

|   |  |                   |  |                     |   |
|---|--|-------------------|--|---------------------|---|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |  |                   |  | 1. Contract ID Code | Page of Pages                           |
| 2. AMENDMENT MODIFICATION NO.   |  | 3. EFFECTIVE DATE | 4. REQUISITION/PURCHASE REQ. NO.                           |                     | 5. PROJECT NO. (if applicable)          |
| 6. ISSUED BY<br>CODE  |  |                   | 7. ADMINISTERED BY (If other than item 6)<br>CODE          |                     |   |
| 8. NAME AND ADDRESS OF CONTRACTOR (NO., Street, Country, State and ZIP Code)  |  |                   |  | (x)                 | 9A. AMENDMENT OF SOLICITATION NO.       |
|   |  |                   |  |                     | 9B. DATED (SEE ITEM 11)                 |
|   |  |                   |  |                     | 10A. MODIFICATION OF CONTRACT/ORDER NO. |
|   |  |                   |  |                     | 10B. DATED (SEE ITEM 13)                |
| CODE  |  | FACILITY CODE     |  |                     |   |
| <b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>  |  |                   |  |                     |   |
| <input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OR OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. |  |                   |  |                     |   |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required)   |  |                   |  |                     |   |
| <b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>  |  |                   |  |                     |   |
| Check One   | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.   |                   |  |                     |   |
|   | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |                   |  |                     |   |
|   | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:   |                   |  |                     |   |
|   | D. OTHER (Specify type of modification and authority)  |                   |  |                     |   |
| E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.   |  |                   |  |                     |   |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)  |  |                   |  |                     |   |
| Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.  |  |                   |  |                     |   |
| 15A. NAME AND TITLE OF SIGNER (Type or print)   |  |                   | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) |                     |   |
| 15B. CONTRACTOR/OFFEROR   |  | 15C. DATE SIGNED  | 16B. UNITED STATES OF AMERICA                              |                     | 16C. DATE SIGNED                        |
| _____<br>(Signature of person authorized to sign)   |  |                   | _____<br>(Signature of Contracting Officer)                |                     |   |

The purpose of Amendment 002 to Solicitation **SB1341-17-RP-0007** is to:

- 1) Revise Section K, by updating the Provision at 52.204-8 Annual Representations (JAN 2017) to include the applicable NAICS code for this effort.
- 2) Revise Section L, "FAR 52.212-1 Addendum to Instructions to Offerors," Paragraph 3.3 "Sub-factor 3 - Transition Plan" by deleting the requirement for "Dated milestones for each step of the plan," and adding the requirement for "Time frames in which each step will be completed (e.g. within XX days of completion of step YY)."
- 3) Revise Section L, "FAR 52.212-1 Addendum to Instructions to Offerors," Paragraph 5.0, Item B "Task Orders 1 through 8 Pricing," Section titled "Task Order 3" by updating all Tasks under 5.2 to read "Labor Hour."
- 4) Revise Section M, "Evaluation Factors for Award," Factor B - "Management Approach," Paragraph 3 "Transition Plan," by deleting the requirement for "Dated milestones for each step of the plan," and adding the requirement for "Time frames in which each step will be completed (e.g. within XX days of completion of step YY)."

As a result of this amendment the closing date and time remains unchanged at 3:00 pm EST, May 1, 2017. No further questions will be answered.

All other terms and conditions remain unchanged.

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**SECTION K**  
**REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS**

K. 1 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2017)

(a)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 541519 - Other computer related services.

(2) The small business size standard is \$27.5 million

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)

(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

/\_/ (i) Paragraph (d) applies.

/\_/ (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)

(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless--

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements--Representation. This provision applies to all solicitations.

(iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that--

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(vi) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations--Representation.

(vii) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(viii) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.

(ix) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(x) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(xi) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(xii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xiii) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xiv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xvi) 52.222-57, Representation Regarding Compliance with Labor Laws (Executive Order 13673). This provision applies to solicitations expected to exceed \$50 million which are issued from October 25, 2016 through April 24, 2017, and solicitations expected to exceed \$500,000, which are issued after April 24, 2017.

Note to paragraph (c)(1)(xvi): By a court order issued on October 24, 2016, 52.222-57 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

(xvii) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xviii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xix) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals--Representation. This provision applies to solicitations that include the clause at 52.204-7.)

(xx) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xxi) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$77,533, the provision with its Alternate II applies.

(D) If the acquisition value is \$77,533 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxiii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan-Certification. This provision applies to all solicitations.

(xxiv) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran--Representation and Certifications. This provision applies to all solicitations.

(xxv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

(i) 52.204-17, Ownership or Control of Offeror.

(ii) 52.204-20, Predecessor of Offeror.

(iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

(iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

(v) 52.222-52, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

(vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

(vii) 52.227-6, Royalty Information.

(A) Basic.

(B) Alternate I.

(viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM Web site accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified

below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

| FAR<br>Clause<br># | Title | Date  | Change |
|--------------------|-------|-------|--------|
| _____              | _____ | _____ | _____  |

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of Provision)

**SECTION L  
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

L. 1 INSTRUCTIONS TO OFFERORS

**FAR 52.212-1 ADDENDUM TO INSTRUCTIONS TO OFFERORS**

**GENERAL**

The offeror shall submit documentation illustrating their approach for satisfying the requirements of this solicitation. Proposals must be clear, coherent, and prepared in sufficient detail for effective evaluation of the offeror's proposal against the evaluation criteria. Also, this documentation shall cover all aspects of this solicitation and include the offeror's approach for integration and program management activities. Proposals must clearly demonstrate how the offeror intends to accomplish the project and must include convincing rationale and substantiation of all claims. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete effective response to the solicitation are not desired.

The offerors shall describe their proposals, through the use of graphs, charts, diagrams and narrative, in sufficient detail for the Government to understand and evaluate the nature of the approach.

All correspondence in conjunction with this solicitation must be directed to the Government Contracting Officer and Contract Specialist identified below:

Contracting Officer: Keith Bubar  
Phone Number: (301) 975-8329  
E-mail address: [keith.bubar@nist.gov](mailto:keith.bubar@nist.gov)

Contracting Specialist: Chantel Adams  
Phone Number: (301) 975-6338  
E-mail address: [chantel.adams@nist.gov](mailto:chantel.adams@nist.gov)

**PROPOSAL VOLUME REQUIREMENTS**

The proposal shall be accompanied by a cover letter (letter of transmittal) prepared on the company's letterhead stationery. The cover letter (letter of transmittal) shall identify all enclosures being transmitted and shall be used only to transmit the proposal and shall include no other information. The first or title page shall be in accordance with FAR 52.215-1, paragraph (c)(2). The following are further descriptions of the information that shall be provided with the proposal.

| Volume                   | Page Limit |
|--------------------------|------------|
| I. Executive Summary     | 5          |
| II. Technical Approach   | 150        |
| III. Management Approach | 35         |
| IV. Past Performance     | No limit   |

| Volume        | Page Limit |
|---------------|------------|
| V. Cost/Price | No limit   |

**Page Limitations.** The cover letter, title page, table of contents, table of figures, list of tables and glossary of abbreviations & acronyms do not count against page count limitations. Additionally, resumes submitted for key personnel do not count against the page count limitations, but each resume shall be limited to 3 pages in length. Proposal contents that exceed the stated page limitations will be removed from the proposal by the Contracting Officer, prior to turning the proposal over to the Government evaluation teams, and will not be considered in the evaluation.

**Format.** Text shall be single-spaced, on 8½" x 11" paper (except as specifically noted), with a minimum one-inch margin all around. Pages shall be numbered consecutively. Offerors may use 11" x 17" sized pages for tables, charts, graphs, or pictures that cannot be legibly presented on 8½" x 11" paper. An 11" x 17" is a two-sheet equivalent (with regards to the page count limitations). Print shall be of a minimum 12-point font size or a maximum 10 characters per inch spacing. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.

Each volume in the proposal shall include a copy of the cover letter (letter of transmittal), title page and table of contents. The table of contents shall list sections, subsections and page numbers. Each volume shall contain a glossary of all abbreviations and acronyms used. Each acronym used shall be spelled out in the text the first time it appears in each proposal volume.

**Cross Referencing.** Each volume, other than the Price volume, shall be written to the greatest extent possible on a stand-alone basis so that its content may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity. Hyperlinking of cross-references is permissible. Information required for proposal evaluation, which is not found in its designated volume or cross-referenced, is assumed omitted from the proposal.

**Electronic Submission of Proposal.**

(a) By submission of an electronic proposal, the offeror must ensure that the submission is readable, in the format specified in the solicitation, and has been verified as free of computer viruses. Prior to any evaluation, the Government will check all files for viruses and ensure that all information is readable. In the event that any files are defective (unreadable), the Government will only evaluate the readable electronic files. Further, if a defective (unreadable) email/attachment



renders a significant deficiency in the offeror's proposal, the Government may consider the proposal incomplete and not consider such proposals for further evaluation.

(b) The offeror must ensure that:

(1) It has verified that its electronic proposal is readable on the hardware and software

(2) It has verified that the electronic proposals are free of computer viruses using standard commercial anti-virus software.

(c) A proposal that fails to conform to the requirements of paragraphs (a) and (b) above may be subject to interception or delay at Governmental electronic communications portals. This interception or delay may result in the proposal being lost, deleted, destroyed, or forwarded in such a manner that the proposal arrives at the target destination past the time and date of the deadline for submission established in the solicitation. In the event that a proposal is lost, deleted, or destroyed due to the offeror's failure to conform to the requirements of paragraphs (a) and (b) above, such proposal will be considered to have never been delivered to the Government. In the event that a proposal is delayed due to the offeror's failure to conform to the requirements of paragraphs (a) and (b) above, the proposal will be treated as late in accordance with the provision of this solicitation entitled Late Submissions, Modifications, and Withdrawals of Proposals.

**Submission Due Dates.** Offers must be received prior to 3:00 EST, May 1, 2017. The offeror shall adhere to the following instructions in preparing its proposal in response to this solicitation. The proposal shall fully comply with all requirements. **FAILURE TO DO SO MAY BE CAUSE FOR REJECTION.**

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#### 1.0 EXECUTIVE SUMMARY (VOLUME I) - LIMIT 5 PAGES

The Offeror shall provide an overview and synopsis of the proposal, to be used as an aid in understanding the organization, content, and interrelationship of the proposal material. The offeror shall provide a brief history of the creation and development of the company and a description of the legal structure and organization of the company. Joint ventures shall be clearly explained, to include the organization of each member of the venture, the construct of the joint venture, the relationship between the members of the joint venture and the Small Business Administration's approval of the joint venture. Information is to be formatted at a summary level and should represent only data found elsewhere in the proposal. Any proposed unique approaches should also be highlighted. Price information shall not be included in this document. Reference to the proposal areas containing substantiating information should be given when possible. The company officials to be contacted for information about the proposal and/or notified of the selection decision should be identified.

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**2.0 TECHNICAL APPROACH REQUIREMENTS (VOLUME II) - LIMIT ~~75~~150 PAGES,**  
*inclusive of all subsections*

The Technical Approach Volume shall be organized in the following format:

- Sub-Factor 1: Project Plan for IDIQ Contract
- Sub-Factor 2: Technical Approach for Task Orders 1 through 8
- Sub-Factor 3: Key Personnel for Task Orders 1 through 8
- Sub-Factor 4: Specialized Experience

*There shall be no pricing information contained within this volume of the proposal.*

- 2.1 Sub-Factor 1 - Project Plan for IDIQ Contract.** The offeror shall describe in detail the methods that will be employed to manage the IDIQ and task order requirements from initial solicitation to completion of the effort. Include a discussion on how the offeror will assess and understand the technical and contractual requirements of solicited tasks, determine the most effective allocation of effort among prime and subcontractors/team members, and submit quality proposals in an expedited timeframe (i.e., generally 14 days or less). The project plan shall demonstrate the Offeror's approach to successfully satisfy the solicitation requirements, the Offeror's capability to successfully complete the requirements, and the Offeror's knowledge of applicable documentary standards (i.e. FIPS, Special Publications and Interagency Reports).

Finally, the offeror shall submit its list of proposed labor categories for the IDIQ contract. The offeror's proposed IDIQ labor categories shall match the Government's list of required IDIQ labor categories, including the descriptions and minimum qualifications for each labor category. However, offerors may also propose additional labor categories for the IDIQ outside of those required by the Government. The offeror shall clearly identify any labor categories being proposed that are not on the Government's list of required labor categories. The offeror shall clearly state the labor category title, description, and any minimum qualifications for each labor category proposed. *The proposed list of IDIQ labor categories may be submitted as an "attachment" to this volume of the proposal and will not count towards the page count limitations of this volume.*

- 2.2 Sub-Factor 2 - Technical Approach for Task Orders 1 through 8.** The offeror shall submit a separate technical approach for each of Task Orders 1 through 8. This volume shall be clearly divided among the technical approaches for each task order. The offeror shall identify its proposed technical approach and team (prime and all subcontractors/team members) and discuss the role that each member

will have in accomplishing the specific requirements of the PWS for each of task orders 1 through 8. The offeror shall describe its approach to successfully completing the task order requirements, identifying how its team members' strengths will be aligned to ensure accomplishment of all tasks. The technical approach shall clearly demonstrate the offeror's technical understanding of the task order requirements. Offerors shall further indicate whether each subcontractor/team member is considered "major", and whether the subcontractor/team member will serve either in a "lead" or "support" role. Identify the planned level of support that each member will provide, in total and for each functional area requirement of the specified task order PWS.

**2.3 Sub-Factor 3- Key Personnel for Task Orders 1 through 8.** The offeror shall describe its proposed key personnel and staffing plan for each of Task Orders 1 through 8. The offeror shall provide a brief description of its overall staffing plan for each of the 8 task orders, and shall provide the resumes for the key personnel proposed for each task order. The offeror shall identify the prime offeror and major subcontractor/team member key personnel proposed for each of Task Orders 1 through 8. The offeror shall clearly identify the labor categories from the proposed set of IDIQ labor categories in which each key personnel is being proposed. The offeror shall clearly demonstrate that the proposed key personnel meet or exceed the minimum qualifications of their respective labor categories, and shall clearly demonstrate why the proposed key personnel are capable of successfully performing the respective task order's requirements. See the individual task order PWS' for descriptions of the key personnel requirements for each respective task order.

**2.4 Specialized Experience.** The Offeror shall identify its proposed team (prime and all subcontractors/team members) and discuss the role that each member will have in accomplishing the specific functional area requirements of the IDIQ PWS. Identify the basis for team member selection in terms of the capabilities/experience each possess that will enhance overall contract performance. The offeror shall provide a comprehensive description of each member's corporate experience in relation to performing the CRDI requirements and shall clearly explain how team member strengths will be aligned to ensure accomplishment of all functional area requirements. Each description shall clearly define the correlation between the identified capability and corporate experience, and shall identify the specific PWS functional area requirement(s) to which the capability/experience applies. Descriptions of corporate experience shall clearly specify the following; (i) contract/task order number, (ii) title of effort, (iii) total potential dollar value; (iv) performance period; (v) contractor role (prime or subcontractor); and (vi) brief description of the effort. **To the extent possible, any identified**

prime offeror or major subcontractor/team member corporate experience performed within the past five years should be traceable to the information provided in Volume IV, Past Performance. Offerors shall further indicate whether each subcontractor/team member is considered "major" and whether the subcontractor/team member will serve either in a "lead" or "support" role.

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**3.0 MANAGEMENT APPROACH REQUIREMENTS (VOLUME III) - LIMIT 35 PAGES,**  
*inclusive of all*  
*Subsections*

The offeror shall explain its plan for efficiently resourcing, managing, and controlling costs of task requirements for the entire life cycle of awarded task orders. The plan shall include the offeror's approach for obtaining, allocating, monitoring and controlling all resources and costs required to ensure the successful attainment of task objectives.

The Management Approach Volume shall be organized in the following format:

- Sub-Factor 1: Recruitment and Retention Plan
- Sub-Factor 2: Contract Management Plan
- Sub-Factor 3: Transition Plan

**3.1 Sub-Factor 1 - Recruitment and Retention Plan.** Describe the corporate mechanisms applicable to all employees (practices, policies, procedures, and tools) that will be employed by the prime offeror and major subcontractors/team members to recruit, retain, and replenish (when necessary) a sufficient number of qualified personnel with the requisite knowledge, skills, education, and experience to ensure successful accomplishment of the proposed technical and management approaches throughout the life of the contract. At a minimum, the plan shall address recruitment and hiring practices, termination policies and procedures, employee development tools, and compensation policies that would serve to obtain and maintain the personnel resources necessary to successfully perform this effort.

**3.2 Sub-Factor 2 - Contract Management Plan.** The offeror shall discuss its plan for managing all aspects of the prime contractor/subcontractor organization to ensure successful support of the multi-customer, multi-task CRDI program. This discussion shall consist of the following focus areas:

- **Organizational Structure.** Fully describe the structure of the proposed organization (including major subcontractors/team members), how that organization fits into its overall corporate structure, and the reporting and review relationship with corporate management. Delineate organizational

responsibilities, clear lines of authority, and effective spans of control as well as how the offeror will control the flow of information and communications among team members, customers, CORs, and the Contracting Officer. Discuss any unique business practices that will be implemented to facilitate the successful execution of the overall CRDI IDIQ requirement.

- **Teaming/Subcontract Arrangements and Management.** Provide a detailed description of all teaming/subcontracting arrangements (e.g., formal or informal joint-venture, traditional prime-sub relationship, and/or other formal or informal team arrangement) to include identification of the lead contractor and the roles/responsibilities of all participants. Identify any foreseen risks associated with the proposed teaming/subcontract arrangement(s) and address how those risks will be mitigated to ensure successful contract performance. For offerors proposing under a formal or informal joint-venture agreement, or other formal teaming arrangement, provide a copy of the fully executed agreement to include signatures of all parties. (Note: copies of these executed agreements do NOT count against page limits.) The offeror shall further describe its approach for managing these team members/subcontractors and maintaining organizational control over their contractual efforts. The discussion shall include the processes that will be employed to maintain privity of contract restrictions while, at the same time, efficiently conveying Government technical requirements to team members/subcontractors, implementing changes in technical direction, monitoring/measuring their performance, and ensuring that all task objectives are achieved.
- **IDIQ Contract Program Manager Qualifications.** Discuss the qualifications (education, experience, accomplishments, and skills) of the CRDI IDIQ Program Manager, specifically addressing his/her experience in managing multi-task contracts similar the CRDI requirement in terms of technical and contractual complexity and magnitude. The offeror shall clearly demonstrate that the proposed CRDI IDIQ Program Manager meets or exceeds the minimum qualifications identified for the *Program Manager 3- Contract Level* labor category. The offeror shall provide a resume for the proposed candidate.

**3.3 Sub-Factor 3 - Transition Plan.** The offeror shall discuss its plan to effectively maintain the continuity of mission support while transitioning/phasing in resources and personnel to support the other efforts. The transition should be no less than 60 days and no more than 90 days for startup, from contract award date to performance start date.

Offeror shall provide all elements of transition. Offeror's transition plan shall address:

- Strategy for implementing supervisory functions,
- The process for transitioning predecessor employees,
- Communication plan,
- Time frames in which each step will be completed (e.g. within XX days of completion of step YY),
- ~~Dated milestones for each step of the plan,~~
- Plan for establishing/maintaining current status of staffing levels,
- Status report on submitting applications for personnel clearances, if applicable,
- Specific Government actions that may be required to support implementation of the transition plan
- Any actions that may cause a delay and impact the successful transition must be clearly identified.

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#### **4.0 PAST PERFORMANCE REQUIREMENTS (VOLUME IV) - NO PAGE LIMIT**

Offeror shall submit past performance information in the form of completed *Past Performance Questionnaires*. The attachment to the RFP titled "Past Performance Questionnaire Template" shall be used. Offerors shall have their references complete the questionnaire for individual contracts under which the offeror previously performed. The offeror shall then submit the questionnaires (completed by their references) as attachments to the proposal. Offerors are directed to provide completed Past Performance Questionnaires on **no more than eight (8)** of the offeror's most recently completed Federal Government or Commercial contracts for services similar in scope to those of this requirement, for work completed or substantially completed within the last three (3) years. The term "offeror" here is defined as the prime contractor/entity and any major subcontractors. Any submission(s) in excess of this stated limit will be excluded by the Government. The Government will choose the excluded questionnaires at random, or in any manner that the Government, in their absolute discretion, deems appropriate, without any consideration for the best interests of the offeror. If the offeror performed as a subcontractor under a given previous effort, the offeror should also clearly indicate the percentage of work that the offeror performed under each task/category of effort throughout the course of the contract.

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#### **5.0 PRICE REQUIREMENTS (VOLUME V) - NO PAGE LIMIT**

The offeror agrees to hold the prices in its offer firm for **180 calendar days** from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

The Proposal Form (Standard Form 33), must be executed fully and used as the cover sheet (or first page) of this volume. **ALL AMENDMENTS TO THE SOLICITATION MUST BE ACKNOWLEDGED ON THE SIGNED SF33 PAGE 1, OR ON ADDITIONAL PAGES IMMEDIATELY FOLLOWING THE SIGNED SF33 PAGE 1 IF NECESSARY.** Therefore, all Offerors must submit a signed and completed SF33 as part of their Business Proposal. Volume V of Offeror's proposal shall be divided into two separate sections (A and B), as detailed below. Each of the sections (A and B) shall include a cover page with the following information:

- (1) Solicitation number
- (2) Date of submission
- (3) Offeror's corporate name, address, phone, and DUNS
- (4) Authorized contractor representative name, title, phone, and email address, and

The Offeror shall submit the following as part of Volume V:

**A. Base Contract Pricing:**

The Offeror shall propose ceiling fully burdened hourly labor rates for the following periods. The Offeror shall assume for price proposal preparation purposes that the contract will begin on September 30, 2017. However, these dates are not binding and the actual period of performance of the base contract may be different than listed below:

Base Period: September 30, 2017 - September 29, 2018  
 Option Period I: September 30, 2018 - September 29, 2019  
 Option Period II: September 30, 2019 - September 29, 2020  
 Option Period III: September 30, 2020 - September 29, 2021  
 Option Period IV: September 30, 2021 - September 29, 2022

The Offeror shall submit ceiling fully burdened hourly labor rates for each proposed labor category detailed in the Offeror's Technical Volume. For each proposed labor category, the Offeror may choose to propose a single ceiling fully burdened hourly labor rate, or propose both an on-site and off-site ceiling fully burdened hourly labor rate.

Below is a sample of what the proposed Labor Categories and corresponding rates should resemble. Offerors must propose labor categories that match the descriptions of the work to be performed under each category, the minimum experience requirements, and the minimum education requirements. However, since Offerors are required to provide the descriptions and minimum requirements for each of its proposed labor categories in Volume II Technical Volume, the Offerors need not provide the descriptions and minimum qualifications again in the Business Volume. The following table, complete with the awardee's labor categories and rates, will be included in Section B of the resultant IDIQ contract:

| Labor Category | Ceiling Fully Burdened Hourly Labor Rates per Contract Period (On-Site (On) / Off-Site (Off)) |                 |                 |                 |                 |
|----------------|---|-----------------|-----------------|-----------------|-----------------|
|                | Base Period   | Option Period 1 | Option Period 2 | Option Period 3 | Option Period 4 |
|                |   |                 |                 |                 |                 |

|   | On | Off | On | Off | On | Off | On | Off | On | Off |
|---|----|-----|----|-----|----|-----|----|-----|----|-----|
| Program Manager 3<br>(Contract Level)   |    |     |    |     |    |     |    |     |    |     |
| Program Manager 2<br>(Task Order Level) |    |     |    |     |    |     |    |     |    |     |
| Labor Category X, Y,<br>etc.            |    |     |    |     |    |     |    |     |    |     |

**B. Task Orders 1 through 8 Pricing:**

For proposal preparation purposes, the offeror shall assume that all task orders will begin in the base period of the IDIQ contract. Offerors shall propose a total price and supporting pricing information for each of Task Orders 1 through 8. This section of Volume V of the proposal shall be clearly divided among the price proposals for each the 8 separate task orders.

For each task order, the offeror shall clearly identify what the total proposed price is, and shall provide sufficient supporting documentation to show the derivation of the total proposed price, by each task identified in the task order PWS. For any task orders with optional tasks or option periods, the Offeror shall clearly identify a total price for each separate optional task or option period. For any task orders that include travel requirements, the offeror shall clearly identify its total proposed ceiling price for estimated travel costs. The offeror shall describe, in its supporting documentation, its proposed labor mix in terms of the labor categories used, the fully burdened hourly labor rate used for each labor category, and the estimated number of hours for each labor category, for each task order. There shall be sufficient information provided for each task order so that the Government can clearly identify how the total proposed price was derived.

Offerors shall ensure that each task order pricing proposal, at a minimum, clearly identifies the offeror's total proposed prices and the labor mix used to derive the total prices (including labor categories, fully burdened hourly rate, and estimated number of hours), for each separate task identified in the PWS' for each task order and as summarized below. For tasks with multiple "subtasks" identified in the task order PWS, Offerors should provide information on the labor mix estimated for each subtask to the maximum extent possible.

Task Order 1:

Base Period:

- Task 4.1 (Labor Hour)
- Task 4.2 (Firm Fixed Price)

Option Period 1:

- Task 4.1 (Labor Hour)
- Task 4.2 (Firm Fixed Price)



Task Order 2:

Base Period:

- Task 4.1 (Labor Hour)
- Task 4.2 (Firm Fixed Price)

Option Period 1:

- Task 4.1 (Labor Hour)
- Task 4.2 (Firm Fixed Price)

Option Period 2:

- Task 4.1 (Labor Hour)
- Task 4.2 (Firm Fixed Price)

- Optional Task 4.3 (Labor Hour), which may be exercised at any point during either the Base Period or either Option Period.

Task Order 3:

Task 5.1 (Firm Fixed Price):

- Subtask 5.1.1 (Firm Fixed Price):
  - Base Period: Subtask 5.1.1.1
  - Option Period 1: Subtask 5.1.1.2
- Subtask 5.1.2 (Firm Fixed Price):
  - Base Period: Subtask 5.1.2.1
  - Option Period 1: Subtask 5.1.2.2

Task 5.2 (~~Firm Fixed Price~~Labor Hour):

- Base Period: Subtask 5.2.1 (~~Firm Fixed Price~~Labor Hour)
- Subtask 5.2.2 (~~Firm Fixed Price~~Labor Hour):
  - Base Period: Subtask 5.2.2.1
  - Option Period 1: Subtask 5.2.2.2
- Subtask 5.2.3 (~~Firm Fixed Price~~Labor Hour):
  - Base Period: Subtask 5.2.3.1
  - Option Period 1: Subtask 5.2.3.2

Task 5.3 (Labor Hour):

- Base Period Task 5.3
- Option Period 1 Task 5.3

Task 5.4 (Firm Fixed Price):

- Base Period Task 5.4
- Option Period 1 Task 5.4

Task Order 4:

- Task 4.1 (Labor Hour)
- Task 4.2 (Labor Hour)
- Travel Costs, See Section 10 of PWS (Offeror shall estimate a total ceiling travel cost of \$15,000.00)

Task Order 5:

- Task 4.1 (Firm Fixed Price)
- Task 4.2 (Firm Fixed Price)
- Task 4.3 (Firm Fixed Price)
- Travel Costs, if applicable. See Section 11 of PWS (Offeror shall estimate a total ceiling travel cost of \$20,000.00)

Task Order 6:

- Task 1, Section 4.1 (Firm Fixed Price)
- Task 2, Section 4.2 (Firm Fixed Price)

Task Order 7:

- Task 4.1 (Labor Hour)
- Task 4.2 (Firm Fixed Price)

Task Order 8:

- Task 4.1 (Labor Hour)
- Task 4.2 (Firm Fixed Price)
- Task 4.3 (Firm Fixed Price)
- Optional Task 4, Section 5.1 (Labor Hour)
- Optional Task 5, Section 5.2 (Firm Fixed Price)
- Optional Task 6, Section 5.3 (Firm Fixed Price)
- Optional Task 7, Section 5.4 (Firm Fixed Price)
- Optional Task 8, Section 5.5 (Firm Fixed Price)
- Optional Travel Costs associated with Optional Task 8, See Section 11 of PWS (Offeror shall estimate a total ceiling travel cost of \$20,000.00)

**SECTION M**  
**EVALUATION FACTORS FOR AWARD**

M. 1 EVALUATION FACTORS FOR AWARD

**EVALUATION FACTORS FOR AWARD**

The Government intends to use a price/technical tradeoff process to award multiple IDIQ contracts to the responsible Offerors whose proposals represent the best value to the Government, evaluated price and other factors considered. However, the Government reserves the right to make a single award if deemed to be in the best interest of the Government after evaluating proposals. The Government reserves the right to make an award to other than the lowest-priced Offeror(s) or to the Offeror(s) with the highest technical rating if the Contracting Officer determines that to do so would result in the best value to the Government. The Contracting Officer intends to award without discussions, but reserves the right to initiate discussions if necessary.

Upon receipt of proposals, the Contracting Officer will review them to determine if each Offeror followed all of the proposal preparation/submission instructions in this solicitation. A proposal that did not follow the proposal submission instructions to an extent that the Government cannot properly evaluate the proposal in accordance with the stated evaluation factors may be deemed unacceptable and may not be further evaluated.

The Government will utilize a best value trade-off method when evaluating proposals.

In determining best value, non-price factors A through C, when combined, shall be more important than price. The non-price Factors A and B are considered equally important, while Factor C is considered less important than each of Factors A and B.

- FACTOR A - TECHNICAL APPROACH**
- FACTOR B - MANAGEMENT APPROACH**
- FACTOR C - PAST PERFORMANCE**
- FACTOR D - PRICE**

**FACTOR A - TECHNICAL APPROACH**

The Government will evaluate the Offeror's proposed Technical Approach to assess the Offeror's technical ability to successfully complete the requirements of the PWS for the base contract and for Task Orders 1 through 8. The Government's evaluation of the Offeror's Technical Approach will include an evaluation of the following sub-factors, which are listed in descending order of importance:

1. **Project Plan for IDIQ Contract** - The Government will evaluate the Offeror's proposed Project Plan to determine the extent to which it demonstrates the Offeror's approach to successfully satisfy the solicitation requirements, the Offeror's capability to successfully complete the requirements, and the Offeror's knowledge of applicable documentary standards (i.e. FIPS, Special Publications and Interagency Reports). The Government will evaluate:

- a. The feasibility and suitability of the approach and plan for accomplishing the seven topical task areas described in the PWS for the base contract, which include: (1) Technical Inputs and support of the development of Standards, Guidelines, NIST Interagency Reports (NISTIRs) and Standard Reference Material(s); (2) Software and application development and application modeling support; (3) Research work; (4) Support on development and implementation of processes and mechanisms to enable effective outreach and communications across cybersecurity landscape; (5) Program operations and analysis; (6) Programmatic support on reports and project tracking; and (7) Recommendations on standards activities.;
  - b. The strength of the Offeror's key methodologies, integration strategies, and organizational considerations;
  - c. The strength of the Offeror's expertise in the technical subject matters identified in the IDIQ PWS and as published at [csrc.nist.gov](http://csrc.nist.gov); including the workflow to produce and maintain these documentary standards;
  - d. The extent to which the Offeror's proposed labor categories for the IDIQ contract align with the descriptions, experience requirements, and minimum education requirements for the required labor categories identified. The Government will not give preference for labor categories proposed that exceed the minimum requirements for each labor category. The Government will evaluate the extent to which the Offeror's proposed labor categories align with the elements of the Government's required labor categories. The Government will also consider the applicability of any additional labor categories proposed by Offerors.
- 2. Technical Approach for Task Orders 1 through 8** - The Government will evaluate the Offeror's proposed Technical Approach to the eight (8) potential task orders to assess the Offeror's capability to successfully complete the requirements of the PWS for each of the task orders and the Offeror's approach for completing the requirements of the task orders. This evaluation will be broken down into the following:
- a. Technical Approach for Task Order 1
  - b. Technical Approach for Task Order 2
  - c. Technical Approach for Task Order 3
  - d. Technical Approach for Task Order 4
  - e. Technical Approach for Task Order 5
  - f. Technical Approach for Task Order 6
  - g. Technical Approach for Task Order 7
  - h. Technical Approach for Task Order 8
- 3. Key Personnel for Task Orders 1 through 8** - The Government will evaluate the proposed Key Personnel for the eight (8) potential task orders to determine the extent to which they meet or exceed the minimum qualifications identified in the minimum experience and education requirements specified for the corresponding labor categories and how qualified they are to perform the tasks detailed in the PWS' for the task orders. The minimum experience and

education requirements for the labor categories are identified in the "Required Labor Categories" section of the RFP. The PWS' for the eight (8) potential task orders identify which labor categories from the base contract are required for the key personnel on each of the task orders. Offerors may propose key personnel positions in addition to the required positions identified in the PWS for the task orders. However, the key personnel positions identified in these PWS' must be proposed. This evaluation will be broken down into the following:

- a. Key Personnel for Task Order 1
- b. Key Personnel for Task Order 2
- c. Key Personnel for Task Order 3
- d. Key Personnel for Task Order 4
- e. Key Personnel for Task Order 5
- f. Key Personnel for Task Order 6
- g. Key Personnel for Task Order 7
- h. Key Personnel for Task Order 8

**4. Specialized Experience**

The Government will evaluate the Offeror's previous specialized experience to determine the level of experience the Offeror possesses in providing services related to the tasks described in the base IDIQ PWS, and the PWS of Task Orders 1 through 8. The Government will consider the specialized experience of the prime contractor and any of the prime contractor's key subcontractors. The Government will only consider the Offeror's specialized experience on work that was actually performed within the last five years. The Government will only evaluate the descriptions of the previous experience that is provided in the Offeror's proposal. The degree of relevance between the projects submitted and the work required by the tasks listed in the base IDIQ and the eight potential task orders shall be considered.

**FACTOR B - MANAGEMENT APPROACH**

The Government will evaluate the Offeror's proposed Management Approach to assess the Offeror's ability to successfully manage all task orders that may be issued under this contract. The Government's evaluation of the Offeror's Management Approach will include an evaluation of the following sub-factors, which are listed in descending order of importance:

- 1. Recruitment and Retention Plan** - The Government will evaluate the Offeror's ability and plan to recruit and retain appropriately qualified personnel to successfully accomplish the Requirements detailed in the IDIQ PWS, while maintaining a reasonably low turnover rate.
- 2. Contract Management Plan** - The Government will evaluate the Offeror's contract management plan to assess the extent to which the Offeror's plan to manage the quality, cost, and timely completion of each task order demonstrates its ability to successfully perform the contract. This includes the evaluation of

the Offeror's proposed Key Personnel for the base IDIQ contract- the IDIQ Program Manager - on the extent to which the candidate meets or exceeds the minimum qualifications identified for this labor category (*Program Manager 3- Contract Level* labor category).

- 3. Transition Plan** - The Government will also evaluate the Offeror's proposed Transition Plan to assess the extent to which it demonstrates a feasible plan for ensuring a smooth transition from the incumbent to the new contractor(s). A smooth and orderly transition between incoming and outgoing Contractors is necessary to assure minimum disruption to vital Contractor support services and Government activities. The Government will consider no less than 60 days and no more than 90 days for startup, from contract award date to performance start date.

Offeror shall provide all elements of transition. Offeror's transition plan shall address:

- Strategy for implementing supervisory functions
- The process for transitioning predecessor employees,
- Communication plan,
- Time frames in which each step will be completed (e.g. within XX days of completion of step YY),
- ~~Dated milestones for each step of the plan,~~
- Plan for establishing/maintaining current status of staffing levels,
- Status report on submitting applications for personnel clearances, *if applicable,*
- Specific Government actions that may be required to support implementation of the transition plan
- Any actions that may cause a delay and impact the successful transition must be clearly identified.

**FACTOR C -PAST PERFORMANCE**

The evaluation of past performance information will consider the extent to which the Offeror's past performance demonstrates the capability and capacity to provide high quality services within the scope of the base PWS. The Government may also use data obtained from other sources. The Government will consider the relevance of the Offeror's previous contracts to the subject requirement, and the Offeror's performance on the previous contracts. The Government will only consider past performance of the Offeror's projects that were completed or substantially completed within the past three years.

Note: Offerors without a record of relevant past performance or for whom information on past performance is not available, will be not be evaluated favorably or unfavorably on Past Performance, and will be assigned a Neutral rating.

**FACTOR D - PRICE**

The Government will evaluate the Offerors' price/cost to determine whether the prices are fair and reasonable.

**1. Base Contract**

The Government will evaluate whether the proposed labor categories and fully burdened hourly labor rates for the base IDIQ are fair and reasonable in relation to the solicitation requirements and consistent with the Offeror's proposed Technical Approach.

**2. Task Orders 1 through 8**

The Government will evaluate the Offeror's proposed labor mix for each of the eight (8) potential task orders to determine its appropriateness in relation to the work required in each respective PWS' and to determine whether the proposed pricing is fair and reasonable.

**Potential Award of Task Orders 1 through 8:**

The Government may award all, some or none of the eight (8) potential task orders included in this RFP. As previously stated, the Government intends on making multiple IDIQ contract awards as a result of this solicitation. However, each task order the Government decides to award as a result of this RFP will be awarded to a single offeror (one awardee per task order awarded). In order to be awarded one or more of the eight (8) potential task orders, an Offeror must be selected as an awardee of an IDIQ contract.

In determining the awardee for each of the task orders the Government decides to award as a result of this RFP, the Government will consider the evaluation of the Offeror's proposal for a given task order on Factor A, Sub-factors 2 (Technical Approach for Task Orders 1 through 8), and 3 (Key Personnel for Task Orders 1 through 8), along with Factor D (Price). The evaluation of Factor A, Sub-factors 2 and 3 combined for a given task order, are considered more important than Factor D in determining the awardee for a given task order.