracting Officer at Noryem.Maldonado@dodiis.mil and Contract Specialist at Willimenia.robinson@dodiis.mil. References shall explicitly state the complete contract number. Offerors will not see the completed PPQ; it will be sent directly to the Contracting Officer by your POC. Offerors shall submit a copy of the completed page 2 of the PPQ with the proposal, to include the POC information, Contract information and the Assessor information. The completed page 2 of the PPQ will not count against the page limit of 7 pages.

The Offeror shall provide a summary table of the past performance references included in the volume similar to the below table. This table (as modified by the Offeror) will include pertinent information such as contract value and performance periods. Note, when a past performance effort concerns work performed by the Offeror's proposed subcontractor, the below table and the past performance volume must clearly explain how the past performance of the proposed subcontractor relates to the tasks expected to be performed by the proposed subcontractor under this contract.

Table L-4: Past Performance References

	Prime/Sub	Title	Agency	Awarded Amount	Period of Performance
1					
2					
3					

5.1 Specific Content

Offerors shall explain what aspects of the contracts are deemed relevant to the proposed effort and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems does not automatically equate to a limited or no confidence rating, since the problems encountered may have been on a more complex program, or an Offeror may have subsequently demonstrated the ability to overcome the problems encountered. The Offeror shall clearly demonstrate management actions employed in overcoming problems and the effects of those actions in terms of improvements achieved or problems rectified. This may allow the Offeror to be

considered a higher confidence candidate. For example, submittal of quality performance indicators or other management indicators that clearly support that an Offeror has overcome past problems is required.

6.0 Volume IV – Small Business

Factor IV: Small Business Participation Commitment (SBPC)

All Offerors submitting proposals are required to submit a SBPC. The SBPC shall address all elements identified in Section M, Factor **V** – Small Business Participation Commitment (SBPC).

Offerors shall clearly articulate how they will meet the following mandatory requirements:

a. ***30% of the total proposed contract value or subcontracted value*** shall be performed by small business firm(s); ***AND***

b. ***30% of the total proposed contract value or subcontracted value*** shall be performed by each of the following 4 socio-economic categories:

   i. Small Disadvantage Business (SDB) 5%
   ii. Woman Owned Small Business (WOSB) 5%
   iii. Service Disabled Veteran Owned Small Business (SDVOSB) 5%
   iv. Historically Underutilized Business Zone (HUBZone) 3%

   ***If a company carries more than one socio-economic designation, the Offeror will receive credit for each of those categories.*

Additionally, the Offeror must comply with all the elements below:

1. Offerors must indicate the applicable size and categories for the PRIME Offeror only – Place an "X" in all applicable boxes:
   { } Large Prime or
   { } Small Business Prime; also categorized as a
   { } SDB
   { } WOSB
   { } SDVOSB
   { } HUBZone

2. Submit the total combined percentage of work to be performed by both large and small businesses (include the percentage of work to be performed both by prime and subcontractors):
   Example: If Prime proposes a price of $1,000,000 (including all options), and small business(es) will provide $250,000 in services/supplies as a prime or subcontractor, the % planned for small businesses is 25%; and 75% for large business equaling 100%.

Total planned for Large Business(es) _____%
Total planned for Small Business(es) _____%
100%

(NOTE: When combined, Large and Small Business total percentage must equal 100% and total dollars equal the Offeror's proposed dollar value)

3. Indicate the total percentage of participation to be performed by each socio-economic small business category. The percentage of work performed by Small Businesses that qualify in multiple small business categories may be counted in each category:

   Example: Victory Prop Mgt (WOSB and SDVOSB) performing 2%; and Williams Group (SDB, HUBZone and WOSB) performing 3%. Results equate to: SDB 3%; HUBZone 3%; WOSB 5%; SDVOSB 2%;). SDVOSBs are also VOSBs automatically.

   SDB _____%
   WOSB _____%
   SDVOSB _____%
   HUBZone _____%

4. List supplies/services to be performed by Small Businesses:
   Example: If a Small Business qualifies also as a WOSB and a SDVOSB, and you can add them to each category below in which they qualify.

Name of Small Business	**DUNS/Cage Code**	**Socio-economic Category(ies)**	**Nature of Commitment (i.e. Teaming Agreement in Place)**	**Dollar Value**	**% Value**	**Services Provided (in accordance with the SOW/PWS/SOO)**

5. For Other than small businesses, describe and provide evidence of a ***minimum of 3 past performance*** examples complying with FAR 52.219-8 "Utilization of Small Business" and maximizing opportunities for U.S. Small Business Subcontractors. If the utilization was accounted for at the Subcontract Value, use the table below entitled "Subcontract Value". If the utilization was accounted for at the Total Contract Value (preferred), use the table below entitled "Total Contract Value". If the Offeror does not have (2) two past performance examples complying with FAR 52.219-8 "Utilization of Small Business" at the "Total Contract Value" (preferred), then example(s) at the "Subcontract Value" are acceptable.

Subcontract Value			
Contract Value (in dollars)	Subcontract Value (in dollars)	% of subcontract value to small business firm(s)	Subcontracting Plan Goal %

OR

Total Contract Value			
Contract Value (in dollars)	Total Value Subcontracted to small business firm(s) (in dollars)	% of total value subcontracted to small business firm(s)	Subcontracting Plan Goal %

***Note 1*: All other than small businesses shall submit an *Individual Subcontracting Plan (preferred)* or an approved DoD Comprehensive Subcontracting Plan in accordance with FAR 52.219-9. *A Commercial or Master Subcontracting Plan is permissible with an Addendum specific to this requirement's SBPC.* Small businesses are not required to submit a Subcontracting Plan.**

Note 2: The Subcontracting Plan, which is distinct from the SBPC above, will not count against the page limitations of Volume (Fill In #). The Subcontracting Plan will not be evaluated as part of the best value determination. After determination of the apparently successful Offeror(s) in accordance with the evaluation criteria described in Section M, the contracting officer will determine whether the Subcontracting Plan(s) for the apparently successful Offeror(s) are acceptable and will negotiate these plans as necessary prior to award of contract(s). Any negotiations concerning an Offeror's Subcontracting Plan will be treated as a matter of responsibility pursuant to FAR Subpart 9.1. **An Offeror submitting a Subcontracting Plan shall ensure that the Subcontracting Plan is consistent with its SBPC. The subcontracting plan will be incorporated into the resulting contract.**

Note 3: **Individual Subcontracting Plans must have a section for the DIA contracting officer's signature showing the Government agrees to the subcontracting plan. The DIA contracting officer will sign the final negotiated subcontracting plan and incorporate it into section J of the resulting contract.**

Note 4: **If the USG determines the successful awardee is not putting forth a good faith effort in complying with their resulting Subcontracting Plan for this requirement, in accordance with FAR 19.702(c) and 19.705-7, liquidated damages may be pursued.**

Note 5: **Please ensure the subcontracting plan shows both the percentage and dollars expressed in total contract value and subcontracted value.**

Phase 2 Volumes

7.0 Volume V – Factor V: Scenario

This volume shall address all elements identified in Section M, Factor V and be sufficiently specific, detailed, and complete as to demonstrate clearly and fully that the Offeror has proven depth and breadth of expertise while articulating their understanding and knowledge of the complexities inherent in the performance of this requirement. Statements that the Offeror understands, can, or will perform the requirements of the Scenario without supporting information or narratives are inadequate. Paraphrasing the Scenario, or parts thereof, is similarly inadequate, as are phrases such as "standard procedures will be employed" or "well-known techniques will be used." This volume shall be written such as to enable evaluators to make a thorough evaluation as to whether the services proposed adequately respond to the specific Government requirements.

8.0 Volume VI – TO Price/Cost Proposal

Offerors shall complete Section X Attachment X for the COMET Air Defense Weapon System Detailed Analysis TO. In completing Section J Attachment 9, Offerors shall only complete/edit the spreadsheet cells marked with the Orange fill. Any edits to other cells or formula changes will immediately result in the entire proposal being considered non-responsive. The spreadsheet provides specified labor categories, corresponding experience levels, specified staffing requirements, and specified hours. The spreadsheet is structured to include pricing for XX months (one 12-month base period and four 1-year option periods, plus an additional six (6) month extension of option period 4 to allow for the exercise of FAR 52.217-8, Option to Extend Services, if necessary. The Government will evaluate the total price for all labor proposed. Offerors shall complete Pricing Attachment X, which contains the labor mix for the COMET Air Defense Weapon System Detailed Analysis TO

ATTACHMENT 1: PAST PERFORMANCE INFORMATION

Provide the information requested in this form for each contract/program (citation) being described. Provide frank, concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted. Limit the number of citations submitted and the length of each submission to the limitations set forth at paragraphs 5.3 and 2.2, respectively, of Section L-III of this solicitation.

A. Offeror Name (Company/Division): _____
CAGE Code: _____
DUNS Number: _____
(NOTE: If the company or division performing this effort is different than the Offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume.)

B. Program Title: _____

C. Contract Specifics:

1. Contracting Agency or Customer
_____
2. Contract Number _____
3. Contract Type _____
4. Period of Performance _____
5. Initial Contract Cost/Price _____
6. Current/final Contract Cost/Price _____
7. Annual Contract $ Value _____
8. If Amounts for 5 and 6 above are different, provide a brief description of the reason
_____
_____
_____
_____

D. Brief Description of Effort as __Prime or __Subcontractor
(Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition)

E. Completion Date:

1. Original date: _____
2. Current Schedule: _____
3. Estimate at Completion: _____
4. How Many Times Changed: _____
5. Primary Causes of Change:

_____
_____
_____

F. Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

1. Program Manager:
   Name _____
   Office _____
   Address _____
   _____
   Telephone _____

2. Contracting Officer:
   Name _____
   Office _____
   Address _____
   _____
   Telephone _____

3. Administrative Contracting Officer
   Name _____
   Office _____
   Address _____
   _____
   Telephone _____

G. Address any technical (or other) area about this contract/program considered unique.

H. For each of the applicable subfactors under the Technical Capability factor in Section M, illustrate how your experience on this program applies to that subfactor.

I. Specify, by name, any key individual(s) who participated in this program and are proposed to support the instant acquisition. Also, indicate their contractual roles for both acquisitions.

J. Include relevant information concerning your compliance with subcontracting plan goals for small disadvantaged business (SDB) concerns, monetary targets for SDB participation, and notifications submitted under FAR 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting.

K. Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

L. Identify whether a subcontracting plan in accordance with FAR 52.219-9, Small Business Subcontracting Plan, was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

M. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also, estimate the percentage of the total proposed effort to be performed by this entity and whether this entity will be performing as the prime, subcontractor, or a corporate division related to the prime (define relationship).

N. Identify any Earned Value Management (EVM) or similar metrics required to track contract performance. If such metrics were required for this contract, provide the summary level data.

ATTACHMENT 2: PAST PERFORMANCE QUESTIONNAIRE

WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE INFORMATION IAW FAR 3.104

SECTION 1: CONTRACT IDENTIFICATION

A. Contractor: _____

B. Cage Code of contractor contract was awarded to: _____

C. Contract number: _____

D. Contract type: _____

E. Was this a competitive contract? Yes _____ No _____

F. Period of performance: _____

G. Initial contract cost: $_____

H. Current/final contract cost: $_____

I. Reasons for differences between initial contract cost and final contract costs: _____

J. Description of service provided:_____

SECTION 2. CUSTOMER OR AGENCY IDENTIFICATION

A. Customer or agency name: _____

B. Customer or agency description (if applicable):

C. Geographic description of services under this contract, i.e. local, nationwide, worldwide, other Commands:

SECTION 3. EVALUATOR IDENTIFICATION

A. Evaluator's name:

B. Evaluator's title:

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C. Evaluator's phone/fax number:

_____

D. Number of years evaluator worked on subject contract: _____

SECTION 4: EVALUATION

Please indicate your satisfaction with the contractor's performance by placing an "**X**" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

CODE	PERFORMANCE LEVEL
B	BLUE/EXCEPTIONAL - The contractor's performance meets contractual requirements and exceeds many (requirements) to the Government's benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
P	PURPLE/VERY GOOD- The contractor's performance meets contractual requirements and exceeds some (requirements) to the Government's benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
G	GREEN/SATISFACTORY – The contractor's performance meets contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
Y	YELLOW/MARGINAL – Performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.
R	RED/UNSATISFACTORY – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.
N	NOT APPLICABLE - Unable to provide a score.

Technical Performance

	B	P	G	Y	R	N
T1 Quality & repeatability of operations & maintenance.						
T2. Quality of technical system testing and certification efforts						
T3 Quality/integrity of technical data/report preparation efforts						
T4 Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements						
T5 Ability to implement current standard practices for computer hardware design, operation, maintenance, upgrades and configuration control						
T6 Ability to implement current standard practices for computer software design, operation, maintenance, upgrades and configuration control						
T7 Adequacy/effectiveness of environmental safety procedures						

Program Management

P1. Effectiveness of overall contract management (including ability to effectively lead, manage and control the program)						

P2. Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes)						
P3. Timeliness/effectiveness of contract problem resolution without extensive customer guidance						
P4. Understand/complied with customer objectives and technical requirements						
P5. Successfully responded to emergency and/or surge situations						
P6. Quality/effectiveness of sub-contracted efforts						
P7. Effectiveness of material management (including Government Furnished Property or Material)						
P8. Effectiveness of acquisition management						
P9. Contractor proposed alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the customer						
P10. Contractor implemented responsive/flexible processes to improve quality and timeliness of support.						

	B	P	G	Y	R	N

Transition/phase-in

T/PI1. Contractor ability to smoothly transition resources and personnel.						
T/PI2. Contractor effectiveness on maintaining continuity of mission support while transitioning/phasing in resources and personnel to support other efforts.						

Employee Retention/Attraction

E1. Ability to hire/apply a qualified workforce to this effort.						
E2. Ability to retain a qualified workforce on this effort.						
E3. Effectiveness of employee compensation towards quality of work.						

Small and Small Disadvantaged Business Participation

S1. Ability to meet or exceed small business and small disadvantaged business goals set forth in the approved subcontracting plan						
S2. Ability to effectively manage small business participation to meet technical performance.						

Cost Performance

C1 Accuracy in forecasting contract costs						
C2 Ability to meet forecasted costs and perform within contract costs						
C3 Ability to alert Government of unforeseen costs before they occur						
C4 Sufficiency and timeliness of cost reporting						

2. Please discuss each and every response for which you indicated B/E (Blue/Exceptional), P/VG (Purple/Very Good), Y/M (Yellow/Marginal) or R/U (Red/Unsatisfactory) in response to the questions above (use additional sheets, if necessary).

_____

_____

_____

_____

_____

_____

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3. Government Contracts Only: Has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes___ Default___ Convenience___ Pending Terminations___

No ___

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).

SECTION 5: NARRATIVE SUMMARY

What were the contractor's most positive aspects in the performance of the contract?

What were the contractor's most negative aspect in the performance of the contract?

Would you have any reservations about soliciting this contractor in the future or having them perform one of your critical and demanding programs?

Please provide any additional comments concerning this contractor's performance, as desired.

Evaluator's Signature

Date

July 2021

Thank you for your prompt response and assistance!

Please return this completed questionnaire to:

Mailing Address:

Or FAX to:

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ATTACHMENT 3: SUBCONTRACTOR/TEAMING PARTNER CONSENT LETTER FOR THE RELEASE OF PAST AND PRESENT PERFORMANCE INFORMATION TO THE PRIME CONTRACTOR

Past performance information concerning subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor's or teaming partner's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor/teaming partner past and present performance information to the prime contractor during exchanges. In an effort to assist the evaluation team in assessing your past performance relevancy and confidence, we request that the following consent letter be completed by the major subcontractors/teaming partners identified in your Proposal. The completed consent letters shall be submitted as part of your Present/Past Performance Volume.

SAMPLE

Dear "Contracting Officer:"

We are participating as a (subcontractor/teaming partner) with (prime contractor or name of entity providing Proposal) in responding to a Defense Intelligence Agency (DIA), Request for Proposal XXXXXX-XX-R-XXXX for XXXXXX contract.

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent letter to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

_____

_____

(Signature and title of individual who has the authority to sign for and legally bind the company)

Company Name:

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Address:

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ATTACHMENT 4: CLIENT AUTHORIZATION LETTER

Past performance information concerning private sector contractors, subcontractors and joint venture partners cannot be disclosed to the Government without their consent. Client authorization letters are required for each identified effort for a commercial customer. This letter will authorize release to the Government of requested information on the Offeror's performance. The Government will need that consent before contacting commercial customers to assess the Offeror's past performance. In an effort to assist the evaluation team in assessing your past performance relevancy and confidence, we request that the following client authorization letter be completed by any commercial customers identified in your Proposal. The completed client authorization letters shall be submitted as part of your Present/Past Performance Volume.

Offerors shall send with their list of references a letter similar to the following authorizing the reference to provide past performance information to the Government.

Dear "Client:"

We are responding to a Defense Intelligence Agency (DIA), Request for Proposal XXXXXX-XX-R-XXXX for XXXXXX contract.

In their acquisitions, the Government is placing increased emphasis on past performance as a source selection factor. They are requiring those clients of entities responding to their solicitation to be identified, and their participation in the evaluation process is requested. In the event that you are contacted for information on work performed, you are hereby authorized to respond to those inquiries.

We have identified Mr./Ms._____ of your organization as the point of contact based on his/her knowledge of our work. Your cooperation is appreciated. Any questions may be directed to _____.

Sincerely,

July 2021

Attachment 5 Security Certification Questionnaire RFP: – Volume I – Security (Pass/Fail)		
Company Name:		
Address:		
CAGE Code:		
Company Size:		
POC/CONTRACTS	Name:	
	Email:	
	Phone:	
POC/SECURITY	Name:	
	Email:	
	Phone:	
COMPANY CLEARANCE DETAILS		
	1. Facility Clearance Level: (Identify Highest Level)	
	ACCESS:	
	STORAGE:	
	2. Additional comments regarding Security Clearance Information:	