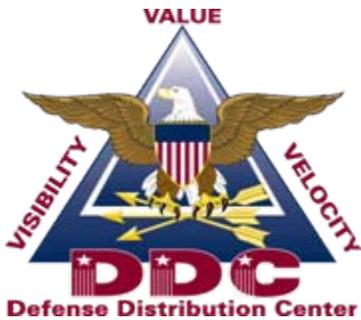


**September 26, 2008**

**SP3100-08-R-0018**  
**DISTRIBUTION SUPPORT SERVICES**  
**AT DDGM**

**SOLICITATION OVERVIEW**

**Presented by DDC-J7 & J-3/J-4**



# Solicitation Overview

- **RFP SP3100-08-R-0018**

Posted to Federal Business Opportunities (FedBizOpps) website:

- **SF 33 (Section A) – Adobe (pdf) document**
- **Section B thru M – Word (doc) documents**
- **Attachments - Word (doc) & Notepad (txt) documents**
- **Technical Exhibits– Word (doc) & Excel (xls) documents**
- **Word Table – Adobe (pdf) document**

Provided at Pre-Proposal Conference or via mail request:

- **Technical Library – Word & Excel on CD**
- **Planographs – Hard copy only; not available electronically**



# Solicitation Schedule

- **The Final Solicitation was released on the Federal Business Opportunities website (<http://www.fbo.gov>) on 8 September 2008**
- **Questions are due no later than 4:00pm eastern local time on 9 October 2008. Questions received after this date and time will not receive a response. All Questions must be submitted in writing to the Contract Specialist, Tracy Birch, at [tracy.birch@dla.mil](mailto:tracy.birch@dla.mil)**
- **Format of Question:**

Question	RFP Page	RFP Para	Name of Firm	POC	Tel No.	Fax No.	e-mail
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# Solicitation Schedule

- **The hour and date for receipt of offers is 2:00 p.m. eastern local time on 27 October 2008.**
- **Hard copy offers must be received at the office provided in Section L04, Paragraph 2, on page 58 of the solicitation.**
- **Electronic submission (i.e. facsimile and email submissions will not be accepted.**
- **Extensions are unlikely for any amendments issued against this solicitation.**

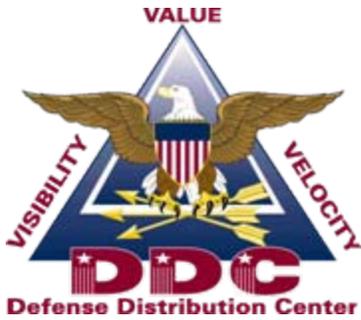


# Section A

## Solicitation, Offer & Award – Standard Form 33

### KEY POINTS:

- **Ensure the Offeror completes Blocks 12 – 18**
- **Ensure this document is signed – The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussions.**

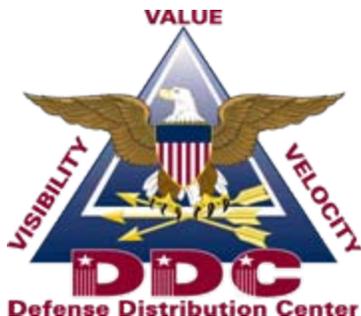


# Section B

## Supplies or Services and Price/Costs

### KEY POINTS:

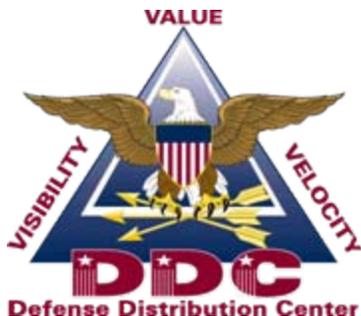
- **Base Year = 12 months; 4 Option Years = 12 months each**
- **All years are essentially the same CLIN structure EXCEPT:  
Base Year CLIN 0001 includes a 3 month Phase-in (Transition) Period  
and 9 months of full performance**
- **Section B Instructions and “Competition in Supplies” clause are located  
on Page 7**
- **Solicitation Instructions are 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 the Amount in the Cost Proposal  
(Volume IV), IAW instructions of Section L**



# Section B

## Supplies or Services and Price/Costs

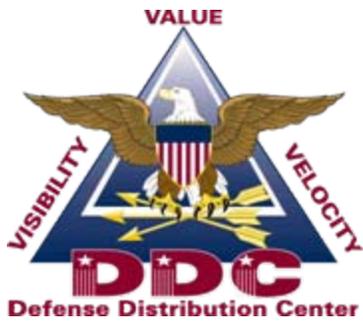
- **Line Item X001: Distribution Operations (IAW PWS C-1 to C-7)**
  - **Three (3) month Phase-In Period and Nine (9) months of full performance in Base Year, Twelve months of full performance each option year**
  - **Cost-Plus Fixed Fee (CPFF) Pricing Arrangement**
  - **Develop/calculate/enter the following:**
    - **Estimated Cost**
    - **Fixed Fee**
    - **Total Estimated Cost Plus Fixed Fee**
  - **IAW FAR 15.404-4(c)(4)(i)(c), Fixed Fee shall not exceed 10% of the contract's estimated cost, excluding fee.**
  - **Each year's estimated cost and fixed fee is a stand alone performance period. If options are exercised, the Total Estimated Cost Plus Fixed Fee will be determined separately for each X001 CLIN.**



# Section B

## Supplies or Services and Price/Costs

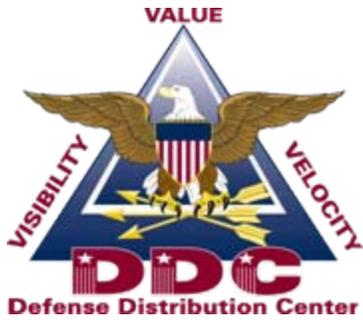
- **Line Item X002: Unscheduled Equipment Maintenance & Equipment Replacement (IAW PWS C-4.5.3)**
  - **Cost Reimbursement Not-to-Exceed (NTE)**
  - **Offerors reimbursed actual cost + G&A OR Material Handling only**
  - **No Fee**
  - **NTE Amount = Government provided estimated cost + Offeror's G&A OR Material Handling**
  - **Government provided estimated cost is established in Sections B & L**
- **Line Item X003: Material Support Costs for X001**
- **Line Item X004: Travel / Training Conference (IAW PWS C-3.5, 4.6 and 5.12)**
  - **Same as above**



# Section B

## Supplies or Services and Price/Costs

- **Line Item X005: Reports (IAW PWS C-6.6)**
  - **Not Separately Priced (NSP)**
  - **All costs for CLIN X005 shall be included in the cost for CLIN X001, Distribution Operations**



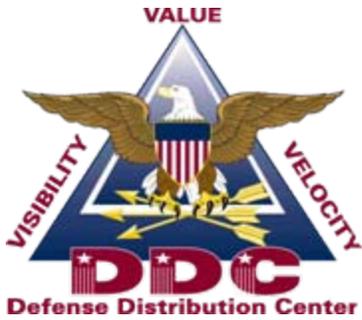
# Section C

## Performance Work Statement

### C-1, General Conditions And Requirements

#### **Contractor shall:**

- **Develop written ESOH Program (C-1.5)**
- **Phase-In Requirements (C-1.9)**
  - **Phase –In -Plan**
- **Contract Phase-Out/Continuity of Service Plan (C-1.12)**
  - **Support Pre-Proposal Conference, as required**
  - **Support transition to successor contractor**



# Section C

## Performance Work Statement

### C-3, Government Furnished Property & Services

#### Government Property

#### Use

**Real Property (C-3.2.1)**

**Mandatory**

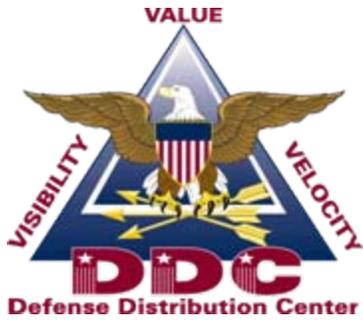
**Equipment (C-3.2.2)**

**Optional**

**Information Technology (IT)  
Assets (C-3.2.3)**

**Mandatory**

- **GFP accepted by the Contractor will be made available at the end of the phase-in**

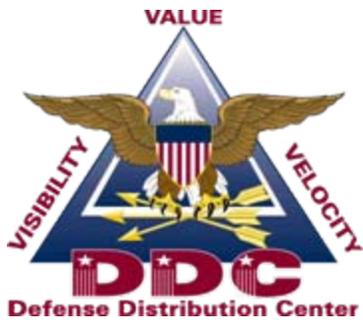


# Section C

## Performance Work Statement

### C-3, Government-Furnished Property (GFP)

- **GFP is governed by FAR Part 45 and FAR 52.245-1**
- **Does not pertain to mission stock**
- **Proposal to include the identification of GFP the contractor will need to perform requirements.**
- **Contractor only provided GFP identified in proposal at the start of full performance**

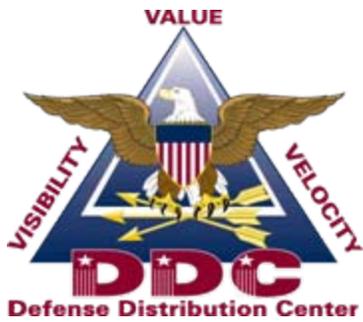


# Section C

## Performance Work Statement

C-3, Government-Furnished Property (GFP)

- **Maintenance & Accountability of GFP**
  - **Contractor must control all GFP valued at \$300.00 or greater (except furniture) through DPAS**
  - **GFP is offered in place and in its current condition**
- **Termination of use and disposal of optional GFP shall not relieve the Contractor of its obligations for performance**

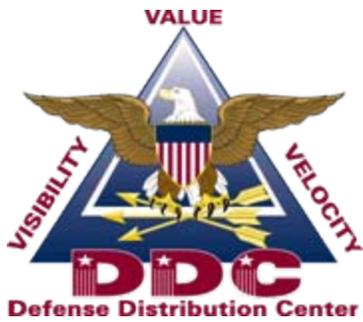


# Section C

## Performance Work Statement

### C-3, Government-Furnished Facilities (GFF)

- **Government performs maintenance, repair and replacement of GFF – Contractor submits work orders through Continuing Government Activity (CGA) for repairs**
- **Contractor performs maintenance on existing storage racks, shelves & bins within GFF**
- **Contractor partners with the Government when coordination efforts are needed for GFF repair work performed by other contractors**

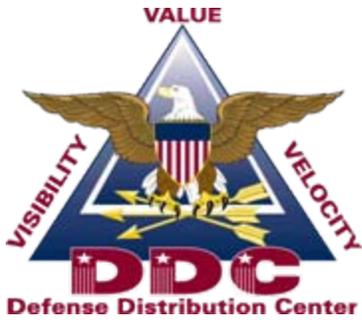


# Section C

## Performance Work Statement

### C-3.3, Government-Furnished Data Systems

- **Government will furnish and the Contractor shall use in the performance of the PWS requirements, the government-furnished data systems identified in TE 3.8**
- **Government will replace IT equipment IAW established replacement cycles (currently being developed for DDGM)**
- **Contractor will provide IT material and supplies (e.g., printer ribbons, toner, etc.)**

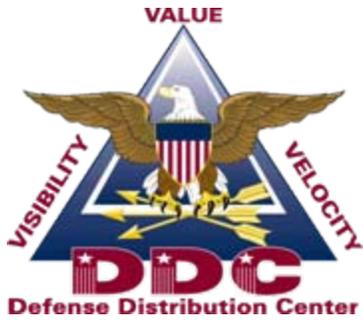


# Section C

## Performance Work Statement

### C-4, Contractor-Furnished Equipment, Material & Support Services

- **Contractor shall provide:**
  - **Materials and Supplies**
  - **Provide all equipment necessary to provide service except for what the Government has provided in the Solicitation**
- **Contractor furnished equipment remains the Contractor's unless acquired under a cost-reimbursement CLIN (X002)**
- **Contractor furnished material (residual) shall be returned to Government at the conclusion of the contract**
- **Contractor shall be responsible for all services not specifically identified as Government furnished**
- **Contractor-Furnished Training identified in TE 4.1**



# Section C

## Performance Work Statement

- **Preventive Maintenance**
  - **Labor – Under Distribution Services CLIN (X001)**
  - **Material – Under Material Support Costs 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**

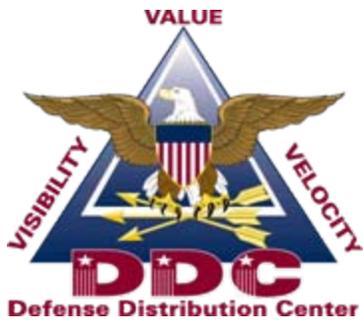


# Section C

## Performance Work Statement

### **Unscheduled Maintenance and Equipment Replacement**

- **Equipment Replacement under CLIN (X002)**
- **Labor and Material under CLIN (X002)**
  - **Under \$1,000 repair estimate Contractor perform repairs**
  - **Over \$1,000 repair estimate submit to KO for approval to perform repairs**
- **Contractor shall update EMACS with labor/material costs and disposition actions**

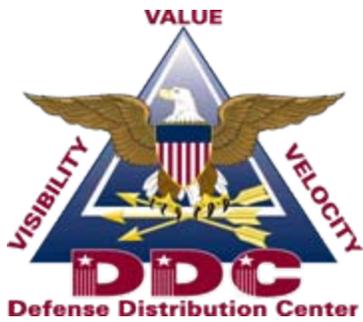


# Section C

## Performance Work Statement

### C-5. Specific Tasks

- **5.1 Distribution Services and Performance Requirements**
- **5.2 Receiving**
- **5.3 Storage**
- **5.4 Issue**
- **5.6 Packaging**
- **5.7-5.9 Unique Missions**
- **5.10 Military Training**
- **5.11 Special Projects**
- **5.12 Conferences**

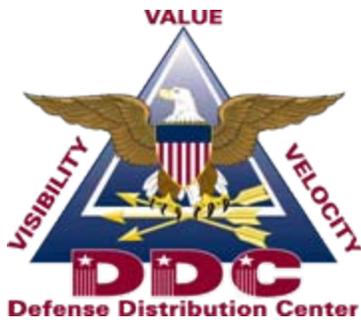


# Section C

## Performance Work Statement

### C-5.1, Distribution Services & Performance Requirements

- **Requirement to meet all APLs**
- **Property accountability and security for classified information and material**
- **Liability for Mission Stock**
  - **Notify CGA immediately upon discovery of loss/damage/destruction**
  - **No financial liability unless due to negligence, willful misconduct or unauthorized use**
- **Limit of liability per occurrence is \$50,000; total limit is \$1M per year**

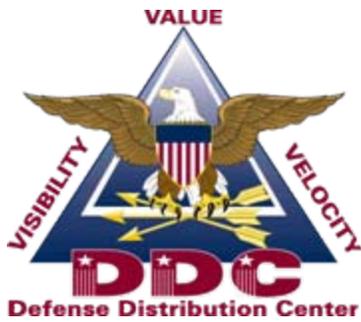


# Section C

## Performance Work Statement

### C-5.1.3, Information Technology (IT) Data Systems

- **Distribution Standard System (DSS) & Management Information System (MIS)**
- **Standard Base Supply System (SBSS)**
- **Query Management Facility (QMF)**
- **Web based Systems**
- **3.8 TE. provides a descriptions of Government Furnished Data Systems**

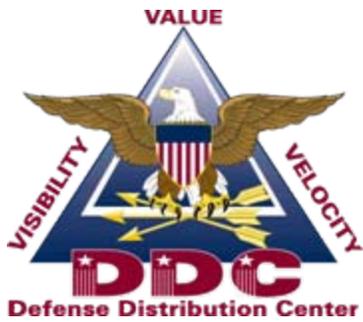


# Section C

## 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 action, 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 Gov't**
- **CSP established reporting system that increases customer satisfaction**
- **Inventory Accuracy Improvement Plan (IAIP)**

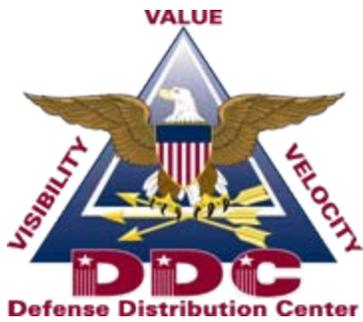


# Section C

## Performance Work Statement

### C-5.1.7, Operational Programs

- **Level 1/Subsafe Program Custodian**
- **War Game Exercise Support**
- **Navy Ships Store Program (1Q)**
- **Ship Support Services during Non-Duty Hours**
- **General Services Administration**

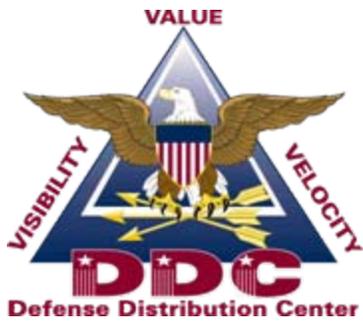


# Section C

## Performance Work Statement

### C-5.2, Receiving

- **DDGM receives material for DLA distribution transported by a variety of commercial and government carriers**
- **The receiving process begins when materiel arrives at the receiving facility (tailgate date)**
- **The receiving process ends when the materiel is stowed or processed as an Issue from Receiving (IFR)**
- **APLs provided in TE 5.1**
- **Projected workload provided in TE 5.2**



# Section C

## Performance Work Statement

### C-5.3, Storage

- **To stow, pick, rewarehouse, inspect and keep accurate inventory of all materiel managed, stored for issue to the military services and other DoD customers.**
- **Store all material in the correct type of location in a manner that prevents damage or deterioration**
- **DSS Shelf-Life/Cyclic Inspections**
- **Planographs and Storage Space Management Report**
- **General Warehouse housekeeping for all inside and outside storage areas**

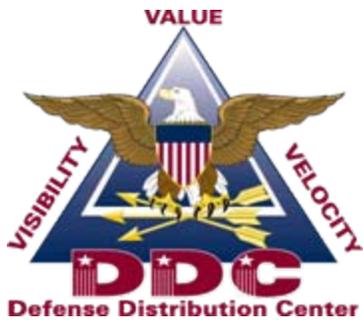


# Section C

## Performance Work Statement

### C-5.4, Physical Inventory Control

- **The Contractor shall perform physical inventory control program services that maintain integrity in mission stock asset balances as prescribed in the PWS**
- **The Contractor shall:**
  - **Maintain accountable record**
  - **Monitor physical inventories, location surveys, and perform research and reconciliation to correct accountable record imbalances and potential discrepancies**
  - **Identify repetitive processing errors**

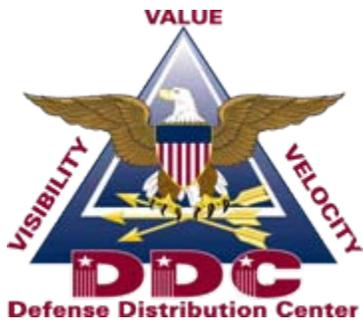


# Section C

## Performance Work Statement

### C-5.5, Issue

- Issue process begins with the receipt of MROs, DROs, RDOs, requirements in DLMS.
- The issue process ends when the materiel is shipped/delivered to the customer.
- When requested, the Contractor shall provide timely assistance to customers on the status of materiel shipments/deliveries.

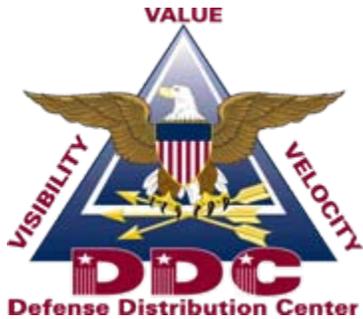


# Section C

## Performance Work Statement

### C-5.6, Packaging

- **Effectively manage the process of packaging material in preparation for shipment.**
- **Perform all packaging on material received, stored and/or issued in accordance with (IAW) policies and procedures stated in C-5.6.**
- **Comply with pest-free Wood Packaging Material (WPM) and standards**
- **Report Packaging Actions for Reimbursable work using Job Order Numbers (JON) (Level A or B Pack)**



# Section C

## Performance Work Statement

C-5.7 – C-5.9, Unique Missions

- **C-5.7 Material Processing Center Operations (MPC)**
- **C-5.8 Standard Base Supply System (SBSS)**
- **C-5.9 Advance Traceability and Control (ATAC)**

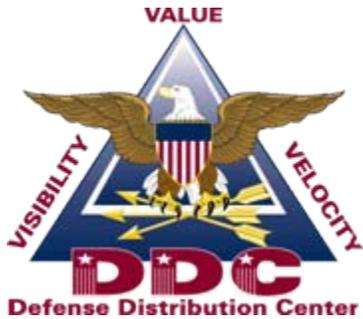


# Section C

## Performance Work Statement

### C-5.7, Unique Missions

- **C-5.7 Material Processing Center Operations (MPC)**
  - **MPC specializes in receiving, processing and delivery/limited pick-up service of shipboard materials.**
  - **The Contractor shall manage and operate MPC for all assigned home-ported and assigned visiting ships at COMNAV MAR.**
  - **The Contractor shall maintain and secure short-term storage location for each ship's material.**
  - **The Contractor shall process all material through DSS as a transshipment. (See C-5.2 and 5.5)**

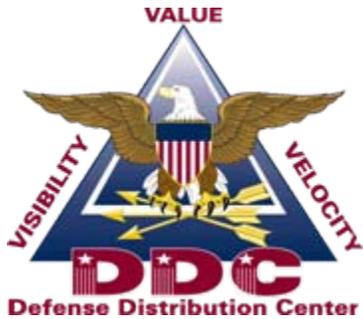


# Section C

## Performance Work Statement

### C-5.8, Unique Missions

- **C-5.8 Standard Base Supply System (SBSS)**
- **AAFB SBSS material will be processed at DDGM-North.**
- **The Contractor shall receive, store and issue SBSS material IAW C-5.1 through C-5.6 with additional requirements in C-5.8.**
- **The Contractor shall perform SBSS inventories IAW AFMAN 23-100, USAF Supply Manual, Vol 2 Part 2, Chapter 10**
- **The Contractor shall develop an annual inventory schedule using the same criteria requirements IAW C-5.4.3 (Location Surveys).**
- **The Contractor shall perform 1<sup>st</sup> and 2<sup>nd</sup> counts for controlled/uncontrolled items.**
- **Contractor shall perform special inventories as required.**



# Section C

## Performance Work Statement

### C-5.9, Unique Missions

- **C-5.9 Navy's Advance Traceability and Control (ATAC) Node**
- **DDGM ATAC Node is a consolidation point for all routine and expedited Depot Level Repairable (DLRs) transshipped to either ATAC Hub San Diego or directly to a Designated Overhaul Point (DOP) or Designated Support Point (DSP).**
- **The Contractor shall operate and manage ATAC Node.**
- **The Contractor shall use Navy's Electronic Retrograde Management System (eRMS) to receive, store and issue ATAC material IAW C-5.9 requirements.**
- **The Contractor shall generate shipping documentation from eRMS and transship material to the repair facility using DSS.**



# Section C

## Performance Work Statement

### C-5.10, Military Training

- **The Contractor shall afford Active Duty and Reserve personnel hands-on training in their respective MOS fields through work performed at the depot.**
- **The Contractor shall coordinate with unit(s) through the Government for approval**
- **Comply with the APLs established in TE 5.1**



# Section C

## Performance Work Statement

### C-5.11, Special Projects

- **Government Directed Reworking Actions**
  - **Actions need to satisfy Government requirement NOT associated with any other CLIN – Does not include reworking actions to maintain good warehousing practices.**
- **Requested Containers Fabrication Support**
  - **Not associated with Receiving, Storage, Shipping, Packaging functions.**
- **Specialized Packaging Support**
  - **Packaging requirements that exceed Size of the Container in Section C-5.6.3, Packaging Actions**

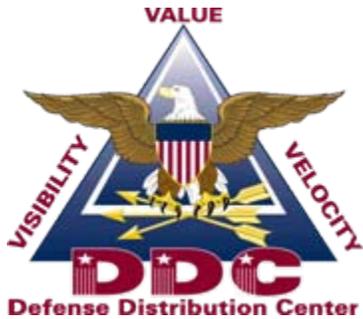


# Section C

## Performance Work Statement

### C-5.12, Conferences

- **The Government will reimburse travel costs for attending DDC and DLA sponsored conferences up to the limits of FAR 31.205-46**
- **No reimbursement will be made for costs other than travel costs**

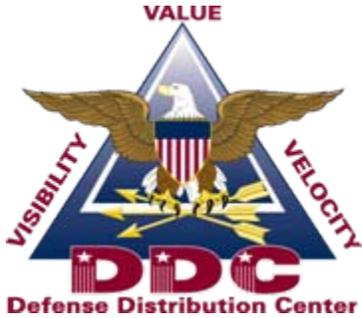


# Section C

## Performance Work Statement

C-6, Applicable Directives, Publications, Instructions, Forms and Reports

- **Compliance with directives, publications, and instructions is mandatory**
- **The Contractor shall abide by all directives and references listed in the performance of the requirements in the PWS even if the directives and references are not specifically listed in other sections of the PWS**
- **The Contractor shall immediately implement changes to publications/forms. For changes that result in an increase in cost, the Contractor shall submit a price proposal to the KO within 30 days of implementation of the change.**



# Section C

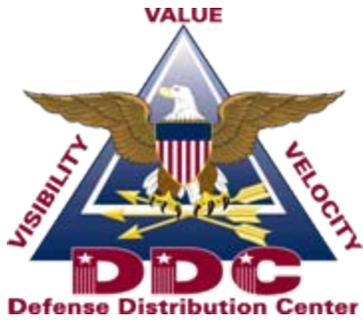
## Performance Work Statement

### C-7, Technical Exhibits

- **Technical Exhibits listed by reference are with the same force and effect as if they were in full text.**

#### **Numbering of Technical Exhibits**

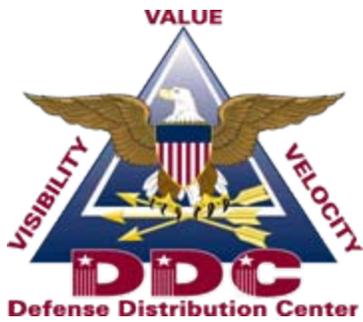
- **First digit represents the PWS Section where the TE is first referenced**
- **Second digit is simply a numerical count of the total number of TEs in that section.**
- **Technical Library will be provided by CDs upon request.**



# Section D

## Packaging & Marking

- **This requirement includes no special packaging and marking instructions.**

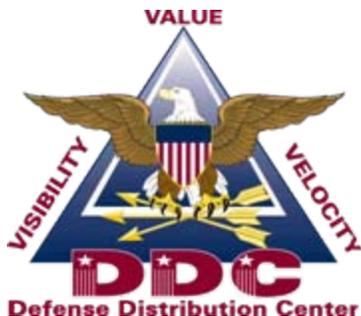


# Section E

## Inspection & Acceptance

### KEY POINTS:

- **DDC Clause 52.246-9W43, Quality/Performance Evaluation**
  - **Requires the Government to utilize a Quality Assurance Surveillance Plan (QASP) developed by the Government Contracting Officer Representative (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 and the Contracting Officer (KO) will issue to the contractor a Contract Discrepancy Report (CDR). A written response from the contractor is required within seven (7) days.**

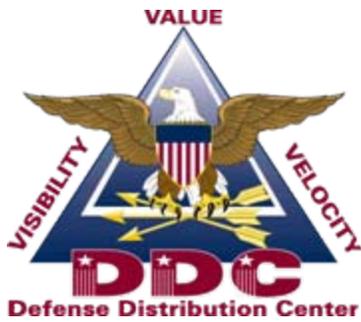


# Section F

## Deliveries or Performance

### KEY POINTS:

- Services shall be performed as prescribed by the Performance Work Statement (PWS) – Section C
- Base Period - Effective date of contract for a period of 12 months
  - Includes:
    - Transition Period: effective date for a period of 3 months
    - Full Performance: 4 months from effective date through 9 months thereafter
- Option Year One – if exercised, 12 months from effective date until 12 months thereafter
- Option Year Two – if exercised, 24 months from effective date until 12 months thereafter
- Option Year Three – if exercised, 36 months from effective date until 12 months thereafter
- Option Year Four – if exercised, 48 months from effective date until 12 months thereafter



# Section G

## Contract Administration Data

### KEY POINTS:

- **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
- **DDC Clause 52.242-9W01, Contractor Performance Assessment Reporting System (CPARS) Requirements**
  - Requires the contractor, in performing this contract, to be subject to a past performance assessment in accordance with FAR 42.15 and the CPARS

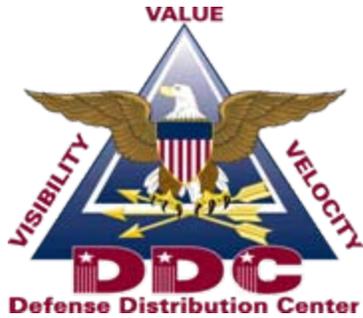


# Section H

## 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 National Agency Check (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) of 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)**

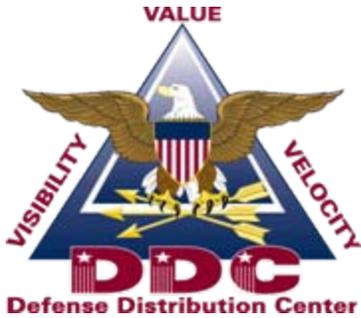


# Section H

## 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” – 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**

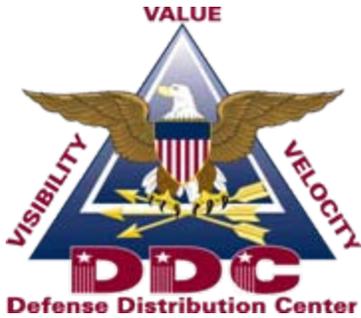


# Section H

## Special Contract Requirements

### KEY POINTS:

- **DDC Clause 52.237-9W35, Substitution or Addition of Key Personnel**
  - **Requires both the Site Manager & Alternate Site Manager to each possess:**
    - **A Secret Security 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 H

## Special Contract Requirements

### 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**
  
- **DDC Clause 52.229-9W31, Territory of Guam Notice Concerning Taxes, Licenses, Withholdings**
  - **Clause summarizes certain requirements of Guam Territorial Law**
  - **Questions pertaining to this clause or Guam Territorial Law shall be directed to the Government of Guam, Department of Revenue and Taxation**

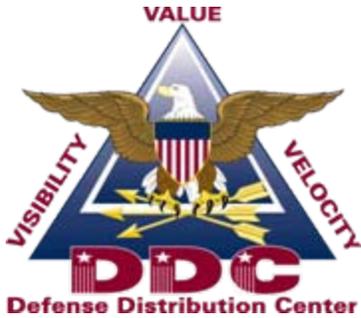


# Section H

## Special Contract Requirements

### KEY POINTS:

- **DDC Clause 52.222-9W30, Collective Bargaining Agreement (CBA)**
  - This requirement is subject to the CBAs between the current incumbent contractor and the IBEW and the current incumbent subcontractor and the IBEW
  - The CBA labor rates shall be used as the base labor rates for proposed labor categories
  - See Attachment J.1 to Solicitation SP3100-08-R-0018 for a copy of the CBAs
  - The Service Contract Act (SCA) Wage Determinations for labor categories not covered by the CBAs are provided in Attachment J.2 to Solicitation SP3100-08-R-0018
  - FAR Clause 52.222-47, SCA Minimum Wages and Fringe Benefits also applies and is provided in Section I of the solicitation

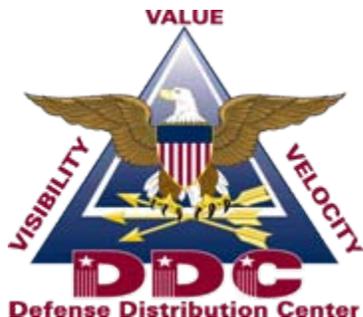


# Section I

## Contract Clauses

### KEY POINTS:

- **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 (SSBI)
    - IT-II (Limited Privileged) – Requires a NAC with Law and Credit Checks (NACLC)
    - IT-III (Non-Privileged) – Requires a NAC with written Inquiry (NACI)



# Section J

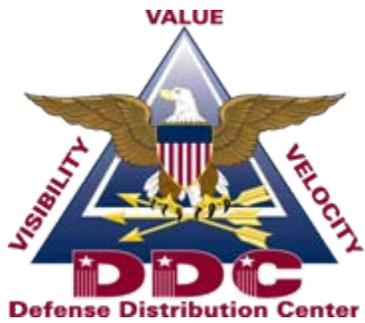
## List of Attachments

NUMBER	TITLE	DATE	NUMBER OF PAGES
Attachment J.1	Department of Labor Wage Determination No 2005-0097, Revision 3	07/10/2006	47
Attachment J.2	Department of Labor Wage Determination No 2005-2147, Revision 6	05/29/2008	17
Attachment J.3	DD254-Contract Security Class Spec DDGM	6/09/2008	2
Attachment J.4	Past Performance Questionnaire	N/A	6
Attachment J.5	Section C – Performance Work Statement (PWS)	9/08/2008	239

### KEY POINTS:

- **Attachment J.1 & J.2 – Wage Determinations**

**IAW FAR 22.1002-3(a), the successor contractor must pay wages and fringe benefits at least equal to those contained in any bona fide Collective Bargaining Agreement (CBA) entered into under the predecessor contract. IAW FAR 22.1002-2, contractors performing on service contracts in excess of \$2,500 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 Determination.**



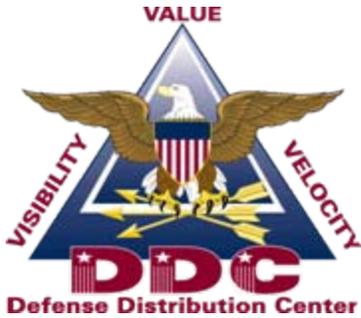
# Section J

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Attachment J.3	DD254-Contract Security Class Spec DDGM	6/09/2008	2
Attachment J.4	Past Performance Questionnaire	N/A	6
Attachment J.5	Section C – Performance Work Statement (PWS)	9/08/2008	239

### KEY POINTS:

- Attachment J.4 – Performance Risk Assessment Questionnaire  
Each offeror shall complete & send to previous customers for Past Performance Information. That customer must return the questionnaire directly to the Government.

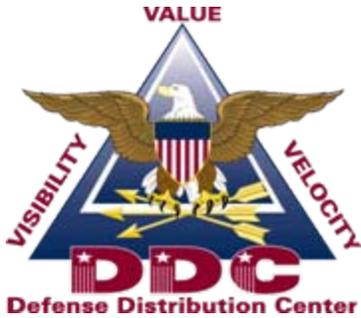


# Section K

## Representations, Certifications, & Other Statements of Offerors

### KEY POINTS:

- **The North American Industry Classification System (NAICS) code for this acquisition is 493110 – General Warehousing & Storage**
- **The Small Business Size Standard is \$25.5M**
- **This requirement is a total (100%) small business set-aside**

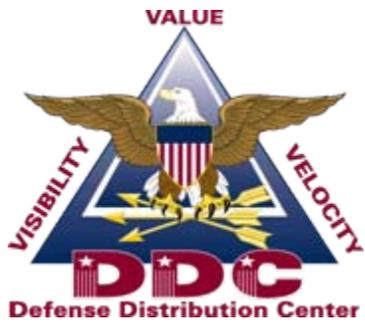


# Section K

## Representations, Certifications, & Other Statements of Offerors

### KEY POINTS:

- **DDC Clause 52.237-9W37, Commitment of Personnel**
  - **Prior to award, the KO may require an offeror to certify that personnel whose resumes were submitted and the number of Full Time Employees (FTEs) proposed for evaluation are available to work on, and shall be assigned to the contract resulting from this procurement**



# Section L

## Instructions, Conditions, & Notices to Offerors

### KEY POINTS:

#### **L-04 COMMUNICATIONS BETWEEN THE GOVERNMENT AND OFFERORS**

- Procedure & Deadline for submitting Questions – Must be in WRITING
- Address & Deadline for submittal of proposals

#### **L-05 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 (CD's) & Table of Contents
- Detailed instructions/requirements for each of the FOUR proposal volumes

- Volume I – Solicitation/Offer/Award (3 Sections)
- Volume II – Technical Proposal (3 Sections)
- Volume III – Past Performance Proposal
- Volume IV – Cost 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**
- **Reminders:**
  - **Restating the PWS requirements is unacceptable and will be grounds for determining the proposal unacceptable and removal from the competitive range**
  - **In accordance with 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 Application (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 – General Info & Best Value Features**
  - **Cross-Walk Matrix/Index**
  - **Best Value Benefits Table in format provided**
- **Section 2 – Management Capability**
  - **Distribution Management**
    - **Management Approach, Workload Fluctuation Response Plan (WFRP) & Management Organizational Structure**
  - **Resourcing**
    - **Key Personnel, Depot Organizational Structure & Personnel Data**
  - **Plans**
    - **Quality Control/Customer Satisfaction (QC/CSP) & Transition Plan for both Phase-In and Phase-Out**
- **Section 3 – Mission Capability**
  - **Operations**
    - **Distribution Services, Warehouse Operations, and Inventory Management**
  - **Equipment**



# Section L

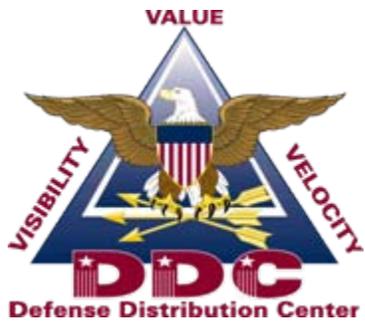
## Instructions, Conditions, & Notices to Offerors

### **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. This is defined as “those providing twenty percent (20%) of total dollar threshold AND/OR twenty-five percent (25%) of total man-hour 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**



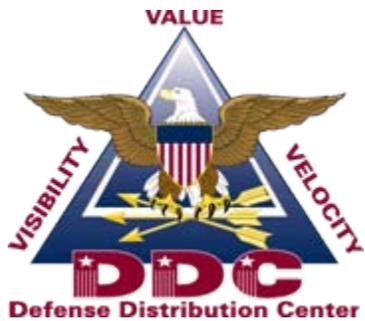
# Section L

## Instructions, Conditions, & Notices to Offerors

### Volume IV – COST/PRICE (Original, 2 Copies, 2 CDs + 1 Copy, 1 CD TO DCAA)

#### KEY POINTS:

- Projected workload are estimates, not guaranteed workload
- All Offerors must have an adequate Accounting System to support the cost reimbursement line items on the resultant contract. **If this can not be verified through DCAA, the offeror will not be considered.**
- Offerors shall provide copy of Forward Pricing Rates, if applicable
- Certified Cost and Pricing Data is not required at this time. However, Contracting Officer 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 ([www.dcaa.mil](http://www.dcaa.mil)) and/or contact their local DCAA Office



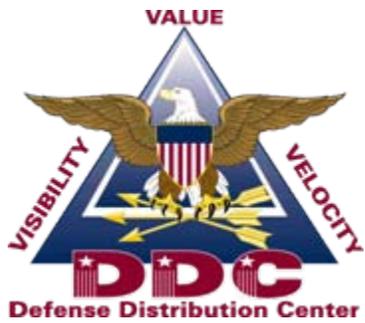
# Section L

## Instructions, Conditions, & Notices to Offerors

### **Volume IV – COST/PRICE** (Original, 2 Copies, 2 CDs + 1 Copy, 1 CD TO DCAA)

#### **KEY POINTS:**

- **Submit all required tables in MS EXCEL. 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 twenty percent (20%) of total dollar threshold AND/OR twenty-five percent (25%) of total man-hour effort”. Only major subcontractors 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

### Cost Proposal Summary (Page 76) – ONE TABLE REQUIRED

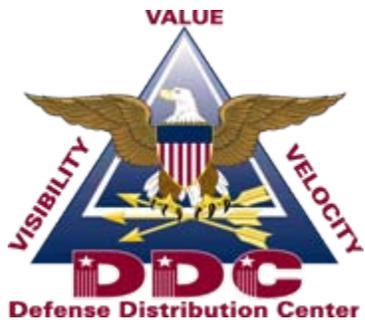
ITEM	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X001 Services/Labor to Perform Distribution Operations (Total Estimated Cost-Plus Fixed Fee (CPFF))						
CLIN X002 Unscheduled Equipment Maintenance & Equipment Replacement (Total NTE)						
CLIN X003 Material Support Costs for X001 (Total NTE)						
CLIN X004 Travel/Training Conferences (Total NTE)						
TOTAL COST						









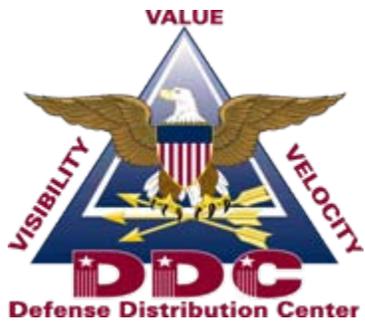


# Section L

## Instructions, Conditions, & Notices to Offerors

### Labor Summary (Page 79) – ONE TABLE REQUIRED

SUMMARY TABLE	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN 0001 – PRIME LABOR PHASE-IN COSTS		N/A	N/A	N/A	N/A	
CLIN 0001 – SUB LABOR PHASE-IN COSTS		N/A	N/A	N/A	N/A	
CLIN X001 – PRIME LABOR COSTS						
CLIN X001 – SUB LABOR COSTS						
CLIN X001 – TOTAL ESTIMATED LABOR COSTS						
FIXED FEE DOLLARS (____%)*						
TOTAL ESTIMATED COST PLUS FIXED FEE						



# Section L

## Instructions, Conditions, & Notices to Offerors

**Cost Breakdown for CLINs X002 – X004 – Separate Table Required for EACH CLIN SET**

	Government Provided Estimated Cost	G&A or Material Handling Rate (Offeror to identify) _____%	NOT-TO-EXCEED (NTE)
CLIN 0002	\$338,260.00		
CLIN 1002	\$340,607.00		
CLIN 2002	\$343,382.00		
CLIN 3002	\$346,238.00		
CLIN 4002	\$349,177.00		
TOTAL CONTRACT	\$1,717,664.00		



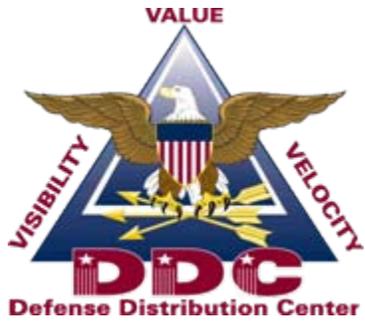
# Section L

## Instructions, Conditions, & Notices to Offerors

**Summary Tables – SEPARATE TABLE REQUIRED FOR EACH CLIN SET**

**X002 – X004**

SUMMARY TABLE CLIN X002	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	TOTAL CONTRACT
CLIN X002 – TOTAL NTE						



# Section M

## Evaluation Factors For Award

### Key Points:

The Government will evaluate proposals based on the following three (3) factors, listed here in descending order of importance:

#### Factor 1: Management Capability

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

**All equally weighted**

#### Factor 2: Mission Capability

- a. Operations
- b. Equipment

**Operations more important than Equipment**

#### Factor 3: Past Performance

All evaluation factors (1 through 3) are significantly more important than cost.



# Section M

## Evaluation Factors for Award

**Offerors failing to submit the cross-walk index and Best Value benefits table may be found non-responsive**

### **RATINGS ARE MADE AT THE FACTOR LEVEL**

- **Factors 1 and 2:**
  - **Merit Technical Rating of Outstanding, Good, Satisfactory, Marginal, or Unsatisfactory**
  - **Risk Rating of Low, Moderate, or High**
- **Factor 3 (Past Performance)**
  - **Confidence Rating of High Confidence, Significant Confidence, Confidence, Unknown Confidence, Little Confidence, or No Confidence**



# Section M

## Evaluation Factors for Award

### Cost Evaluation

The Government will assess the realism of the offeror's pricing to determine the most probable 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.



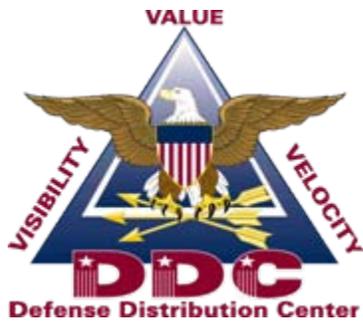
# Section M

## Evaluation Factors for Award

### Cost Evaluation

#### Evaluation of CLINs 0001, 1001, 2001, 3001 and 4001 (Cost-Plus Fixed Fee (CPFF)):

The Government will assess the Offeror's proposed estimated cost on a realism basis, considering the offeror's proposed Hours, Direct and Indirect rates. The Government will utilize rate information received from DCAA to assist with the evaluation. If the proposed direct and indirect rates are not consistent with DCAA information for that offeror, the proposed rate(s) may be adjusted for realism when applied for evaluation purposes. Similarly, the Offeror's proposed hours may also be adjusted for realism when applied for evaluation purposes. Once all realism adjustments have been made, the Government will then calculate the dollar amount of the fixed fee applied for evaluation purposes by multiplying the proposed fixed fee percentage by the estimated cost (which has been adjusted for realism, if necessary). The most probable cost for these CLINs will equal the Offerors' proposed cost, adjusted for realism if necessary, plus the Fixed Fee.



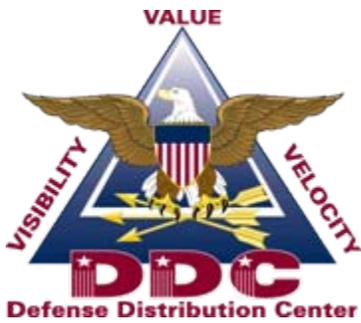
# Section M

## Evaluation Factors for Award

### Cost Evaluation

#### Evaluation of CLINs 0002, 1002, 2002, 3002, 4002, 0003, 1003, 2003, 3003, 4003, 0004, 1004, 2004, 3004, and 4004, (Cost Reimbursement, No Fee CLINs):

The Government has provided an estimated cost for these CLINs. As stated in Section L, Offerors shall apply their G&A or Material Handling Rate to the Government provided Estimated Cost to arrive at the proposed Not-to-Exceed amount. The Government will assess the proposed G&A or Material Handling Rate for realism. The Government will utilize rate information received from DCAA to assist with the evaluation. If the proposed rate is not consistent with DCAA information for that offeror, the proposed rate may be adjusted for realism when applied for evaluation purposes. The most probable cost for these CLINs will equal the Government provided Estimated Cost plus the Offerors' G&A or Material Handling costs, adjusted for realism if necessary.

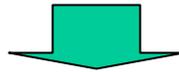


# Section M

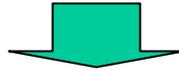
## Evaluation Factors For Award

### THE PATH OF YOUR PROPOSAL

**Received by Government**



**Initial Evaluation**



**Rated “unsatisfactory” in any Technical Factor (Factor 1 or 2) or  
Rated “no confidence” in Past Performance Factor (Factor 3)**

**YES**

**Eliminated from  
Competition**

**NO**

**SSA/KO makes Best Value  
Award OR establishes a  
Competitive Range**

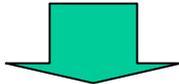
**Proposal included in Comp Range?**

**Offeror notified & may request  
debrief IAW FAR 15.505**

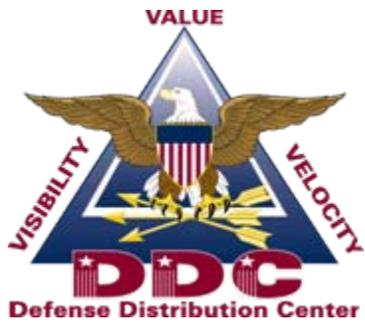
**NO**



**YES**



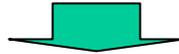
**Offeror notified for Discussions**



# Section M

## Evaluation Factors For Award

**DISCUSSIONS (multiple rounds possible)**



**KO requests Final Proposal Revision (FPR)**

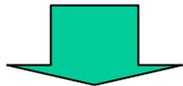


**Final Government Evaluation**

**Rated “unsatisfactory” in any Technical Factor (Factor 1 or 2) or  
Rated “no confidence” in Past Performance Factor (Factor 3)**

**YES**

**Not eligible for award**



**Offeror notified & may request  
debrief IAW FAR 15.506**

**NO**

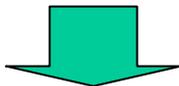
**SSA makes contract award decision.  
KO executes award.**

**Successful Offeror?**

**NO**



**YES**



**Contract Award / Post-Award Conference**



Thank You

- **Please work with us by:**
  - **Keeping the questions relevant to issues of the RFP.**
  - **Getting the questions into 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 & time.**
  - **Making initial proposal your best offer as the Government intends to award without discussions.**

# BACKUP SLIDES

DETAILED INSTRUCTIONS FOR  
COMPLETING COST/PRICE TABLES  
OF SECTION L.



# Section L

## Instructions, Conditions, & Notices to Offerors

### **Volume IV – COST/PRICE (Original, 2 Copies, 2 CDs + 1 Copy, 1 CD TO DCAA)**

#### **Cost Proposal Summary (Page 76)**

- **CLIN X001: Insert Total Estimated Cost + Fixed Fee for Base and each Option Year. Sum Base + Options to arrive at Total Contract Value.**
- **CLINS X002, X003 & X004: Insert NTE amount, equal to Government provided Estimated Cost \* Offerors G&A OR Material Handling Rate. Insert NTE amount for Base & each Option Year. Sum Base + Options to arrive at Total Contract Value.**



# Section L

## Instructions, Conditions, & Notices to Offerors

### **Volume IV – COST/PRICE** (Original, 2 Copies, 2 CDs + 1 Copy, 1 CD TO DCAA)

#### **Cost Breakdown for CLIN X001 (Pages 76 -79)**

##### **• Prime Labor Tables**

- **Column 1** – Each macro level (X.X) PWS paragraph shall be detailed with the specific labor positions the Offeror will use to accomplish it. In this column, Offerors will insert the proposal paragraph that corresponds to the PWS paragraph provided by the Government, then each Position Title.
- **DOL Code** – Insert the applicable code for each position
- **Full Time Equivalent (FTE)** – Insert the number of FTE's for each position
- **Labor Rate**
  - **Base Rate** – Insert the unburdened rate for each position
  - **“OH (1)”, “OH (2)”** – Replace “OH” with the specific overhead utilized in the column header. Insert the applied percentage in the column header. For each position, insert the dollar amount of the overhead cost. Offerors may use more than 2 columns.
  - **Fully Burdened Rate** – Insert the sum of the Base Rate + all Overheads
- **Hours (Hrs)** – Insert the number of hours for each position



# Section L

## Instructions, Conditions, & Notices to Offerors

### **Volume IV – COST/PRICE** (Original, 2 Copies, 2 CDs + 1 Copy, 1 CD TO DCAA)

#### **Cost Breakdown for CLIN X001 (Pages 76 -79)(continued)**

- **Prime Labor Tables (*continued*)**
  - **Total Labor Dollars – Insert the Fully Burdened Rate \* Number of Hours**
  - **G&A – Insert the G&A percentage in the column header. Insert the dollar amount applied for each position**
  - **Subtotal Dollar Amount – Insert the Total Labor Dollars + G&A dollars**
  - **Fee – Insert the Fee percentage in the column header. Insert the dollar amount applied for each position**
  - **Total Burdened Cost Dollars – Insert the Subtotal Dollar Amount + Fee dollars**
- **Subcontracting Labor Table**
  - **Complete the same as the Prime Labor Table**
  - **Subcontractors may submit this information directly to the Government, but it is the Offeror’s responsibility to ensure everything is received by the due date and time established in Section L**



# Section L

## Instructions, Conditions, & Notices to Offerors

### **Volume V – COST/PRICE** (Original, 2 Copies, 2 CDs + 1 Copy, 1 CD TO DCAA) **Cost Breakdown for CLIN X001 (Pages 79-80) (continued)**

#### **• Summary Table for CLIN X001**

- **Insert amounts in the columns “Base Year” and “Total Contract”:**
  - **CLIN 0001 Total Prime Labor Phase-in Costs**
  - **CLIN 0001 Total Subcontracting Labor Phase-in Costs**
- **Insert amounts in the columns “Base Year”, “Option Year 1” “Option Year 2” “Option Year 3” “Option Year 4” and “Total Contract”**
  - **CLIN X001 Total Prime Labor Costs (excluding Phase-In)**
  - **CLIN X001 Total Sub Labor Costs (excluding Phase-In)**
  - **CLIN X001 Total Estimated Labor Costs**
  - **CLIN X001 Fixed Fee Dollars**
  - **CLIN X001 Total Estimated Cost Plus Fixed Fee**



# Section L

## Instructions, Conditions, & Notices to Offerors

### **Volume V – COST/PRICE (Original, 2 Copies, 2 CDs + 1 Copy, 1 CD TO DCAA) Cost Breakdown for CLINs X002 – X004 (Pages 80-81)**

- In the 3rd Column, be sure to identify whether G&A OR Material Handling Rate is being proposed. Also, insert the percentage amount in the column header
- Insert the dollar amount of the Offeror's G&A OR Material Handling cost by multiplying the Government Provided Estimated Cost (Column 2) by the Offeror's G&A OR Material Handling Rate
- Insert the Not-to-Exceed (NTE) dollar amount by adding the Government Provided Estimated Cost (Column 2) by the Offeror's G&A OR Material Handling cost
- Summary Table for CLINs X002 – X004
  - Insert the NTE for the Base Year, each Option Year and Total Contract value.