

## Instructions to Offerors

- A. The contractor shall be registered in System for Award Management (SAM) Registration: <https://www.sam.gov/SAM/>.
- B. To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. Failure to meet a requirement will result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The response shall consist of four (4) separate parts; **Part I – Technical Proposal, Part II – Past Performance, Part III – Price Proposal, and Part IV – Transition/Continuity of Operations Plan.**
- C. The Contracting Officer (CO) has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the CO will review this determination and if, in the CO's opinion, adequate price competition exists, no additional price information will be requested and certification under FAR 15.406-2 will not be required. However, if at any time during this competition the CO determines that adequate price competition no longer exists, offerors may be required to submit information to the extent necessary for the CO to determine the reasonableness of the price.
- D. Specific Instructions:
1. **PART I – TECHNICAL PROPOSAL:** Limited to no more than 10 pages as defined in paragraph E. below. Technical Proposals will be rated on an acceptable/unacceptable basis. Offeror shall provide a Capability Statement that covers the following subfactors in sufficient detail, and clearly demonstrate that the offeror has a thorough understanding of the requirement.
    - a. Subfactor 1 – Detailed Requirements: Provide approach to accomplish Detailed Requirements, especially Engineering Services, Special Studies, Sustaining Engineering & Integrated Logistics Support, Technical Services, and Subject Matter Expertise functions as specified in the PWS, para. 4.2.1, 4.2.2, 4.2.3, 4.2.6, and 4.2.8.
    - b. Subfactor 2 – Software Support Capability: Provide approach for full Software Support Capability as specified in the PWS, para. 4.1.10.
    - a. Subfactor 3– Technical Report Study Services: Provide approach to deliver a Supportability Analysis Report (SAR) (CDRL A003) within the base year and update throughout the period of performance as specified in the PWS, para 4.1.2.1.
    - c. Subfactor 4 - –Detailed Requirements: Provide approach for Phase in Transition and meet all contract requirements within first 30 days of contract performance as specified in the PWS, para. 4.2.9.
    - d. Subfactor 5 – Small Business: Small Business Participation: Complete Table SB according to the instructions below for each cell. Ensure the data is consistent with the remainder of your proposal. References and linkages to assist in ensuring consistency are provided in the below instructions.
      - a. Enter the sum of all CLINs, including option CLINs. [Also list CLINs individually here, i.e. 0001 + 0002 + 0003 + ...]. Ensure this amount is consistent with your Price Volume [or Cost Volume].
      - b. Enter the total dollar value of the work expected to be performed by small businesses across all CLINs, including option CLINs. This amount must be identical to the amount reported in your Small Business Subcontracting Plan pursuant to FAR 52.219-9(d)(2)(ii),

if required to be submitted. If a Small Business Subcontracting Plan is not required to be submitted pursuant to FAR 52.219-9, then this amount shall be calculated in a manner consistent with FAR 52.219-9. Amounts included in this cell shall be considered to be used in preparing your proposal.

- c. Provide a cross-reference to the page and paragraph number of your Small Business Subcontracting Plan submitted pursuant to FAR 52.219-9 where the amount in (B) immediately above is also reported. If a Small Business Subcontracting Plan is not required to be submitted pursuant to FAR 52.219-9, then, in lieu of a cross-reference, provide the reason why a Small Business Subcontracting Plan is not required (e.g., offeror is a small business or offeror has a Comprehensive or Commercial Small Business Subcontracting Plan).
- d. Divide (B) by (A) and enter the result as a percentage, rounded to the nearest tenth of a percent. For example, if (B) = \$45.76 and (A) = \$100.00, then (D) =  $\$45.76 \div \$100.00 = 45.8\%$ .

**Table 1- Small Business\***

Total Proposed Contract Value (including options)		(A)
<i>Amount Expected To Be Performed By Small Businesses</i>	<i>Proposal Cross-Reference</i>	<i>Percentage of Total Proposed Contract Value</i>
(B)	(C)	(D)

\*All offerors must complete Table SB as part of the Technical Volume and submit associated cost data within the Pricing Volume as part of their proposal, regardless of size status or whether the offeror has a Master Subcontracting Plan (see FAR 19.704(b)), Comprehensive Small Business Subcontracting Plan (see DFARS 219.702-70), or Commercial Subcontracting Plan (see FAR 19.704(d)).

2. **PART II – PAST PERFORMANCE:** Past performance will be rated using the confidence assessment described in DoD Source Selection Procedures, Table 5 – Performance Confidence Assessments. The offeror shall provide a list of no more than five (5) of the most recent and relevant contracts performed for Government agencies and commercial customers demonstrating that they have performed similar work in the past (within the last 5 years). All Past Performance submitted may be independently verified by the Contracting Officer. The Past Performance must have ALL the following information to be considered complete. Any incomplete forms submitted shall not be accepted/considered:
  - a. Contractor's Name
  - b. Contractor's point of Contact (email & phone number)
  - c. Project Title
  - d. Detailed Description of Work (Performed by the offeror)
  - e. Contract Number
  - f. Contract Dollar Value
  - g. Period of Performance
  - h. Name of Contracting Officer or POC including information (email & phone number)
  - i. Ratings for questions (1-21) of the table at Paragraph D (to include written narratives for any area rated at anything other than SATISFACTORY) and YES or NO responses to questions 22-28

**The contractor shall provide the last 5 years of CPARS issued per each Government effort. Where a CPARS has not been issued, the contractor shall have their customer fill out the Past Performance Questionnaire and have them submit directly to the POC for this Solicitation by the response date. Past Performance Questionnaires received from the offeror, will NOT be considered/reviewed. "Customer" is defined as the ultimate recipient of the service/work performed. If performing as a sub-contractor, the Prime contractor may not**

**complete/submit the questionnaire.**

3. **PART III – PRICE PROPOSAL:** Pricing must be submitted for all line items to be considered complete. The extended amount must equal the unit price multiplied by the corresponding quantity. Numerical rounding shall be limited to two decimal places.

Reasonableness: The existence of adequate price competition is expected to support a determination of reasonableness. If adequate price competition is not obtained or if price reasonableness cannot be determined other techniques will be used.

Total Evaluated Price (TEP): The Government will utilize the following methodology to determine the TEP of each proposal. The TEP will be calculated for evaluation purposes only. The TEP will be calculated as follows:

- a. CLINs will be calculated by multiplying the proposed unit price by the corresponding quantity.
  - b. The sum of all the CLINs evaluated prices will represent the total evaluated price.
  - c. Award will be made to the responsible offeror that represents the best value to the Government.
4. **PART IV - TRANSITION/CONTINUITY OF OPERATIONS PLAN:** - The offeror shall provide in addition to its Technical Proposal (Part I) a written plan (NOT TO EXCEED 10 pages total including title page, table contents, figures/tables, abbreviations, etc.) describing how it will establish and continue to perform services and provide a Software Support Capability as required by the Performance Work Statement, during normal conditions and periods of crisis. The offeror shall identify provisions made for the acquisition of essential personnel and resources, if necessary, for transition and continuity of operations for up to 30 days or until normal operations can be resumed. Address in the plan, at a minimum:
- a. Challenges associated with maintaining essential contractor services during an extended event, such as a pandemic that occurs in repeated waves.
  - b. The time lapse associated with the initiation of the acquisition of essential personnel and resources and their actual availability on site.
  - c. The components, processes, and requirements for the identification, training, and preparedness of personnel who are capable of relocating to alternate facilities or performing work from home.
  - d. Any established alert and notification procedures for mobilizing identified "essential contractor service" personnel.
  - e. The approach for communicating expectations to contractor employees regarding their roles and responsibilities during a crisis.

**E. General Information:**

Format for proposal parts I, II, and III shall be as follows:

- a. The proposals will be 8 1/2" x 11" paper or standard A4 paper, except for fold-outs used for charts, tables, or diagrams, which may not exceed 11" x 17". All tables, charts, graphs, figures, etc., must be legible.
- b. A page is defined as one face of a sheet of paper containing information.

- c. Typing shall not be less than 10 point font and no more than 12 point font.
- d. Elaborate formats, bindings or color presentations are not desired or required. Electronic Submission emailed proposals will be accepted. Emailed proposals must be sent to rohit.mathew@spaceforce.mil and grant.allen.5@spaceforce.mil. Note, email size must not exceed 10 MB. If the proposal is more than 10 MB, please request a DoD SAFE link from the above POCs. Format must be a Word Document, PDF, or Excel sheet. The offeror must request and obtain an acknowledgement of receipt for electronic submission.
- e. Page limitations may be placed on responses to Evaluation Notices (ENs), if issued. The specified page limits for EN responses will be identified in the letters forwarding the ENs to offerors or on the EN form itself. Each page containing proprietary information should be so marked.
- f. Each page of the offeror's proposal and any EN responses should contain the following legend at the bottom of each sheet:

SOURCE SELECTION INFORMATION--SEE FAR 2.101 and 3.104  
FOR OFFICIAL USE ONLY