

## EXPERIENCE

**If the offeror is claiming recent and relevant project(s) totaling >\$10,000 OR MORE but LESS THAN \$50,000, including Options, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.2 Self-Scoring Sheet, 4.3 Subfactor 1.1: Experience, 4.3.1 Qualifications, and 4.3.2 Verifications, then the offeror shall complete section 1(a) on the self-scoring sheet as follows.**

1) The offeror shall state the title for each project it is claiming in Column A of the self-scoring sheet. This information shall begin specifically in cell A20 and continue to A29, if applicable. The offeror may state the title after “Project 1 Title:” or delete “Project 1 Title:” and state the project name.

For example, the offeror may state the project title as, “Project 1 Title: ABC” or just “ABC”

2) If the offeror has provided a title for a project in Column A, then the offeror shall select the answer “Yes” from the drop-down menu in its respective Column C.

For example, if an offeror provides the title for a project it is claiming in Column A20, then it should select “Yes” in Column C20.

3) If the offeror has provided a title for a project in Column A, then the offeror shall provide the total obligated value for the specific project it is claiming in Column E. This amount shall be greater than \$10,000.00 but less than \$50,000.00. Please write the entire dollar amount out, rounded to the nearest dollar.

For example, write \$25,123 not \$25K or \$25,123.45

4) If the offeror has provided a title for a project in Column A that is a Federal Government contract, the offeror shall provide the Product Service Code that is stated in the FPDS-NG report for that respective project in Column F. This code shall be one of the PSCs stated in **XX**. If the project is not a Federal Government contract, leave the respective cell blank.

5) If the offeror has provided a title for a project in Column A, the offeror shall provide the period of performance (POP) in Column G using format MM/DD/YYYY that correlates to the obligated value stated in Column E. The start date of the POP must be within two (2) years of **XX**.

For example, if an offeror states the total obligated value for the project is \$25,123 (see #3 above) and that represents the aggregate obligated amount for a base period that is from 3/15/20-3/14/21, one option period that is from 3/15/21-3/14/22 and second option period that is 3/15/22-3/14/23. The period of performance that should be listed will be 3/15/20-3/14/23.

If the offeror has more than ten (10) projects, totaling \$10,000.00 or more but less than \$50,000, including Options that it would like to claim then it shall follow the instructions above using as many continuation pages as necessary.

For example, if the offeror has an eleventh (11th) project it would like to claim, the offeror will put the project title in Column A18 on the tab at the bottom of the Self-Scoring sheet titled, "Experience, Continued 11-20".

**If the offeror is claiming recent and relevant project(s) totaling \$50,000.01 OR MORE but LESS THAN \$1M, including Options, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.2 Self-Scoring Sheet, 4.3 Subfactor 1.1: Experience, 4.3.1 Qualifications, and 4.3.2 Verifications, then the offeror shall complete section 1(b) on the self-scoring sheet as follows.**

1) The offeror shall state the title for each project it is claiming in Column A of the self-scoring sheet. This information shall begin specifically in cell A33 and continue to A42, if applicable. The offeror may state the title after "Project 1 Title:" or delete "Project 1 Title:" and state the project name.

For example, the offeror may state the project title as, "Project 1 Title: ABC" or just "ABC"

2) If the offeror has provided a title for a project in Column A, then the offeror shall select the answer "Yes" from the drop-down menu in its respective Column C.

For example, if an offeror provides the title for a project it is claiming in Column A33, then it should select "Yes" in Column C33.

3) If the offeror has provided a title for a project in Column A, then the offeror shall provide the total obligated value for the specific project it is claiming in Column E. This amount shall be greater than \$50,000.01 but less than \$1,000,000.00. Please write the entire dollar amount out, rounded to the nearest dollar.

For example, write \$75,123 not \$75K or \$75,123.45

4) If the offeror has provided a title for a project in Column A that is a Federal Government contract, the offeror shall provide the Product Service Code that is stated in the FPDS-NG report for that respective project in Column F. This code shall be one of the PSCs stated in **XX**. If the project is not a Federal Government contract, leave the respective cell blank.

5) If the offeror has provided a title for a project in Column A, the offeror shall provide the period of performance (POP) in Column G using format MM/DD/YYYY that correlates to the obligated value stated in Column E. The start date of the POP must be within two (2) years of **XX**.

For example, if an offeror states the total obligated value for the project is \$75,123 (see #3 above) and that represents the aggregate obligated amount for a base period that is from 3/15/20-3/14/21, one option period that is from 3/15/21-3/14/22 and second option period that is 3/15/22-3/14/23. The period of performance that should be listed will be 3/15/20-3/14/23.

If the offeror has more than ten (10) projects, totaling \$50,000.01 or more but less than \$1M, including Options that it would like to claim then it shall follow the instructions above using as many continuation pages as necessary.

For example, if the offeror has an eleventh (11th) project it would like to claim, the offeror will put the project title in Column A31 on the tab at the bottom of the Self-Scoring sheet titled, "Experience, Continued 11-20".

**If the offeror is claiming recent and relevant project(s) totaling \$1,000,000.01 OR MORE but LESS THAN \$5M, including Options, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.2 Self-Scoring Sheet, 4.3 Subfactor 1.1: Experience, 4.3.1 Qualifications, and 4.3.2 Verifications, then the offeror shall complete section 1(c) on the self-scoring sheet as follows.**

1) The offeror shall state the title for each project it is claiming in Column A of the self-scoring sheet. This information shall begin specifically in cell A46 and continue to A55, if applicable. The offeror may state the title after "Project 1 Title:" or delete "Project 1 Title:" and state the project name.

For example, the offeror may state the project title as, "Project 1 Title: ABC" or just "ABC"

2) If the offeror has provided a title for a project in Column A, then the offeror shall select the answer "Yes" from the drop-down menu in its respective Column C.

For example, if an offeror provides the title for a project it is claiming in Column A46, then it should select "Yes" in Column C46.

3) If the offeror has provided a title for a project in Column A, then the offeror shall provide the total obligated value for the specific project it is claiming in Column E. This amount shall be greater than \$1M but less than \$5M. Please write the entire dollar amount out, rounded to the nearest dollar.

For example, write \$3,123,450 not \$3.1M or \$3,123,450.45

4) If the offeror has provided a title for a project in Column A that is a Federal Government contract, the offeror shall provide the Product Service Code that is stated in the FPDS-NG report for that respective project in Column F. This code shall be one of

the PSCs stated in **XX**. If the project is not a Federal Government contract, leave the respective cell blank.

5) If the offeror has provided a title for a project in Column A, the offeror shall provide the period of performance (POP) in Column G using format MM/DD/YYYY that correlates to the obligated value stated in Column E. The start date of the POP must be within two (2) years of **XX**.

For example, if an offeror states the total obligated value for the project is \$3,123,450 (see #3 above) and that represents the aggregate obligated amount for a base period that is from 3/15/20-3/14/21, one option period that is from 3/15/21-3/14/22 and second option period that is 3/15/22-3/14/23. The period of performance that should be listed will be 3/15/20-3/14/23.

If the offeror has more than ten (10) projects, totaling \$1M or more but less than \$5M, including Options that it would like to claim then it shall follow the instructions above using as many continuation pages as necessary.

For example, if the offeror has an eleventh (11th) project it would like to claim, the offeror will put the project title in Column A44 on the tab at the bottom of the Self-Scoring sheet titled, "Experience, Continued 11-20".

**If the offeror is claiming recent and relevant project(s) totaling \$5,000,000.01 OR MORE but LESS THAN \$25M, including Options, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.2 Self-Scoring Sheet, 4.3 Subfactor 1.1: Experience, 4.3.1 Qualifications, and 4.3.2 Verifications, then the offeror shall complete section 1(d) on the self-scoring sheet as follows.**

1) The offeror shall state the title for each project it is claiming in Column A of the self-scoring sheet. This information shall begin specifically in cell A59 and continue to A68, if applicable. The offeror may state the title after "Project 1 Title:" or delete "Project 1 Title:" and state the project name.

For example, the offeror may state the project title as, "Project 1 Title: ABC" or just "ABC"

2) If the offeror has provided a title for a project in Column A, then the offeror shall select the answer "Yes" from the drop-down menu in its respective Column C.

For example, if an offeror provides the title for a project it is claiming in Column A59, then it should select "Yes" in Column C59.

3) If the offeror has provided a title for a project in Column A, then the offeror shall provide the total obligated value for the specific project it is claiming in Column E. This

amount shall be greater than \$5M but less than \$25M. Please write the entire dollar amount out, rounded to the nearest dollar.

For example, write \$18,123,450 not \$18.1M or \$18,123,450.45

4) If the offeror has provided a title for a project in Column A that is a Federal Government contract, the offeror shall provide the Product Service Code that is stated in the FPDS-NG report for that respective project in Column F. This code shall be one of the PSCs stated in **XX**. If the project is not a Federal Government contract, leave the respective cell blank.

5) If the offeror has provided a title for a project in Column A, the offeror shall provide the period of performance (POP) in Column G using format MM/DD/YYYY that correlates to the obligated value stated in Column E. The start date of the POP must be within two (2) years of **XX**.

For example, if an offeror states the total obligated value for the project is \$18,123,450 (see #3 above) and that represents the aggregate obligated amount for a base period that is from 3/15/20-3/14/21, one option period that is from 3/15/21-3/14/22 and second option period that is 3/15/22-3/14/23. The period of performance that should be listed will be 3/15/20-3/14/23.

If the offeror has more than ten (10) projects, totaling \$5M or more but less than \$25M, including Options that it would like to claim then it shall follow the instructions above using as many continuation pages as necessary.

For example, if the offeror has an eleventh (11th) project it would like to claim, the offeror will put the project title in Column A57 on the tab at the bottom of the Self-Scoring sheet titled, "Experience, Continued 11-20".

**If the offeror is claiming recent and relevant project(s) totaling \$25,000,000.01 OR MORE but LESS THAN \$50M, including Options, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.2 Self-Scoring Sheet, 4.3 Subfactor 1.1: Experience, 4.3.1 Qualifications, and 4.3.2 Verifications, then the offeror shall complete section 1(e) on the self-scoring sheet as follows.**

1) The offeror shall state the title for each project it is claiming in Column A of the self-scoring sheet. This information shall begin specifically in cell A72 and continue to A81, if applicable. The offeror may state the title after "Project 1 Title:" or delete "Project 1 Title:" and state the project name.

For example, the offeror may state the project title as, "Project 1 Title: ABC" or just "ABC"

2) If the offeror has provided a title for a project in Column A, then the offeror shall select the answer “Yes” from the drop-down menu in its respective Column C.

For example, if an offeror provides the title for a project it is claiming in Column A72, then it should select “Yes” in Column C72.

3) If the offeror has provided a title for a project in Column A, then the offeror shall provide the total obligated value for the specific project it is claiming in Column E. This amount shall be greater than \$25M but less than \$50M. Please write the entire dollar amount out, rounded to the nearest dollar.

For example, write \$38,123,450 not \$38.1M or \$38,123,450.45

4) If the offeror has provided a title for a project in Column A that is a Federal Government contract, the offeror shall provide the Product Service Code that is stated in the FPDS-NG report for that respective project in Column F. This code shall be one of the PSCs stated in **XX**. If the project is not a Federal Government contract, leave the respective cell blank.

5) If the offeror has provided a title for a project in Column A, the offeror shall provide the period of performance (POP) in Column G using format MM/DD/YYYY that correlates to the obligated value stated in Column E. The start date of the POP must be within two (2) years of **XX**.

For example, if an offeror states the total obligated value for the project is \$38,123,450 (see #3 above) and that represents the aggregate obligated amount for a base period that is from 3/15/20-3/14/21, one option period that is from 3/15/21-3/14/22 and second option period that is 3/15/22-3/14/23. The period of performance that should be listed will be 3/15/20-3/14/23.

If the offeror has more than ten (10) projects, totaling \$25M or more but less than \$50M, including Options that it would like to claim then it shall follow the instructions above using as many continuation pages as necessary.

For example, if the offeror has an eleventh (11th) project it would like to claim, the offeror will put the project title in Column A70 on the tab at the bottom of the Self-Scoring sheet titled, “Experience, Continued 11-20”.

**If the offeror is claiming recent and relevant project(s) totaling \$50,000,000.01 OR MORE, including Options, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.2 Self-Scoring Sheet, 4.3 Subfactor 1.1: Experience, 4.3.1 Qualifications, and 4.3.2 Verifications, then the offeror shall complete section 1(f) on the self-scoring sheet as follows.**

1) The offeror shall state the title for each project it is claiming in Column A of the self-scoring sheet. This information shall begin specifically in cell A85 and continue to A94, if applicable. The offeror may state the title after "Project 1 Title:" or delete "Project 1 Title:" and state the project name.

For example, the offeror may state the project title as, "Project 1 Title: ABC" or just "ABC"

2) If the offeror has provided a title for a project in Column A, then the offeror shall select the answer "Yes" from the drop-down menu in its respective Column C.

For example, if an offeror provides the title for a project it is claiming in Column A85, then it should select "Yes" in Column C85.

3) If the offeror has provided a title for a project in Column A, then the offeror shall provide the total obligated value for the specific project it is claiming in Column E. This amount shall be greater than \$50M. Please write the entire dollar amount out, rounded to the nearest dollar.

For example, write \$58,123,450 not \$58.1M or \$58,123,450.45

4) If the offeror has provided a title for a project in Column A that is a Federal Government contract, the offeror shall provide the Product Service Code that is stated in the FPDS-NG report for that respective project in Column F. This code shall be one of the PSCs stated in **XX**. If the project is not a Federal Government contract, leave the respective cell blank.

5) If the offeror has provided a title for a project in Column A, the offeror shall provide the period of performance (POP) in Column G using format MM/DD/YYYY that correlates to the obligated value stated in Column E. The start date of the POP must be within two (2) years of **XX**.

For example, if an offeror states the total obligated value for the project is \$58,123,450 (see #3 above) and that represents the aggregate obligated amount for a base period that is from 3/15/20-3/14/21, one option period that is from 3/15/21-3/14/22 and second option period that is 3/15/22-3/14/23. The period of performance that should be listed will be 3/15/20-3/14/23.

If the offeror has more than ten (10) projects, totaling \$50M or more, including Options that it would like to claim then it shall follow the instructions above using as many continuation pages as necessary.

For example, if the offeror has an eleventh (11th) project it would like to claim, the offeror will put the project title in Column A83 on the tab at the bottom of the Self-Scoring sheet titled, "Experience, Continued 11-20".

## **ACCOUNTING SYSTEM**

**If the offeror is claiming that it has an adequate accounting system, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.4 Subfactor 1.2: Adequate Accounting System, 4.4.1 Qualification, and 4.4.2 Verification, then the offeror shall complete section 2 on the self-scoring sheet as follows.**

- 1) The offeror shall indicate if it has an accounting system that has already been deemed adequate by DCAA, DCMA, CFA or CPA.
- 2) If the offeror has an adequate accounting system that has already been deemed adequate by DCAA, DCMA, CFA or CPA, then the offeror shall select the answer “Yes” from the drop-down menu in cell C102.
- 3) If the offeror does not have an adequate accounting system that has already been deemed adequate by DCAA, DCMA, CFA or CPA, then the offeror shall select the answer “No” from the drop-down menu in cell C102.
- 4) If the offeror selected the answer “Yes” from the drop-down menu in cell C102, the offeror shall identify the type of documentation that will be provided to support its claim in cell E102.

For example, written opinion or other statement from the Defense Contract Audit Agency (DCAA) of an accounting system that has been audited and determined adequate for determining costs.

#### **FACILITY CLEARANCE**

**If the offeror is claiming that it possesses an acceptable facility clearance, based on the criteria stated in RFP Addendum to FAR 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Nov 2021), 4.5 Subfactor 1.3: Facility Clearance, 4.5.1 Qualification, and 4.5.2 Verification, then the offeror shall complete section 3 on the self-scoring sheet as follows.**

- 1) The offeror shall indicate if it possesses a facility clearance that is active at the time the offeror submits its proposal.
- 2) If the offeror has an active Secret facility clearance, then the offeror shall select the answer “Yes” from the drop-down menu in cell C109.
- 3) If the offeror does not have an active Secret facility clearance, then the offeror shall select the answer “No” from the drop-down menu in cell C109.
- 4) If the offeror selected the answer “Yes” from the drop-down menu in cell C109, the offeror shall identify the type of clearance that it possesses in cell E109.

For example, Secret facility clearance.