Instructions to Offerors (ITO)

SOURCES SOUGHT TITLE: **Preventive and Remedial Maintenance of MTS Laboratory Equipment**

INSTRUCTIONS: The following survey information should be included in your response:

- Company Information:
  - Company name and CAGE Code.
  - Unique Entity ID (UEI).
  - Physical mailing address.
  - Company web page URL, if applicable.
  - Point of contact with phone number and email address.
- Ownership Structure:
  - A statement as to whether your company is domestically or foreign-owned or controlled. If foreign, please indicate the country.
  - State whether the use of any foreign national employees is contemplated for this effort.
- Business Status:
  - Statement of socio-economic status (e.g., Small Business, 8(a), HUBZone, Service-Disabled Veteran-Owned Small Business, Woman-Owned Small Business, Large Business, etc.) under NAICS **334519**-Other Measuring and Controlling Device Manufacturing. Indicate if you are the direct provider of the services or if you will be subcontracting. If subcontracting, provide the name and business size of your intended subcontractor(s).
- Data and Warranty:
  - Please provide a statement confirming whether the respondent will or will not allow the Government to release proprietary data. The Air Force will handle proprietary items in accordance with Revolutionary FAR Overhaul (RFO) Parts 2.101 and 3.104.
  - Please provide information about the firm's standard warranty for the services and/or equipment, if applicable.
- Commerciality:
  - Please provide recent sales history to commercial companies for similar services to help determine commerciality.
  - If you offer this product and/or service to both U.S. Government and commercial sources, please state if the requirement is offered to both under similar terms and conditions. Briefly describe any differences.

Attention Small Business Respondents interested in submitting a proposal as the prime contractor for this effort:

The acquisition strategy for this requirement has not been decided; however, the Air Force is contemplating setting this acquisition aside for small businesses if there is sufficient demonstrated interest and capability. A key factor in determining a Small Business Set-Aside is that two or more small business prime contractors must be capable of performing at least 50% of the cost of the contract incurred for personnel with their own employees, as defined in Revolutionary FAR Overhaul (RFO) clause 52.219-14, Limitations on Subcontracting.

- Provide specific details and rationale as to how compliance with RFO clause 52.219-14 would be achieved.

- Include specific details regarding any teaming or subcontracting arrangements. If subcontracts are to be used, provide the anticipated percentage of effort to be subcontracted and whether small or large businesses will be used. Teaming and/or subcontracting arrangements should be clearly delineated, and previous experience in teaming must be provided.

Attention All Potential Respondents:

If this acquisition is not set aside for small business, it is anticipated that the contract may contain a small business subcontracting utilization requirement. Please provide feedback on what areas of this requirement are likely candidates for small business subcontracting.

CAPABILITY SURVEY QUESTIONS:

The following capability survey questions should also be addressed in your capabilities package:

1. Corporate Capabilities: Briefly describe the capabilities of your company and the nature of the services/supplies you provide. Please include a description of your staff composition and management structure.

2. Past Performance: Describe your company's past experience on projects similar in complexity to this requirement (i.e., **Preventive and Remedial Maintenance of MTS Laboratory Equipment**
    a. etc.). Include contract numbers, dates, a brief description of the work, the agency/organization supported, and a point of contact with a name and telephone number.

3. Requirement Feasibility: Are there specific requirements in the provided Performance Work Statement (PWS) that would preclude your service from being a viable solution?

4. Market Pricing: Are there established market prices for this requirement?