

Defense Logistics Agency



Defense Distribution Center Defense Distribution Depot Jacksonville, FL Pre-Proposal Conference

March 28, 2009

**Warfighter
Support**

**Stewardship
Improvements**

**Business Process
Refinements**

**Workforce
Development**



AGENDA

- Administrative
 - Introductions
 - Breaks and Lunch
 - Rules of Engagement
 - We will not entertain questions during this conference or during the site visit
 - Address all questions to the Contracting Officer or Contract Specialist in writing using 3X5 card or email using the format in the solicitation
 - Site Visit and Equipment Review
 - PowerPoint Presentation will be posted to FedBizOpps
- Defense Distribution Depot Jacksonville, FL Overview
 - Commander Susan Talwar
- Solicitation Review



Defense Distribution Center Jacksonville, FL (DDJF) Overview



SUSAN A. TALWAR
CDR, SC, USN
Commander



Solicitation Overview

- Solicitation SP3100-09-R-0010
 - Posted to Federal Business Opportunities (FedBizOpps) (<http://www.fbo.gov>)
 - Section A (SF 33)
 - Sections B through M
 - Attachments
 - Technical Exhibits
 - Technical Library – Compact Disc (CD)
 - Available at Conference or by request to Contracting Officer
 - Planographs – Hardcopy Only



Solicitation Schedule

- Final Solicitation Released March 27, 2009
- Questions are due April 8, 2009
 - Submit to Gary Walls, Contract Specialist
 - Format questions
- **Date and hour for receipt of offers**
 - **May 7, 2009, 2:00 pm**
- Hard copy offers must be received at the office provided in Section L, Paragraph 2
- Electronic submission (e.g., facsimile, email) not accepted
- Offerors shall sign and submit amendments to the solicitation with their proposals
- Extensions are unlikely for any amendments issued against the solicitation



Section A

Solicitation, Offer, and Award

- Key Points
 - Ensure Blocks 12 through 18 are completed
 - Ensure the Document is signed
 - The Offeror is reminded that the Government reserves the right to award this effort based on initial proposal, as received, without discussions.



Section B

Supplies or Services and Price/Costs

- Key Points
 - Base Year is 12 months; 4 One Year Options
 - Base Year Includes 90 Day Phase-In Period and Nine (9) months of full performance
 - Section B Instructions and “Competition in Supplies” Clause located on page 28
 - Solicitation Instructions *“italicized”*
 - CLINS beginning with “X” indicates “All Years”
 - Offerors are to replace the “X” in the CLIN with the appropriate beginning numeric (0, 1, 2, 3, or 4)
 - Amount in Section B must match amount in the Cost Proposal (Volume V) IAW Section L



Section B

Supplies or Services and Price/Costs

- CLIN 0001: Phase-In (Firm Fixed Price (FFP))
- CLIN X002: Distribution Operations (Fixed Price Incentive Firm (FPIF))
 - IAW PWS C-1 through C-7 (unless specifically identified separately in another CLIN)
 - Nine (9) months of full performance in Base Year; Twelve months of full performance each option year
 - Fixed Price Incentive Firm Target (FPIF) Pricing Arrangement
 - Target cost to run the Distribution Center while promoting cost savings through the use of cost sharing arrangement for profit



Section B

Supplies or Services and Price/Costs

- CLIN X003 Preventative Maintenance (C-4.5) Firm Fixed Price (FFP)
- CLIN X004 Unscheduled Equipment Maintenance (C-4.5.3) Cost Reimbursement
 - Offerors reimbursed actual cost + G&A OR Material Handling only
 - No Fee
 - Ceiling Amount = Estimated cost + Offeror's G&A OR Material Handling
 - Ceiling price for the CLIN is established in Sections B and L



Section B

Supplies or Services and Price/Costs

- CLIN X005: Non-Capital Equipment Replacement (C-3.2.2) Cost Reimbursement for CLINS X002
 - Offerors reimbursed actual cost + G&A OR Material Handling only
 - No Fee
 - Ceiling Amount = Estimated cost + Offeror's G&A OR Material Handling
 - Ceiling price for the CLIN is established in Sections B and L



Section B

Supplies or Services and Price/Costs

- CLIN X006: Material Support Costs for X002, X004 & X008
 - Offerors reimbursed actual cost + G&A OR Material Handling only
 - No Fee
 - Ceiling Amount = Estimated cost + Offeror's G&A OR Material Handling
 - Ceiling price for the CLIN is established in Sections B and L



Section B

Supplies or Services and Price/Costs

- CLIN X007: Travel, Training, Conferences (IAW PWS C-3.5, 4.6, and 5.9)
 - Ceiling Amount = Estimated cost + Offeror's G&A
- CLIN X008: Special Projects/Surge and Sustainment (IAW PWS C-5.8) Time and Materials (IAW C-5.8)
 - Offeror shall provide burdened labor rate for each labor category
 - Offeror reimbursed for actual hours worked



Section B

Supplies or Services and Price/Costs

- CLIN X009: Reports (IAW PWS C-6.6)
 - Not Separately Priced (NSP)
 - All costs for CLIN X009 shall be included in the cost for CLIN X002, Distribution Operations



Section C

Performance Work Statement

- **Section C-1 General Conditions**
 - C-1.3 Key Personnel-Site Manager and Alternate Site Manager
 - C-1.4 Security
 - C-1.5 Environmental, Safety, and Occupational Health
 - Written ESOH Program IAW DDC/DLA ESOH Policy
 - Hazard Reporting Program
 - Radiation Protection Program
 - C-1.6 Electrostatic Discharge (ESD) Control Program
 - C-1.7 Phase-In
 - Phase-In Plan Required
 - Leadership, IT staff and DSS Cadre Training Team shall be hired within 30 days of effective date of contract



Section C

Performance Work Statement

- C-1.8 Surge, Mobilization, Sustainment, and Disaster Recovery Efforts
 - Surge, Sustainment, and Disaster Recovery Plan (SSDRP)
- C-1.9 Preparedness Exercises
- C-1.10 Contract Phase-Out and Continuity of Service Plan
- **Section C-2 Definitions and Acronyms**



Section C

Performance Work Statement

- **Section C-3 Government-Furnished Property (GFP), Systems, Training, and Support Services**
 - C-3.2.1 Real Property - Facilities – Mandatory Use
 - C-3.2.2 Equipment – Optional Use
 - C-3.2.3 Information Technology (IT) Assets – Mandatory Use
 - GFP accepted by the Contractor will be made available at the end of phase-in
 - GFP is governed by FAR Part 45 and FAR 52.245-1
 - Does not pertain to mission stock



Section C

Performance Work Statement

- C-3.2.1 Government Furnished Facilities (GFF)
 - Government responsible for maintenance, repair, and replacement of GFF
 - Contractor submits work orders through the KO or designee for repairs
 - Contractor partners with the Government when coordination efforts are needed for GFF repair work performed by other Contractors



Section C

Performance Work Statement

– C-3.2.2 GFE

- Proposal to include the number of GFE the Contractor will need to perform the requirements
- Contractor will only be allowed to retain GFE in the numbers identified in the proposal at the start of full performance Contractor must control all GFE valued at \$300 or greater (except furniture) through the Accountable Property System
- GFE is offered in place and in its current condition
- Termination of use and disposal of optional GFE shall not relieve the Contractor of its obligation for performance



Section C

Performance Work Statement

- C-3.2.2.2 Material Handling Equipment (MHE)
 - Contractor required to perform daily operator maintenance prior to operation
 - Perform preventative and corrective or remedial maintenance
- C-3.2.2.3 Other Equipment
 - Contractor is responsible for maintaining and repairing existing storage racks, shelves, and bins



Section C

Performance Work Statement

- C-3.2.3 Information Technology (IT) Assets
 - Government will furnish and the Contractor shall use in the performance of the PWS requirements, the GF Data Systems identified in Technical Exhibit 3.8
 - Government will replace IT equipment IAW established replacement cycles
 - Contractor shall ensure a minimum of two (2) individuals are trained at IAT Level I and have appropriate Computing Environment Certification to perform the Contractor's IT requirements identified in C-3.2.3
 - Contractor will provide IT material and supplies (e.g., printer cartridges, toner, labels, paper)



Section C

Performance Work Statement

- C-3.3 Government-Furnished Material
 - Government will provide any residual materials on hand at start of full performance
- C-3.4 Government-Furnished Data Systems
 - Contractor shall use GF Data Systems identified in TE 3.8 in the performance of the contract requirements
- C-3.5 Government-Furnished Training
 - The Contractor shall participate in the mandatory DDC Distribution Training Program (e.g., Receiving, Warehousing, Stock Readiness, etc)
 - Contractor employees are required to attend and pass final assessment



Section C

Performance Work Statement

- C-3.6 Government-Furnished Support Services-
 - Paragraph A under each section describes Government requirements, Paragraph B describes Contractor requirements



Section C

Performance Work Statement

- **Section C-4: Contractor-Furnished Equipment, Material, Support Services, Equipment Maintenance and Training**
 - C-4.2 Contractor-Furnished Equipment
 - Contractor-Furnished equipment remains the Contractor's unless procured under a cost-reimbursement CLIN X005
 - C-4.3 Contractor-Furnished Material
 - Contractor furnished materials and supplies
 - Contractor shall comply with DLAD 5025.30 Pollution Prevention and Affirmative Procurement and J7-A Affirmative Procurement Guide (Technical Library)



Section C

Performance Work Statement

- C-4.4 Contractor-Furnished Support Services
 - Contractor shall be responsible for all services not specifically identified in C-3.6
- C-4.5 Equipment Maintenance
 - Contractor shall perform equipment maintenance
 - Written proposed maintenance program due NLT 30 calendar days prior to end of Phase-In Period
 - Preventative Maintenance
 - Fixed Price CLIN X003
 - Perform PM IAW TE 4.2 MHE Task Codes, TE 4.3 MHS Task Codes and TE 4.4 Other Equipment Task Codes



Section C

Performance Work Statement

- **Unscheduled Maintenance and Equipment Replacement**
 - Maintenance is Reimbursable CLIN X004
 - Under \$1000 repair estimate Contractor performs repair
 - Over \$1000 repair estimate submitted to KO or designee for approval to perform repairs
 - Contractor shall maintain all maintenance actions, labor and material costs, and disposition actions in EMACS
- **Non-Capital Equipment Replacement is Reimbursable CLIN X005**
- **C-4.6 Contractor-Furnished Training**
 - Training is identified in TE 4.1
 - The Contractor shall attend HAZMAT Preparer Certification courses from those sources identified in DLAD 5025.30 and DoD 4500.9-R DTR, Part II, Cargo Movement



Section C

Performance Work Statement

- C-5.1 Distribution Services and Performance Requirements
 - Requirements to meet the Acceptable Performance Levels (APL) IAW TE. 5.0
- C-5.1.1 Property Accountability
 - Property Accountability and security for classified information and material
 - Liability for mission stock
 - Notify KO or designee within one (1) working day upon discovery of loss/damage/destruction
 - No financial liability unless due to negligence, willful misconduct, or unauthorized use



Section C

Performance Work Statement

- C-5.1.1.2 Liability for Government Property
- C-5.1.2 Indemnification and Limitation of Liability
 - Limit of liability per occurrence is \$50,000; total limit is \$1M per year
- C-5.1.3 Information Technology (IT) Data Systems
 - C-5.1.3.1 Distribution Standard System (DSS)
 - The Contractor shall use DSS in the performance of warehouse and distribution operations **(DSS Video)**
 - C-5.1.3.2 DSS Management Information System (DSS-MIS)
 - Captures Automated Work Counts from DSS
 - C-5.1.3.3 Query Management Facility (QMF)
 - Contractor is authorized five (5) user accesses
 - QMF is used to edit and execute existing queries and reports or create new queries and reports



Section C

Performance Work Statement

- C-5.1.4 Quality Control/Customer Satisfaction Plan (QC/CSP)
 - A prevention-based quality plan
 - Monthly reporting on all APLs that are not met with details, impact, corrective actions, and get-well date
 - Plan details surveillance methods, frequency, lot, and sample size determinations, documentation requirements, how non-conforming supplies and services will be corrected, and how QC results will be provided to the Government
 - CSP established reporting system that increases customer satisfaction



Section C

Performance Work Statement

- **C-5.1.5 Customer Service Support**
 - Provide customer service support for all functional areas covered in this contract
 - Establish customer support procedures 30 days prior to assuming operations
- **C-5.1.6 Stock Readiness**
 - Perform all tasks necessary to comply with the requirements of DLAI 4145.4 Stock Readiness and DDC SWARM Stock Readiness Manual



Section C

Performance Work Statement

- C-5.2 Receiving
 - DDJF receives material for storage and distribution transported by a variety of commercial and Government carriers
 - Includes New Procurement, Customer Returns, Redistribution Orders, Receipts from Maintenance
 - Acceptable Performance Levels (APL) are addressed in TE 5.0
 - Historical workload is provided in TE 5.1
 - Projected workload is provided in TE 5.2



Section C

Performance Work Statement

- C-5.3 Storage
 - Contractor shall store all material in the correct type of location, in a manner that prevents damage or deterioration to the material and in a configuration that provides for the optimal and efficient use of storage space.
 - Contractor shall maintain floor striping and storage area markings in covered warehouse and operational areas IAW DLAM 4145.12, JSM for Storage and Materials Handling, Chapter 3, Section III
 - Contractor shall perform daily general housekeeping practices inside and outside storage areas
 - Contractor shall utilize DSS location placards or barcode labels to mark locations in covered and open storage areas



Section C

Performance Work Statement

- C-5.3 Storage
 - Contractor shall maintain material in storage in a Ready for Issue condition to prevent uneconomic deterioration
 - Contractor shall perform COSIS IAW DLAI 4145.4, Stock Readiness.
 - Contractor shall complete 100% of the DSS monthly COSIS workload identified in DSS
 - Contractor shall perform shelf-life and cyclic inspections
 - Contractor shall perform special inspections resulting from a Safety of Use Message, Aviation Safety Action Message, Safety of Flight Message, a PQDR, CRII, and CSI Stock screenings



Section C

Performance Work Statement

- C-5.3 Storage
 - Contractor shall maintain the Government-Furnished planographs using AutoCAD software
 - Contractor shall prepare submit the semi-annual Storage Space Management Report (SSMR)
 - Contractor shall update Global Weight and Cube Records



Section C

Performance Work Statement

- C-5.4 Physical Inventory Control
 - Contractor shall maintain inventory accuracy for mission stock IAW TE 5.0 APLs
 - Government conducts Semi-Annual Performance, Chief Financial Officers (CFO), Cyclic, and all annually required Controlled Item Physical Count Inventories
 - Contractor shall conduct any causative research requirements resulting from these Government-conducted inventories
 - Contractor shall perform all other inventories and research of potential or actual physical inventory adjustments
 - Current inventory accuracy rate identified in TE 5.1
 - Contractor shall conduct location surveys
 - Submit Location Survey Schedule by 1 October yearly



Section C

Performance Work Statement

- C-5.5 Issues
 - Contractor shall perform issues of material IAW TE 5.0 APLs
 - Contractor shall coordinate workload, expedite high priority issues, schedule deliveries and issue the correct material in the correct quantity and condition code so the material is received by the customer where and when it is needed
 - Issues include material to on and off-base customers



Section C

Performance Work Statement

- C-5.5 Issue (Continued)
 - Contractor shall research and resolve Incoming Supply Discrepancy Reports (ISDR) for:
 - Issues of Controlled and FMS material within 15 calendar days
 - Issues of Non-Controlled and non-FMS material within 25 calendar days
 - Issues of Nuclear Weapons Related Material (NWRM) within 24 hours
 - ISDRs from transshipment ports for receipt of non-WPM compliant wood or lack of HAZMAT documentation within five (5) calendar days



Section C

Performance Work Statement

- C-5.5 Issue (Continued)
 - C-5.5.1.9 Traffic Management
 - DTCI is a mandatory use contract that centrally manages the movement of DoD domestic freight transportation business by a single transportation coordinator (Menlo)
 - Contractor shall offer all DTCI eligible freight to the DTCI Coordinator for movement
 - C-5.5.2.9 Additional Issue Requirements to prevent inaccurate shipping of classified material and material going outside the DoD Network (e.g., FMS, RCP, DRO shipments)



Section C

Performance Work Statement

- C-5.6 Packaging
 - Perform all packaging on material received, stored and/or issued IAW policies and procedures stated in C-5.6
 - Comply with Wood Packaging Material (WPM) standards
 - Design, plan, repair, construct or procure a variety of shipping and storage containers to include fiberboard cartons, wooden boxes, crates, and pallets to support Stock Readiness and Packaging, COSIS, POP requirements, and alternate pack methods



Section C

Performance Work Statement

- C-5.7 Special Functions
 - Requirements are addressed in Attachment J.2
- C-5.8 Special Projects/Surge and Sustainment
 - As directed by the KO or designee
 - Relate directly to warehouse and distribution operations
 - Examples:
 - Government-directed Reworkhousing
 - Specialized Packaging Support and Requested Container Fabrication
 - Repalletization to comply with Wood Packaging Material (WPM) regulations
 - Surge and Sustainment (C-1.8)



Section C

Performance Work Statement

- C-5.9 Conferences
 - Contractor shall be reimbursed travel costs for attendance to DDC and DLA sponsored conferences and training
- C-6 Applicable Directives, Publications, Instructions, Forms and Reports
 - 6.4 Directives and Publications
 - 6.5 Forms (Listed in Technical Exhibit 6.5 Government Forms)
 - 6.6 Mandatory Reports (Monthly, Quarterly, Semi-Annual, Annual)
 - 6.7 Historical Data and Other Information (Found on CD)



Section C

Performance Work Statement

- C-7 Technical Exhibits
 - TE 5.0 Acceptable Performance Levels (APL)
 - TE 5.1 Historical Workload
 - TE 5.2 Projected Workload
 - TE 5.4 DDC SOP for Processing and Handling Classified Material
 - TE 5.5 DDC SOP for FMS Shipments



Section C

Performance Work Statement

- Attachment J.2 Supplement to Attachment J.1
Section C-N – Site Specific Requirements
- Performed in addition to Section C-Attachment J.1
 - C-1.1N Scope of Work
 - C-1.2.3 Current Duty Hours and Access to the Host Installation
 - C-4.2.N Contractor-Furnished Equipment
 - Contractor shall furnish conveyance to move material requiring calibration to and from Calibration Lab



Section C

Performance Work Statement

- C-5.2.1.4.2N Material Turned In To Store (MTIS)
 - Workload surges expected when ships return from deployment
 - Material is limited to Ready for Issue Material CC"A"
- C-5.5.1.6 N Issues to On-Base Customers (Local Delivery)
 - Local deliveries to customers within a 30-mile radius of NAS Jacksonville
- C-5.5.1.6.3N Transportation Services
 - Provide local transportation of non-mission stock for customers in and around Jacksonville Metropolitan area
 - NAS Jacksonville, NS Mayport, Cecil Commerce Center, St. Augustine, Orange Park, FL
 - Submarine Base Kings Bay, GA



Section C

Performance Work Statement

- C-5.6.5N Packaging in Support of FRCSE
 - Performed in FRCSE designated satellite and building operations
- C-5.6.5.1N Detrash in Support of FRCSE Inductions
 - Receive, offload, and in-check components from stock and other sources at detrash satellites
- C.5.7.1N Material Processing Center (MPC) Operations
 - Manage and operate the MPC at Naval Station Mayport, Bldg 191 for ships homeported and visiting ships to the local geographical area
 - MPC specializes in receiving, processing, and delivery service of shipboard materials
 - Maintain and secure short-term storage of material waiting delivery



Section C

Performance Work Statement

- C-6N Applicable Directives, Publications, Instructions, Forms, and Reports
 - C-6.4N Publications
 - C-6.5N Forms
 - C-6.6N Mandatory Reports
 - MPC Cargo Status Report-(Bi-Weekly)
 - G-Store Receipt and Issue Report – (Monthly)
- C-7N Technical Exhibits
 - TE 5.6N Local Delivery Points
 - TE 5.7N MPC Supported Ships Listing



Section C

FRCSE Bldg 101U





Section C

FRCSE Bldg 101U





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Section D

Packaging and Marking

- This requirement includes no special packaging and marking instructions (other than requirements stated in Section C)



Section E

Inspection and Acceptance

- Key Points
 - DDC Clause 52.246-9W43, Quality/Performance Evaluation
 - Requires the Government to utilize a QASP
 - QASP is developed by the COR to monitor contractor compliance with contract terms and conditions
 - All work required by this contract is subject to Government surveillance regardless of whether or not the work is specifically included in the QASP
 - When Contractor performance fails to meet a contract requirement and is clearly the fault of the Contractor, the COR will prepare the KO will issue to the Contractor a Contract Discrepancy Report (CDR). A written response from the Contractor is required within seven (7) days



Section F

Deliveries or Performance

- Key Points
 - Services shall be performed as prescribed by the PWS (Section C Attachment J.1 and J.2)
 - Base Period – Effective date of contract for period of 12 months. Includes:
 - Phase-In Period: 01 January 2010-31 March 2010
 - Full Performance: 01 April 2010-31 December 2010
 - Option Year One-if exercised, 01 January 2011-31 December 2011
 - Option Year Two-if exercised, 01 January 2012-31 December 2012
 - Option Year Three-if exercised, 01 January 2013 -31 December 2013
 - Option Year Four-if exercised, 01 January 2014-31 December 2014



Section G

Contract Administration Data

- Key Points
 - Services shall be performed as prescribed by the PWS (Section C Attachment J.1 and J.2)
 - DDC Clause 52.232-9W10, Instruction for Payment by DFAS
 - This contract will be paid by DFAS
 - DDC Clause 52.232-9W32, Invoicing Instructions
 - Provides invoice preparation and submission instructions
 - DDC Clause 52.232-9W33, Payment, Selected Items of Cost Reimbursement Contracts
 - Details the costs that are/are not reimbursable under this contract – Travel, Per Diem, Cost of Materials, Credits, etc.



Section G

Contract Administration Data

- Key Points
 - DDC Clause 52.242-9W01-Contractor Performance Assessment Reporting System (CPARS) Requirements
 - Requires the Contractor, in performing the contract, to be subject to a past performance assessment IAW FAR 42.15 and the CPARS



Section H

Special Contract Requirements

- Key Points
 - DDC Clause 52.204-9003, Vendor Security Requirements
 - Requires all Contractor personnel working on the Federally-controlled facility to have a favorably adjudicated NAC prior to beginning work on this contract.
 - Requires all DoD consultants and Contractor personnel who have access to Federally-controlled information systems to be assigned to positions which are designated at one (1) or three (3) sensitivity levels, all of which require performance of a NAC:
 - IT I – Critical Sensitive
 - IT II – Non-Critical Sensitive
 - IT III – Non-Sensitive



Section H

Special Contract Requirements

- Key Points
 - DLAD Clause 52.237-9001 Contractor Personnel Changes and Key Personnel Requirements
 - Requires contractor to notify the KO prior to any Contractor personnel changes
 - Any removals/replacements for Contractor's convenience shall be at no cost to the Government
 - Key Personnel Requirements:
 - “Key Personnel” Requirements: Certain experienced, professional and/or technical personnel essential for successful accomplishment of work to be performed under this contract
 - Positions identified as Key Personnel
 - Site Manager
 - Alternate Site Manager



Section H

Special Contract Requirements

- Key Points
 - DDC Clause 52.237-9W35, Substitution or Addition of Key Personnel
 - Requires both the Site Manager and Alternate Site Manager to each possess:
 - A Secret Clearance
 - A degree in Distribution Management or Business Management (minimum Bachelor's degree); AND
 - At least five (5) years of experience in Distribution Management OR
 - At least ten (10) Years of progressive management experience in distribution operations similar in size and complexity
 - During the first 90 days of contract performance, no personnel substitutions or additions will be performed unless necessitated by an individual's sudden illness, death, or termination of employment



Section I

Contract Clauses

- Key Points
 - DDC Clause 52.216-9W28, Accounting System
 - Requires the Contractor to have an accounting system which permits timely development of all necessary cost data
 - DLAD Clause 52.204-9000, Contractor Personnel Security
 - Requires all Contractor personnel working on the federally-controlled facility to have a favorable adjudicated investigation prior to commencing work on the contract
 - Requires all DoD consultants and Contractor personnel who access federally-controlled information systems to be assigned to positions which are designated at one (1) of three (3) sensitivity levels
 - IT I (Privileged): Requires single-scope Background Investigation
 - IT II (Limited Privilege): Requires a NAC with Law and Credit Checks (NACLC)
 - IT III (Non-Privileged): Requires a NAC with Written Inquiry (NACI)



Section J

List of Attachments

- List of Attachments
 - Attachment J.1 – Section C Performance Work Statement
 - Attachment J.2 – Supplement to Section C PWS
 - Attachment J.3 - Department of Labor Wage Determination
 - Attachment J.4 - Past Performance Questionnaire
 - Attachment J.5 – Subcontracting Plan
- Key Points
 - Attachment J.3 Wage Determinations
 - IAW FAR 22.1002-2, Contractors performing on service contracts in excess of \$2500 to which no predecessor Contractor's collective bargaining agreement applies shall pay their employees at least the wages and fringe benefits found by the Department of Labor Wage Determinations



Section J

List of Attachments

- Key Points:
 - Attachment J.4 Past Performance Questionnaire
 - Each Offeror shall complete and send to previous customers for Past Performance Information. That customer must return the questionnaire directly to the Government.



Section K

Representations, Certifications, & Other Statements of Offerors

- Key Points:
 - The North American Industry Classification System (NAICS) code for this acquisition is 493110-General Warehousing and Storage
 - The Small Business Size Standards if \$25.5M
 - This requirement is Unrestricted



Section L

Instructions, Conditions, & Notices to Offerors

- Key Points:
 - L-17 PROPOSAL PREPARATION REQUIREMENTS
 - Important proposal instructions regarding such topics as number of copies required, page size/format, page limitations, cross-referencing, indexing, binding, electronic copies (CDs) and Table of Contents
 - Detailed instructions/requirements for each of the Five proposal volumes
 - Volume I-Solicitation/Offer/Award (3 Sections)
 - Volume II-Technical Proposal (3 Sections)
 - Volume III-Past Performance Proposal
 - Volume IV-Small Business Program Proposal
 - Volume V-Cost/Price Proposal



Section L

Instructions, Conditions, & Notices to Offerors

- Volume I-Solicitation/Offer/Award (Original, 1 Copy, 1 CD)
 - Master Table of Contents for entire proposal
- Section 1-Cover Letter & SF 33
 - Cover Letter including any qualifications of Offer
 - Ensure the SF 33 is completed (Blocks 12-18) and signed
- Section 2-Completed Section B
- Section 3-Representations and Certifications
- Reminders:
 - Restating the PWS requirements is unacceptable and will be grounds for determining the proposal unacceptable and removal from the competitive range
 - IAW FAR 52.204-8-Annual Representations and Certifications (Jan 2006), each Offeror shall complete the annual representations and certifications electronically via the Online Representations and Certifications Applications (ORCA) website at <https://orca.bpn.gov>
 - Other Reps/Certs (if applicable) should be in Volume I of proposal



Section L

Instructions, Conditions, & Notices to Offerors

- Volume II-Technical Proposal (Original, 4 copies, 4 CDs)
- Section 1-Management Capability
 - Distribution Management
 - Management Approach & Management Organizational Structure
 - Resourcing
 - Key Personnel, Distribution Center Organizational Structure & Personnel Data
 - Prior to award, the KO **may** require an offeror to confirm that the personnel whose resumes were submitted and the number of Full Time Employees (FTE) proposed are available and shall be assigned to the contract resulting from this solicitation
 - Plans
 - Quality Control/Customer Satisfaction (QC/CSP), Phase-In/Phase-Out Plan & Surge Sustainment Disaster Recovery Plan (SSDRP)



Section L

Instructions, Conditions, & Notices to Offerors

- Volume II-Technical Proposal (Original, 4 copies, 4 CDs)
- Section 2-Mission Capability
 - Operations
 - Distribution Services, Warehouse Operations, and Inventory Management
 - Equipment



Section L

Instructions, Conditions, & Notices to Offerors

- Volume III-Past Performance (Original, 2 Copies, 2 CDs)
 - The data must be relevant. This is defined as those “similar in terms of complexity, technology, magnitude of effort, schedule, and scope. Additionally, the performance must have occurred during the last five (5) years. “ If an Offeror has no relevant experience, this must be stated”.
 - Data must be provided for Offeror and any major subcontractors. A major subcontractor is defined as “those providing 20% of total dollar threshold AND/OR 25% of total man-house effort”. Only major subcontractors information will be evaluated.
 - SUBMITTAL REQUIREMENTS:
 - Prime Contractor Past Performance Index
 - Major Subcontractor Past Performance Index
 - List of Questionnaires submitted (both prime and major subcontractors)
 - The customer must be listed on the Past Performance Index
 - The customer will send the questionnaires directly to the Government
 - Quality Awards/Certifications (both prime and major subcontractors)
 - Subcontractor Summary Table for all proposed subcontractors



Section L

Instructions, Conditions, & Notices to Offerors

- Volume IV – Small Business Program Proposal (Original, 2 copies, 2 CDs)
- Section 1-Utilization of Small Business Concerns
 - Planned utilization - applicable to all perspective Offerors
 - Past utilization - only applicable to large businesses
- Section 2-DLA Mentoring Business Agreement
- Section 3-AbilityOne Program



Section L

Instructions, Conditions, & Notices to Offerors

- Volume V-COST/PRICE (Original, 2 copies, 2 CDs + 1 Copy to DCAA)
- Key Points:
 - Projected workload are estimates, no guaranteed workload
 - All Offerors must have an adequate Accounting System to be eligible for award of the contract.
 - Offerors shall provide copy of Forward Pricing Rates, if applicable
 - Certified Cost and Pricing Data is not required at this time. However, KO reserves the right to require it at a later time, if necessary.
 - For assistance in preparing the Cost Proposal, Offerors may review the Incurred Cost Electronically (ICE) Model on the DCAA website <http://www.dcaa.mil> and/or contact their local DCAA Office



Section L

Instructions, Conditions, & Notices to Offerors

- Volume V-COST/PRICE (Original, 2 copies, 2 CDs + 1 Copy to DCAA)
- Key Points:
 - Submit all required tables in MS EXCEL on CD. Do not hide formulas or cells on CD. The Government must be able to replicate the calculations
 - Cost Proposal Summary is required
 - Cost Breakdown is required for ALL CLINs
 - Detailed cost information is required for all “Major Subcontractors”. This is defined as “those providing 20% of total dollar threshold AND/OR 25% of total man-hour effort”. Only major subcontractor information will be evaluated.
 - If a subcontractor elects to submit the detailed breakdown for their labor costs directly to the Government, the prime Offeror must still complete portions of the Subcontracting Labor Tables. This will ensure that the Offeror’s proposal contains an accurate Price.



Section L

Instructions, Conditions, & Notices to Offerors

Prime Labor Table to Support Phase-In Period - Base Year Only - CLIN 0001

CLIN 0001 – PRIME LABOR				
Labor Category	DOL Code	Number of Hours	Base Rate	Subtotal Labor (Number of Hours * Base Rate)
Position 1				
Position 2				
Position 3				
		Subtotal Labor for all Categories:		\$
		OH (1)	_____ %	\$
		OH (2)	_____ %	\$
		G&A	_____ %	\$
			Total Labor	\$



Section L

Instructions, Conditions, & Notices to Offerors

Subcontractor Labor Table to Support Phase-In Period - Base Year Only - CLIN 0001

CLIN 0001 – SUBCONTRACTOR LABOR				
Labor Category	DOL Code	Number of Hours	Base Rate	Subtotal Labor (Number of Hours * Base Rate)
Position 1				
Position 2				
		Subtotal Major Subcontractor Labor for all Categories:		\$
		OH (1)	_____ %	\$
		OH (2)	_____ %	\$
		G&A	_____ %	\$
			Total Major Subcontractor Labor	\$
		Other Subcontracted Labor Subtotal:		\$
			Profit/Fee*:	\$
			Total Burdened:	\$
		Total for all Subcontractor Labor		\$



Section L

Instructions, Conditions, & Notices to Offerors

Support Costs Phase-In Period - Base Year Only - CLIN 0001

CLIN 0001 –SUPPORT COSTS						
	COST	OH(1)___%	OH(2)____%	SUBTOTAL	PROFIT__%	TOTAL
TOTAL SUPPORT COSTS						

Summary Table - CLIN 0001

SUMMARY TABLE CLIN 0001	BASE YEAR / TOTAL CONTRACT
CLIN 0001 – PRIME LABOR COSTS	
CLIN 0001 – SUB LABOR COSTS	
CLIN 0001 – SUPPORT COSTS	
CLIN 0001 – TOTAL FIRM FIXED PRICE	



Section L

Instructions, Conditions, & Notices to Offerors

Prime Labor Table to Support Distribution Operations - CLIN X002

CLIN X002 – PRIME LABOR				
Labor Category	DOL Code	Number of Hours	Base Rate	Subtotal Labor (Number of Hours * Base Rate)
Position 1				
Position 2				
Position 3				
		Subtotal Labor for all Categories:		\$
		OH (1)	_____%	\$
		OH (2)	_____%	\$
		G&A	_____%	\$
			Total Labor	\$

SEPARATE TABLE REQUIRED FOR BASE PERIOD AND EACH OPTION YEAR



Section L

Instructions, Conditions, & Notices to Offerors

Subcontractor Labor Table to Support Distribution Operations - CLIN X002

CLIN X002 – SUBCONTRACTOR LABOR				
Labor Category	DOL Code	Number of Hours	Base Rate	Subtotal Labor (Number of Hours * Base Rate)
Position 1				
Position 2				
		Subtotal Major Subcontractor Labor for all Categories:		\$
		OH (1)	_____%	\$
		OH (2)	_____%	\$
		G&A	_____%	\$
			Total Major Subcontractor Labor	\$
		Other Subcontracted Labor Subtotal:		\$
			Profit/Fee*:	\$
			Total Burdernal:	\$
		Total for all Subcontractor Labor		\$

SEPARATE TABLE REQUIRED FOR BASE PERIOD AND EACH OPTION YEAR



Section L

Instructions, Conditions, & Notices to Offerors

Summary Table - CLIN X002

SUMMARY TABLE CLIN X002	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X002 – PRIME LABOR COSTS						
CLIN X002 – SUB LABOR COSTS						
CLIN X002 – TARGET COST						
CLIN X002 – TARGET PROFIT (___% OF TARGET COST)						
CLIN X002 – TOTAL TARGET PRICE						
CLIN X002 – CEILING PRICE (120% OF TARGET COST)						

ONE TABLE REQUIRED



Section L

Instructions, Conditions, & Notices to Offerors

Prime Labor Table for Preventative Equipment Maintenance - CLIN X003

CLIN X003 – PRIME LABOR				
Labor Category	DOL Code	Number of Hours	Base Rate	Subtotal Labor (Number of Hours * Base Rate)
Position 1				
Position 2				
Position 3				
		Subtotal Labor for all Categories:		\$
		OH (1)	_____ %	\$
		OH (2)	_____ %	\$
		G&A	_____ %	\$
			Total Labor	\$

SEPARATE TABLE REQUIRED FOR BASE PERIOD AND EACH OPTION YEAR



Section L

Instructions, Conditions, & Notices to Offerors

Subcontractor Labor Table for Preventative Equipment Maintenance - CLIN X003

CLIN X003 – SUBCONTRACTOR LABOR				
Labor Category	DOL Code	Number of Hours	Base Rate	Subtotal Labor (Number of Hours * Base Rate)
Position 1				
Position 2				
		Subtotal Major Subcontractor Labor for all Categories:		\$
		OH (1)	_____ %	\$
		OH (2)	_____ %	\$
		G&A	_____ %	\$
			Total Major Subcontractor Labor	\$
		Other Subcontracted Labor Subtotal:		\$
			Profit/Fee*:	\$
			Total Burdened:	\$
		Total for all Subcontractor Labor		\$

SEPARATE TABLE REQUIRED FOR BASE PERIOD AND EACH OPTION YEAR



Section L

Instructions, Conditions, & Notices to Offerors

Support Costs for Preventative Equipment Maintenance - CLIN X003

CLIN 0001 –SUPPORT COSTS						
	COST	OH(1)___%	OH(2)____%	SUBTOTAL	PROFIT__%	TOTAL
TOTAL SUPPORT COSTS						

SEPARATE TABLE REQUIRED FOR BASE PERIOD AND EACH OPTION YEAR



Section L

Instructions, Conditions, & Notices to Offerors

Summary Table - CLIN X003

SUMMARY TABLE CLIN X003	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X003 – PRIME LABOR COSTS						
CLIN X003 – SUB LABOR COSTS						
CLIN X003 – SUPPORT COSTS						
CLIN X003 – TOTAL FIRM FIXED PRICE						

ONE TABLE REQUIRED



Section L

Instructions, Conditions, & Notices to Offerors

Cost Breakdown for Unscheduled Equipment Maintenance - CLIN X004

	Estimated Cost	G&A or Material Handling Rate (Offeror to identify) _____ %	Ceiling Price
CLIN 0004			\$88,300.00
CLIN 1004			\$126,300.00
CLIN 2004			\$131,000.00
CLIN 3004			\$136,000.00
CLIN 4004			\$142,000.00
TOTAL CONTRACT			\$623,600.00

Summary Table - CLIN X004

SUMMARY TABLE CLIN X004	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X004 – TOTAL Ceiling Price						



Section L

Instructions, Conditions, & Notices to Offerors

Cost Breakdown for Equipment Replacement - CLIN X005

	Estimated Cost	G&A or Material Handling Rate (Offeror to identify) _____ %	Ceiling Price
CLIN 0005			\$0.00
CLIN 1005			\$142,000.00
CLIN 2005			\$246,000.00
CLIN 3005			\$172,000.00
CLIN 4005			\$130,000.00
TOTAL CONTRACT			\$690,000.00

Summary Table - CLIN X005

SUMMARY TABLE CLIN X005	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X005 – TOTAL Ceiling Price						



Section L

Instructions, Conditions, & Notices to Offerors

Cost Breakdown for Material Support Costs - CLIN X006

	Estimated Cost	G&A or Material Handling Rate (Offeror to identify) _____ %	Ceiling Price
CLIN 0006			\$878,000.00
CLIN 1006			\$1,188,000.00
CLIN 2006			\$1,202,000.00
CLIN 3006			\$1,210,000.00
CLIN 4006			\$1,241,000.00
TOTAL CONTRACT			\$5,719,000.00

Summary Table - CLIN X006

SUMMARY TABLE CLIN X006	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X006 – TOTAL Ceiling Price						



Section L

Instructions, Conditions, & Notices to Offerors

Cost Breakdown for Travel and Training Conferences - CLIN X007

	Estimated Cost	G&A or Material Handling Rate (Offeror to identify) _____ %	Ceiling Price
CLIN 0007			\$20,000.00
CLIN 1007			\$45,000.00
CLIN 2007			\$45,000.00
CLIN 3007			\$50,000.00
CLIN 4007			\$50,000.00
TOTAL CONTRACT			\$210,000.00

Summary Table - CLIN X007

SUMMARY TABLE CLIN X007	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X007 – TOTAL Ceiling Price						



Section L

Instructions, Conditions, & Notices to Offerors

Labor Table for Special Projects - CLIN X008

(Offeror to insert Prime or Sub) <u>LABOR</u>	LABOR RATE					FULLY BURDENED RATE
	BASE RATE	OH (1) ____%	OH (2) ____%	G&A ____%	FEE ____%	
(Rewarehousing) Material Handling Laborer						
(Rewarehousing) Forklift Operator						
(Rewarehousing) Warehouse Specialist						
(All) Supply Technician						
(Container Fabrication/Specialized Packaging) Woodworker						
(Container Fabrication/Specialized Packaging) Material Coordinator						

SEPARATE TABLE REQUIRED FOR BASE PERIOD AND EACH OPTION YEAR



Section L

Instructions, Conditions, & Notices to Offerors

Labor Table for Special Projects - CLIN X008

CLIN 0008 – BASE YEAR	Government Provided Hours	Fully Burdened Rate	Ceiling Price
CLIN 0008AA (Rewarehousing) Material Handling Laborer	700		
CLIN 0008AB (Rewarehousing) Forklift Operator	700		
CLIN 0008AC (Rewarehousing) Warehouse Specialist	3600		
CLIN 0008AD (All) Supply Technician	700		
CLIN 0008AE (Container Fabrication/Specialized Packaging) Woodworker	700		
CLIN 0008AF Material Coordinator	700		
0008 TOTAL			

SEPARATE TABLE REQUIRED FOR BASE PERIOD AND EACH OPTION YEAR



Section L

Instructions, Conditions, & Notices to Offerors

Summary Table - CLIN X008

SUMMARY TABLE CLIN X008	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X008 – Ceiling Price						



Section M

Evaluation Factors for Award

- **Key Points:**

- The Government will evaluate proposals based on the following six (6) factors, listed here in descending order of importance:

- Factor 1: Management Capability

- a. Distribution Management
- b. Resourcing
- c. Plans

Subfactors equally weighted

- Factor 2: Mission Capability

- a. Operations
- b. Equipment

Operations more important than Equipment

- Factor 3: Past Performance

- Factor 4: Utilization of Small Business Concerns

- a. Planned utilization
- b. Past utilization

Subfactors equally weighted

- Factor 5: Defense Logistics Agency Mentoring Business Agreement

- Factor 6: AbilityOne Program

All evaluation factors (1 through 6) are significantly more important than cost/price individually and when combined.



Section M

Evaluation Factors for Award

- Cost Evaluation
 - The Government will assess the realism of the Offeror's pricing to determine the most probably cost the Government would expect to pay for performance of the contract. This assessment will determine if the Offeror's pricing is: 1) reasonable 2) realistic for the work to be performed 3) reflects a clear understanding of the requirements; and 4) is consistent with the various elements of the Offeror's technical approach
 - The Government will perform the realism analysis on all CLINs to develop an evaluated most probable cost used for evaluation purposes only. The Government will arrive at a Total Evaluated Contract cost by adding the evaluated most probable cost for each CLIN for the basic and option years.



Conclusion

- Please work with us by:
 - Keeping the questions relevant to issues of the RFP
 - Getting the questions to the Contract Specialist early
 - Using the question submission format provided in Section L
 - Monitoring FedBizOpps for Amendments issued against the solicitation
 - Not expecting extensions from the initial due date and time
 - Making initial proposal your best offer as the Government intends to award without discussions



Conclusion

- What's Next:
 - Board the bus and be ready to leave at 1215 hours
 - Tour of the Satellite Packaging Sites at the FRCSE
 - Bus ride to NS Mayport
 - Tour the Material Processing Center
 - Sunday 0730 Hours
 - Board the bus to NAS Jacksonville