

**FA9101-22-R-B001**

**Attachment 13**

**Section L**

**Instructions to Offerors (ITO)**

**Test Operations and Sustainment (TOS) II**

**7 February 2023**

## DRAFT SECTION L

### INSTRUCTIONS TO OFFERORS (ITO)

#### L-1.0 GENERAL INSTRUCTIONS TO OFFERORS

**L-1.1** The proposal instructions in this section are designed to assist Offerors in preparing a complete response that reflects a full understanding of the approach proposed to accomplish all contractual requirements. Attachment 14, Section M details how proposals will be evaluated. Offerors are expected to comply with all requirements of the Request for Proposal (RFP).

**L-1.2** Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors to be eligible for award. By submission of its offer, the Offeror consents and agrees to all solicitation requirements and identified constraints. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. **Non-conformance with the instructions provided may result in an unfavorable proposal evaluation, or rejection of an Offeror's proposal, rendering it ineligible for award.**

**L-1.3** The Procuring Contracting Officer (PCO), Ms. Rebecca Gardner, is the sole point of contact for this acquisition. Address any questions or concerns to the PCO at [aedc.sso@us.af.mil](mailto:aedc.sso@us.af.mil).

#### L-1.4 Cross-Teaming Restriction

In order to maximize full and open competition among offerors and ensure that the Government receives proposals that are free from any Offeror incentives or disincentives that may favor one proposal over another, and to also help safeguard the integrity of the procurement process, Offerors who submit proposals as prime contractors for this contract, or as a member of a joint venture prime contractor, may not also serve as a subcontractor to another Offeror submitting a proposal as a prime contractor for this contract.

#### L-1.5 Organizational Conflict of Interest (OCI)

This acquisition may create actual or potential conflicts of interest for Offerors, teaming partners, and / or prospective subcontractors. In assessing and addressing conflicts of interest, the Government will follow the guidance in the Federal Acquisition Regulation (FAR) Subpart 9.5. Offerors are responsible for ensuring that both it and its proposed subcontractors are not restricted from participating in Test Operations and Sustainment (TOS) II due to an OCI.

An Offeror's failure to provide adequate information to avoid or mitigate an OCI may cause its proposal to be rejected and relieves the Government of any further responsibility to resolve OCI issues. See FAR Subpart 9.504(e). Notices to Offerors of OCI and their responses thereto are not negotiations or discussions as those terms are used in FAR 15.306(d).

## **L-2.0 SOURCE SELECTION METHODOLOGY**

### **L-2.1 Competitive, Best Value Source Selection**

The Government intends to award one contract for the TOS II effort. TOS II is a hybrid cost-plus-award-fee (CPAF) vehicle with a variety of award terms and options that allows performance for up to 12 years.

#### **L-2.1.1 Offerors Best Terms**

The Government may award without discussions but reserves the right to enter into discussions. Therefore, the Offeror's initial proposal shall contain the Offeror's best terms for Technical, Past Performance, and Cost / Price. If the Government contemplates award without discussions, the Offerors may be given the opportunity in accordance with (IAW) FAR 15.306 to clarify certain aspects of its proposal (e.g., the relevance of an Offeror's past performance information (PPI) and adverse PPI to which the Offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors.

#### **L-2.1.2 Competitive Range**

If discussions are to be conducted, the PCO will establish a competitive range (as set forth in FAR 15.306(c)) based on the ratings of each proposal against all evaluation criteria. If the PCO determines that an Offeror's proposal should not be included in the competitive range, the proposal will be eliminated from consideration for award and written notice of the decision will be provided to the unsuccessful Offeror IAW FAR 15.503.

If the PCO determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the PCO may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

#### **L-2.1.3 Final Proposal Revisions (FPRs)**

If discussions are deemed necessary with Offerors, upon completion of those discussions, the PCO will request that the Offeror provide a FPR. Revisions to any volume(s) shall be submitted by providing two versions, one "clean" version, and one "track changes" version.

The Offeror is advised that any changes to the proposal in the FPR shall be fully addressed and / or explained and reflected in the proposed cost / price. Failure to comply with this requirement can adversely influence the evaluation of the proposal. The PCO will establish a common due date and time for submission of the FPR.

When FPRs are requested, any revisions or non-compliance with contract terms and conditions submitted in the FPR may not be subject to further discussions and may render the offer unacceptable for the Government. This provision is not intended to restrict the Offeror's

opportunity to revise its proposal. Rather, it is intended to preclude any misunderstandings by the Government that could result if new or revised terms and conditions submitted in the FPR have not been fully disclosed, discussed, and understood during discussions. Hence, such new or revised terms and conditions are not solicited and, if submitted in the FPR, may render the offer unacceptable to the Government.

#### **L-2.1.4 Debriefings**

The PCO will promptly notify Offerors of any decision to exclude them from the competitive range; whereupon, they may request and receive a debriefing IAW FAR 15.505. Offerors excluded from the competitive range may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, Offerors excluded from the competitive range are entitled to no more than one debriefing for each proposal. The PCO will notify unsuccessful Offerors in the competitive range of the source selection decision IAW FAR 15.503. Upon such notification, unsuccessful Offerors may request and receive a debriefing. Offerors desiring a debriefing must make a request IAW the requirements of FAR 15.505 or 15.506, as applicable.

#### **L-2.1.5 Discrepancies**

If an Offeror believes that the requirements in these instructions contains errors, omissions, ambiguities, or are otherwise unsound, the Offeror shall immediately notify the PCO in writing with supporting rationale (no later than five business days after release this solicitation), as well as the remedies the Offeror is asking the PCO to consider as related to the omission or error.

#### **L-2.1.6 Evaluation Notices (ENs)**

The Government may need to conduct written exchanges with Offerors which will be in the form of an EN. Page format and limitations will be placed on responses to ENs in the event they are issued. The specified page limits for EN responses will be identified in the letters forwarding the ENs to the Offerors.

#### **L-2.1.7 RFP Revisions / Amendments**

The Government reserves the right to revise or amend any portion of this solicitation. Such revisions or amendments will be available on the System for Award Management (SAM) website at [www.SAM.gov](http://www.SAM.gov) using Standard Form (SF) 33. If such amendments require material changes, the proposal due date may be extended at the discretion of the PCO and by enough days to enable an Offeror to revise its proposal. In such cases, the amendment will include an announcement of the new proposal due date and time. The Offeror shall provide acknowledgement of all solicitation amendments issued by the Government by completing the relevant sections of the SF33.

### L-2.1.8 Electronic Reference Documents

All referenced documents for this solicitation are available on [www.SAM.gov](http://www.SAM.gov). Potential Offerors are encouraged to subscribe for real-time email notifications when information has been posted to the website for this solicitation.

In addition, a competition library was established on the Arnold Engineering Development Complex (AEDC) public website, [www.arnold.af.mil/Home/TOSII](http://www.arnold.af.mil/Home/TOSII), where unclassified information is available to potential Offerors.

### L-2.1.9 Communications and Exchanges

Exchanges of source selection information between Government and Offerors will be controlled by the PCO. Email may be used to transmit such information to Offerors only if the email can be sent and received encrypted and includes “Controlled Unclassified Information and Source Selection Information – See FAR 2.101 and 3.104” in the Subject line. Otherwise, source selection information will be transmitted via other means as appropriate. The Government may use the Department of Defense (DoD) Safe Access File Exchange (SAFE), <https://safe.apps.mil/>, to transmit / receive source selection information. NOTE: Proposal submissions shall follow the instructions provided in L-2.4.

## L-2.2 PROPOSAL CONTENT

To assure timely and equitable evaluation of proposals, Offerors must follow the instructions contained herein. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation by the Government and for substantiating the validity of stated claims. **The proposal shall not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements.** Offerors shall assume that the Government has no prior knowledge of its facilities and experience and will base its evaluation on the information presented in the Offeror's proposal. The Offeror's proposal shall demonstrate that the Offeror possesses the technical expertise and past performance to perform the Performance Work Statement (PWS) requirements.

The Offeror's proposal shall include all of the information requested and shall comply fully with these Section L instructions. Failure to do so may cause the Offeror's proposal to be eliminated from consideration for award. Offerors are reminded to properly mark proposal documents which contain proprietary or restricted information.

NOTE: IF THE PROPOSAL IS NOT RECEIVED BY THE DUE DATE / TIME SPECIFIED, THE OFFEROR'S PROPOSAL IS CONSIDERED LATE IAW FAR 52.215-1.

With the exception of the Cost / Price Volume, no cost or pricing information should appear in any other volume. The Government advises Offerors that taking exception to or deviating from any term or condition of the RFP may make an offer unacceptable and the Offeror ineligible for award.

The proposal acceptance period is specified in Block 12 of the solicitation. By signing in Block 17 of the SF33, the Offeror acknowledges that the proposal is valid for a period of not less than 280 days from the proposal due date. The Offeror shall make a clear statement in its cover letter (see L-3.1.1.1) that the proposal is valid until the applicable date as referenced above and in the solicitation.

## **L-2.3 PROPOSAL ORGANIZATION**

In presenting material in the proposal, the Offeror is advised that quality of information is more important than quantity. Clarity, brevity, and logical organization should be emphasized during proposal preparation. It is the responsibility of the Offeror to present enough information to allow the various technical and management approaches, as well as past performance and cost / price, to be meaningfully evaluated without discussions. The offer must include any data necessary to illustrate the adequacy of the various assumptions, approaches, and solutions to problems. Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary and are not desired.

Each Offeror shall submit its proposal IAW instructions identified in L-2.4, Distribution. Apply all appropriate markings, including those prescribed IAW FAR 52.215- 1(e), *Restriction on Disclosure and Use of Data*, and FAR 3.104-4, *Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information*. Proposal submissions via email will not be accepted. IAW FAR Subpart 4.8, *Government Contract Files*, the Government will retain an electronic copy of all unsuccessful proposals.

The Offeror's electronic copies shall be submitted in an un-compressed format readable and searchable by Microsoft (MS) Office 2016 (or later) applications (with the exception of PPI as described in L-3.3.3.2.). Use separate files to permit rapid location of all portions, exhibits, annexes, and attachments, if any.

### **L-2.3.1 Organization / Number of Copies / Page Limits**

**L-2.3.1.1** The Offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table L-2.3.1.1-1 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits as specified in Table L-2.3.1.1-1. The Offeror's proposal shall consist of four separate volumes; Volume I – Contract Documentation, Volume II – Technical Proposal, Volume III – Past Performance Information, and Volume IV – Cost / Price Proposal. The contents of each proposal volume are described in the ITO paragraph as noted in the table below.

**Table L-2.3.1.1-1: Proposal Organization**

<b>Volume</b>	<b>ITO Paragraph Number</b>	<b>Volume Title</b>	<b>Maximum Number of Pages</b>
I	L-3.1	Contract Documentation	NA
II	L-3.2	Technical Proposal	150
III	L-3.3	Past Performance Information	See Note
IV	L-3.4	Cost / Price Proposal	NA

Note: For Volume III, Past Performance, each submitted performance reference shall not have the PPI Tool fields of “Contract Information” and “Program Details” together sum to a character count (excluding spaces) of greater than 27,000 characters.

**L-2.3.1.2 Page Limitations.** Page / character limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal and the Offeror will be notified. Each page shall be counted except the following: cover pages, tables of contents, table of figures, glossaries, cross-reference matrix, OCI Mitigation Plan, Transition Plan, Small Business Subcontracting Plan, Small Business Participation Commitment Document, and Staffing Plan.

**L-2.3.1.3 Page Size and Format**

(a) A page is defined as each face of a sheet of paper containing information. Page size shall be 8.5 x 11 inches. Pages shall be single spaced. Except for the reproduced sections of the solicitation document, the text size shall be no less than 12-point Times New Roman font. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top and bottom and ¾-inch side margins. Pages shall be numbered sequentially by volume. In the event the Offeror creates an ambiguity, the Government may exercise its own discretion in counting pages. These page size and format restrictions shall also apply to responses to ENs.

(b) Legible tables, charts, drawings, graphs, diagrams, schematics, and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, and plans. These displays shall be uncomplicated, legible, shall not exceed 8.5 x 11 inches in size, and may only be used for large tables, charts, drawings, graphs, diagrams, schematics, and figures, not for pages of text. For these displays, the text shall be no smaller than 10-point font.

**L-2.3.1.4 Cross-Referencing.** To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume or has not been properly cross-referenced will be assumed to have been omitted from the proposal. Cross referencing within a proposal volume is permitted where its use would conserve space without impairing clarity. Offerors must ensure that pricing information is only included in Volume IV. Do NOT include any cost / price information in Volume II.

## **L-2.4 DISTRIBUTION**

Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the TOS II PCO by 3:00 pm Central Time on 28 Jun 23 (see L-3.3.3.2 regarding early submission of the Past Performance Volume). The Government requires proposal submissions be conducted via the Procurement Integrated Enterprise Environment (PIEE) Solicitation Module, <https://piee.eb.mil>. No other proposal submission method is authorized. Any proposal received after the specified time or by an unauthorized method is “late.” See paragraph L-2.2 and FAR 52.215-1.

To initiate the proposal submission through PIEE, the Offeror must register as a proposal manager. Training on the solicitation module is available for proposal managers through PIEE. Subcontractors who have proprietary data and do not want to submit this data to the prime must submit it through PIEE. Subcontractors will register as a proposal manager, and create a separate proposal submission from the prime. Documents submitted by the subcontractor directly to the Government must have the prime contractor’s team name and RFP number on the first page of the document. In the Executive Summary, primes will provide a list of all major subcontractor team members. To be clear, the Offeror is solely responsible for ensuring its proposal is submitted in a complete and timely manner IAW paragraph L-2.2 and FAR 52.215-1. Pre-coordination is critical to submission of a complete and timely proposal.

Document file names shall follow this naming convention: “TOS II FA910122RB001 (Prime Contractor Name) Volume # Title.”

Please provide any feedback on the use of PIEE to the PCO 14 days prior to proposal submission.

## **L-3.0 SPECIFIC INSTRUCTIONS**

### **L-3.1 VOLUME I – CONTRACT DOCUMENTATION**

#### **L-3.1.1 Volume I Organization**

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file(s).

**L-3.1.1.1 Cover Letter.** The cover letter shall include the business status / categories, Offeror primary and alternate points of contact with email / phone and who is authorized to contractually obligate the Offeror, Commercial and Government Entity (CAGE) Code, Data Universal Number System (DUNS) number, a statement that the Offeror understands the requirements specified and will meet the requirements therein, and a statement that the Offeror does or does not take exception to any of the requirements of this solicitation.

**L-3.1.1.2 Master Table of Contents.** The Offeror shall include a master table of contents of the entire proposal within the Contract Documentation Volume. This master table of contents shall contain a consolidation of the individual table of contents for all volumes.



**L-3.1.1.3 Executive Summary.** The Executive Summary of the entire proposal should be concise, to include addressing the significant risks, and highlighting any key or unique features, excluding cost / price. The salient features should tie in with the Section M evaluation factors / subfactors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the proposal. The Executive Summary shall not exceed 10 pages.

#### **L-3.1.1.4 Solicitation / Representations and Certifications**

The Offeror's proposal shall include a signed copy of the SF 33, and Sections A through K. This includes:

##### **L-3.1.1.4.1 Section A – Solicitation / Contract Form**

Complete the "Offeror" portion of the SF 33 in its entirety. An official having the authority to contractually bind the Offeror's company shall sign the SF 33 IAW FAR 4.102.

##### **L-3.1.1.4.2 Section B – Supplies or Services and Costs / Prices**

Complete pricing information in Section B of the SF33.

##### **L-3.1.1.4.3 Sections G - I**

Complete fill-ins as applicable

##### **L-3.1.1.4.4 Section K – Representations, Certifications, and other Statements of Offeror**

Complete representations, certifications, acknowledgements, and statements.

##### **L-3.1.1.5 Exceptions or Assumptions to Solicitation Requirements**

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and / or specific part of the solicitation to which the exception is taken. The Offeror shall provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table L-3.1.1.5-1.

**Table L-3.1.1.5-1: Solicitation Exceptions**

<b>Solicitation Document</b>	<b>Page / Paragraph</b>	<b>Requirement / Portion</b>	<b>Rationale</b>
<i>PWS, SF33, etc.</i>	<i>Applicable page and paragraph numbers</i>	<i>Identify the requirement or portion to which exception is taken</i>	<i>Describe why the requirement can / will not be met</i>

### **L-3.1.2 Other Information Required**

#### **L-3.1.2.1 Authorized Offeror Personnel**

Provide the name, title, telephone number, and email address of the company / division point of contact regarding decisions made with respect to the Offeror's proposal and who can obligate the Offeror's company contractually. Also, identify those individuals authorized to negotiate with the Government.

#### **L-3.1.2.2 Government Offices**

Provide the mailing address, telephone and fax numbers, and facility codes for the cognizant Contract Administration Office, Defense Contract Audit Agency (DCAA), and Government Paying Office. Also, provide the name and telephone number for the Administrative Contracting Officer (ACO).

#### **L-3.1.2.3 Company / Division Address, Identifying Codes, and Applicable Designations**

Provide company / division street address, county, and facility code; CAGE code; DUNS code; Taxpayer Identification Number; size of business (large or small IAW NAICS 541330, Exception 1); and labor surplus area designation (if applicable). This same information must be provided if the work for this contract will be performed at any other location(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

#### **L-3.1.2.4 Attachments to the SF33**

The Offeror shall provide the following as attachments to the SF33:

##### **L-3.1.2.4.1 Government Furnished Property (GFP) and Base Support Requirements**

The Government plans to provide the items listed in Attachment 8, Government Furnished Property, as GFP as well as the Test Assets and Base Support Assets listed in Appendices A, B, C, and D of Attachment 7, Performance Work Statement. If the Offeror requires the use of Government furnished items other than those specified, the Offeror shall provide a listing, including quantity, federal stock number, nomenclature, date needed and duration of availability,

rental value per FAR 45.1 and 45.2, reason for need, and cross reference to cost / price volume paragraphs that pertain to GFP and / or base support. The Offeror shall also provide the written authorization from the cognizant ACO, as applicable. The Offeror shall supply this information in the format shown in Table L-3.1.2.4.1-1.

**Table L-3.1.2.4.1-1: Example Required Information for Using GFP / Base Support**

<b>Quantity</b>	<b>Federal Stock No.</b>	<b>Nomen- clature</b>	<b>Duration of Need</b>	<b>Rental Value</b>	<b>Reason for Need</b>	<b>Cross Ref. to Cost Prop</b>
<i>2 EA</i>	<i>FS156-09-234</i>	<i>ACG-1372 Time Counter</i>	<i>1 Oct 25 – 30 Sep 26</i>	<i>\$1,000</i>	<i>Needed to calibrate 5 MHz/1pps SATCOM simulator offset</i>	<i>Volume IV, pages 23- 27, paragraphs A-C</i>

#### **L-3.1.2.4.2 OCI Plan**

As required by paragraph L-3.2.4.6.

#### **L-3.1.2.4.3 Transition Plan**

As required by paragraph L-3.2.7.

#### **L-3.1.2.4.4 Small Business Subcontracting Plan**

As required by paragraph L-3.2.4.5.

#### **L-3.1.2.4.5 Associate Contractor Agreements (ACAs)**

The TOS II Contractor shall take the lead in developing ACAs with other operating and support contractors at AEDC. The Offeror shall include ACAs projected to be in place shortly after award and those planned during the course of this effort. Offerors shall include with the proposal a “Letter of Intent” stating they will form an ACA no later than 60 days after contract award.

### **L-3.2 VOLUME II – TECHNICAL PROPOSAL**

#### **L-3.2.1 Volume II Organization**

The Technical Proposal should be specific and complete. Legibility, clarity, and coherence are very important. Offerors’ responses will be evaluated against the Technical subfactors. Provide as specifically as possible the actual methodology the Offeror would use for accomplishing / satisfying the subfactors. Address the Offeror’s technical solution for meeting or exceeding the Government’s minimum performance or capability requirements of each technical subfactor. All

the requirements specified in the RFP are mandatory. By proposal submission, the Offeror is representing that its firm will perform all the requirements specified in the RFP. Do not merely reiterate the objectives or reformulate the requirements specified in the RFP.

The Technical Volume shall be organized according to the following general outline:

- Table of Contents
- List of Tables and Drawings
- Glossary
- Cross Reference Matrix
- Contract Work Breakdown Structure and Dictionary
- Subfactor 1.1: Management Approach
  - Workload Management
  - Interface Management
  - Performance Management
  - Safety and Mishap Prevention Program
  - Subcontracting Management
  - OCI
- Subfactor 1.2: Technical Operations
  - Operation of Test and Test Support Assets
  - Lifecycle Sustainment
  - Capital Improvements
  - Surge Project Execution
- Subfactor 1.3: Qualified Personnel
  - Key Personnel
  - Staffing Plan
- Subfactor 1.4: Transition

### **L-3.2.2 Technical**

In this volume, address the Offeror's technical solution for meeting or exceeding the Government's minimum performance or capability requirements of each technical subfactor.

### **L-3.2.3 Technical Risk**

Address the Technical Risk associated with those aspects of the proposed technical approach the Offeror considers to have the potential for disruption of schedule, increased costs, degradation of performance, the need for increased Government oversight, or the likelihood of unsuccessful contract performance. Classify each risk IAW Section M Table M-2.2.2-1, Technical Risk Rating Definitions. Provide the rationale for each risk and its rating, including quantitative estimates of the impact on cost, schedule, and performance. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements (e.g., PWS requirements). Propose a realistic "work-around" or risk mitigators for identified risks that will eliminate or reduce risk to an acceptable level. Identify and classify any new risks introduced by such mitigation. Note that the Offeror's list of

risks in no way limits the Government from identifying its own list of risks associated with the Offeror's proposal during the evaluation.

#### **L-3.2.4 Subfactor 1.1: Management Approach**

The Offeror shall describe its methodology to meet the Management Approach requirements outlined in the Measures of Merit identified in Section M; specifically describe how the Offeror will incorporate risk management into all aspects of its approach.

##### **L-3.2.4.1 Workload Management**

The Offeror shall describe its management approach to accommodate significant workload increases and decreases, including shifts in the baseline mission workload and anticipated surge workload. Describe the Offeror's plan to execute baseline test operations and maintenance while simultaneously conducting large-scale improvement, restoration, and modernization efforts. Address changes that occur both year-to-year and within the execution year.

##### **L-3.2.4.2 Interface Management**

The Offeror shall describe its key interfaces with multiple contractors and Government entities and the associated contractual issues. Discuss how the Offeror's approach will ensure cohesive integration among the various interfaces.

##### **L-3.2.4.3 Performance Management**

The Offeror shall describe its management approach to performance measurement. Specifically, describe the Offeror's key test operations and sustainment metrics, including formulas, if applicable, that internally track progress and performance. In addition, provide recommended key metrics for the Government's use to evaluate the Offeror's performance.

##### **L-3.2.4.4 Safety and Mishap Prevention Program**

The Offeror shall describe its approach to implementing a Safety and Mishap Prevention Program, including how the quantity and severity of incidents will be minimized. The Offeror shall also describe how it will respond to actual incidents.

##### **L-3.2.4.5 Subcontracting Management**

Subparagraph L-3.2.4.5.1 is applicable to all Offerors. Offerors proposing as a small businesses are not subject to the L-3.2.4.5.2 subparagraph.

##### **L-3.2.4.5.1 Small Business Participation Commitment Document**

The Offeror shall describe its methodology to meet the Small Business Participation Commitment requirements as outlined in Section M-2.2.4.5.1; specifically describe how the Offeror will demonstrate a sound plan to meet the Minimum Quantitative Requirement of 20% of the total contract value for the participation of small businesses in performance of the contract,

whether as a joint venture, teaming arrangement, or subcontractor. A template for this document is provided as Attachment L-12. This document will not be included in page limitations.

#### **L-3.2.4.5.2 Small Business Subcontracting Plan**

The Offeror shall submit a Small Business Subcontracting Plan IAW FAR 52.219-9, *Small Business Subcontracting Plan*, that also identifies the extent of the Offeror's commitment to the participation of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, whether as joint venture members, teaming arrangement partners, or subcontractors. The Small Business Subcontracting Plan shall be included in Volume I, Contract Documentation (see L-3.1.2.4.4) and will be made a part of the resultant contract. This plan will not be included in page limitations.

#### **L-3.2.4.6 OCI**

The Offeror shall provide a written OCI mitigation plan, which outlines the Offeror's approach for detecting, avoiding, and mitigating OCI issues and risks IAW Special Contract Requirement Clause H-115, *Organizational Conflicts of Interest* (FEB 2023) and FAR 9. The plan shall address all actual, potential, or perceived OCIs for the Offeror, including those resulting from teaming arrangements. The plan should reflect the results of the Advisory Multi-Step Process, updated with any relevant changes to the Offeror's and each team member's or team member affiliate's particular circumstances. Any changes or updates to the OCI mitigation plan occurring after proposal submission shall be provided as such changes occur, but no later than contract award. The OCI mitigation plan shall be included in Volume I, Contract Documentation (see L-3.1.2.4.2) and will be made a part of the resultant contract. This plan will not be included in page limitations.

#### **L-3.2.5 Subfactor 1.2: Technical Operations**

The Offeror shall describe its approach to meet the Technical Operations requirements outlined in the Measures of Merit identified in Section M; specifically describe how the Offeror will incorporate risk management into all aspects of its approach.

##### **L-3.2.5.1 Operation of Test and Test Support Assets**

The Offeror shall describe its overall approach to facility operations in support of testing. Describe the Offeror's methodology to ensure delivery of test environments and system operational data.

##### **L-3.2.5.2 Lifecycle Sustainment**

The Offeror shall describe its lifecycle sustainment program for test and test support assets. The Offeror shall describe how safe and effective the program will be by describing the Offeror's approach to balancing the elements of performance, cost, and risk. In addition, the Offeror shall

describe its understanding of software lifecycle management, including configuration management and development principles required during development, test, and production.

#### **L-3.2.5.3 Capital Improvements**

The Offeror shall describe its approach to applying systems engineering processes throughout the acquisition lifecycle. Discuss how this approach will lead to the delivery of new capabilities and modifications / upgrades to current facilities on time and on cost while meeting technical requirements. Describe in detail the Offeror's approach to managing requirements, risks, design processes, and configuration management.

#### **L-3.2.5.4 Surge Project Execution**

The Offeror shall describe its solution to the Surge Project Sample Task defined in Attachment L-10. The Offeror's solution shall address each of the questions listed in Attachment L-11.

#### **L-3.2.6 Subfactor 1.3: Qualified Personnel**

The Offeror shall describe its approach to meet the Qualified Personnel requirements outlined in the Measures of Merit identified in Section M.

##### **L-3.2.6.1 Key Personnel**

The Offeror shall identify key positions and the qualifications for each key position. The Offeror shall describe the approach that will be taken to employ the key personnel for the TOS II effort, to include a management philosophy, employing the right leaders, back-fill contingency plans, and how this approach will maximize performance while also managing risks.

##### **L-3.2.6.2 Staffing Plan**

The Offeror shall provide a comprehensive Staffing Plan that addresses the approach to promote employee retention, morale, productivity, growth, and development. Specifically, the Staffing Plan shall describe, 1) the Offeror's recruitment and retention policies, 2) the Offeror's plan to create more depth of experience across the workforce, 3) the Offeror's approach to capturing institutional knowledge of critical skillsets, and 4) the Offeror's approach to maintain the staff and skills necessary to execute AEDC's standard baseline operations while simultaneously executing significant increases in workload requirements due to anticipated surge projects. Address any difficulties anticipated in fulfilling the staffing requirements of the TOS II contract and the plans to overcome those difficulties. The Staffing Plan will not be included in the Technical volume page count.

#### **L-3.2.7 Subfactor 1.4: Transition**

The Offeror shall provide a detailed Transition Plan to assume the responsibilities outlined in the PWS, including phase-in and phase-out activities. Discuss how the Offeror will meet the TOS II requirements and ensure there is no interruption or degradation in delivery of services in support of the AEDC mission. The Transition Plan shall address three specific aspects of transition:

Phase-in Stage 1 (Arnold AFB, Tunnel 9, and the National Full-scale Aerodynamics Complex [NFAC]), Phase-in Stage 2 (National Radar Cross Section Test Facility [NRTF], Landing Gear Test Facility [LGTF], and Aerospace Vehicle Survivability Facility [AVSF]), and Phase-out. The Transition Plan shall include the following key components as a minimum: quality management system implementation, organization, contract implementation issues, staffing, knowledge transfer, resource requirements, Government involvement, cooperative agreements with unions and other AEDC contractors, disruption, risk, and schedule. The Transition Plan shall be included in Volume I, Contract Documentation (see L-3.1.2.4.3) and will be made a part of the resultant contract. The Transition Plan will not be included in the Technical volume page count.

### **L-3.3 VOLUME III – PAST PERFORMANCE INFORMATION**

#### **L-3.3.1 Volume III Organization**

The Past Performance Volume shall be organized according to the following general outline:

- Table of Contents
- Summary (Not to exceed two pages. See paragraph L-3.3.2)
- Past Performance References (See paragraph L-3.3.3.1)
- PPI Submission (See paragraph L-3.3.3.2)
- Relevant Contracts and Recency Determination (See paragraph L-3.3.3.3)
- Relevancy Matrix (See paragraph L-3.3.3.4)
- Organizational Structure Change History (Not to exceed five pages. See paragraph L-3.3.3.5)
- Consent Letters. Consent letters executed by each joint venture partner and major subcontractor authorizing release of adverse PPI so the Offeror can respond to such information. A sample consent letter is provided as Attachment L-5.
- Client Authorizations Letters. Client authorization letters for each identified effort for a commercial customer authorizing release to the Government of requested information on the Offeror's performance. A sample consent letter is provided as Attachment L-4.
- List of Questionnaire Recipients (Not to exceed three pages. See paragraph L-3.3.3.2)

**L-3.3.2 Summary.** Describe roles of Offerors and all subcontractors, teaming partners, or joint venture partners requiring PPI IAW paragraph L-3.3.3.1.

#### **L-3.3.3 PPI Sheets (See Attachment L-1, PPI Tool)**

**L-3.3.3.1 Number of PPI References.** Offerors shall submit information in the PPI Tool, Relevancy Matrix, Consent Letters, Authorization Letters, and List of Questionnaire Recipients on contracts considered most relevant in demonstrating the ability to perform technical operations. This information is required on Offerors, major subcontractors, or joint venture partners considered relevant to overall successful performance. Offerors may submit no more than five recent and relevant contracts for the prime contractor and no more than three for each major subcontractor. A reference is defined as a single contract. If the prime is a joint venture, Offerors may submit no more than three references per joint venture partner. For purposes of



proposals only, a major subcontractor is defined as a subcontractor, other than the Offeror itself, that will perform 10 percent or more of the contract scope based on labor hours or total cost. Offerors are hereby notified that the Government will use data provided by each Offeror in this volume and data obtained from other sources in the evaluation of past performance.

**L-3.3.3.2 PPI Submission.** Offerors must use the PPI tool, which they shall download from the TOS II RFP posting to [www.SAM.gov](http://www.SAM.gov) for their electronic proposal submittal of relevant past performance contract information. Offerors shall provide the pages generated from this tool as part of their Past Performance Volume. Offerors shall save the PPI database file as Offeror name-volume name (PPI)-TOS II.mdb (e.g., XYZ Company-Past Performance Volume (PPI)-TOS II.mdb) to submit as part of the electronic copy of the Past Performance Volume. Once complete, PPI sheets and past performance questionnaires (PPQs) will be treated as source selection information IAW FAR Part 3.104.

Offerors shall send PPQs on each identified contract to the points of contact for that contract. If the identified contract was a Government effort, please send to the Program Manager and PCO. This questionnaire is contained at Attachment L-2, PPQ. Provide a list of questionnaire recipients to include points of contact (POCs) and phone numbers. Responses to questionnaires and the Past Performance volume are to be provided directly to the TOS II PCO not later than 2 p.m. Central Time 30 calendar days after release of the RFP.

PPI concerning subcontractor and teaming / joint venture partners cannot be disclosed to a private party without the subcontractor's or teaming / joint venture partner's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor / teaming / joint venture partner past performance assessments to the prime during exchanges. Therefore, the Offeror shall submit a consent letter executed by each teaming / joint venture partner and major subcontractor authorizing release of adverse PPI to the Offeror, so the Offeror can respond to such information. For each identified effort for a commercial customer, the Offeror shall also submit a client authorization letter, authorizing release to the Government of requested information on the Offeror's performance.

**L-3.3.3.3 Relevant Contracts and Recency Determination.** Offerors shall submit information in the PPI tool under the Program Details Tab on recent contracts deemed relevant in demonstrating the ability to perform the full range of capabilities IAW the TOS II PWS requirements and explain how / why the referenced contracts are relevant. The prime contractor may submit up to five recent contracts, and joint venture partners may submit up to three recent contracts per partner. Also provide PPI on up to three recent contracts for each major subcontractor partner. To be recent, the effort must be ongoing for at least one year or must have been completed during the past four years from the date of issuance of the RFP. For a description of the characteristics or aspects the Government will consider in determining recency and relevancy, see Attachment 14, Section M, paragraphs M-2.3.1.1 and M-2.3.1.2.

Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort and what aspects of the proposed effort in which they relate. This shall include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems

does not automatically equate to a limited or no confidence rating, since the problems encountered may have been on a more complex program, or an Offeror may have subsequently demonstrated the ability to overcome the problems encountered. The Offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions in terms of improvements achieved or problems rectified. This may allow the Offeror to be considered a higher confidence candidate. For example, submittal of quality performance indicators or other management indicators that clearly support that an Offeror has overcome past problems. Categorize the relevant information into the specific Technical subfactors and Cost / Price factor used to evaluate the proposal. As noted below Table L-2.3.1.1-1, these fields in the PPI Tool shall not exceed 27,000 characters. If the character limit is exceeded or if the information is not included in the identified fields, this information will not be considered.

**L-3.3.3.4 Relevancy Matrix.** The Offeror shall provide a completed relevancy matrix (Attachment L-6). Provide no more than five recent and relevant contracts for the prime contractor and no more than three for each major subcontractor. If the prime is a joint venture, provide no more than three references per joint venture partner. The relevancy matrix and other PPI will be used to establish the relevance of present and past efforts. For submitted references (efforts cited), please place a check mark into the rows for which the reference is applicable according to the row headings (which represent the evaluation factors and subfactors).

**L-3.3.3.5 Organizational Structure Change History.** Many companies have acquired, have been acquired by, or otherwise merged with other companies or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant current or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, include a "roadmap" describing all such changes in the organization of the Offeror's company, joint venture partner(s), and / or proposed major subcontractors. As part of this explanation, show how these changes impact the relevance of any efforts identified for past performance evaluation / performance confidence assessment. Since the Government intends to consider present and PPI provided by other sources as well as that provided by the Offeror(s), the Offeror's "roadmap" should be both specifically applicable to the efforts identified and general enough to apply to efforts on which the Government receives information from other sources.

**L-3.3.4 No Applicable PPI.** If an Offeror has no recent or relevant PPI, it should so state that in this volume. However, the Government reserves the right to determine whether any relevant PPI exists.

## **L-3.4 VOLUME IV – COST / PRICE PROPOSAL**

### **L-3.4.1 Volume IV Organization.**

The Cost / Price Volume shall be organized according to the following general outline:

- Introduction
  - Table of Contents
  - Summary Descriptions of Estimating, Purchasing, and Accounting Systems
  - Changes to Estimating, Accounting Practices, or Cost Accounting Standards (CAS) Disclosure Statement
- Estimating Methodology
- Cost and Supporting Information (L-9, Cost Model)
- Professional Employee Compensation Plan
- Other Information. List each exception to the ground rules and assumptions provided in the solicitation and each qualification of the Cost / Price volume, if any. Provide complete rationale for any exceptions.

### **L-3.4.2 Price Information**

#### **L-3.4.2.1 General Instructions**

This section is to assist Offerors in submitting data other than certified cost or pricing data that is required to evaluate the reasonableness, realism, and balance of the proposed cost / price. Compliance with these requirements is mandatory and failure to comply may result in rejection of the Offeror's proposal. Note that unrealistically low or high proposed costs or prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the Offeror does not understand the requirement or has submitted an unrealistic proposal. Additionally, unbalanced pricing that poses an unacceptable risk to the Government may be a reason to reject an Offeror's proposal. Offers should be sufficiently detailed to demonstrate reasonableness, realism, and balance. The burden of proof for credibility of proposed costs / prices rests with the Offeror.

Data beyond that required by this instruction shall not be submitted, unless the Offeror considers it essential to document or support its cost / price position. All data relating to the proposed price, including all required supporting documentation, must be included in the section of the proposal designated as the Cost / Price volume. Under no circumstances shall this data and documentation be included elsewhere in the proposal.

#### **L-3.4.2.2 Estimating Techniques and Methods**

When responding to the Cost / Price Volume requirements in the solicitation, the Offeror and associated subcontractors may use any generally accepted estimating technique, including contemporary estimating methods (e.g., Cost-to-Cost and Cost-to-Non-Cost Estimating Relationships, commercially available parametric cost models, in-house developed parametric cost models, etc.), to develop estimates. If necessary, reasonable and supportable allocation techniques may be used to spread hours across labor categories and depicted in Attachment L-9, Cost Model.

#### **L-3.4.2.3 Cost or Pricing Data**

The PCO has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the PCO will review this determination and if, in the PCO's opinion, adequate price competition exists no additional cost information will be requested and certification under FAR 15.406-2 will not be required. IAW FAR 15.403-1(b) and 15.403-3(a), information other than cost or pricing data may be required to support price reasonableness. Information shall be provided IAW FAR 15.403-5. If, after receipt of proposals, the PCO determines that there is insufficient information available to determine price reasonableness and none of the exceptions in FAR 15.403-1 apply, the Offeror shall be required to submit cost or pricing data.

#### **L-3.4.3 Accounting System**

Indicate whether the Offeror has Government approval of its accounting system and if so, provide evidence of such approval. Also, identify any deviations from the Offeror's standard procedures in preparing this proposal.

#### **L-3.4.4 Estimating Methodology**

Provide a summary description of the Offeror's standard estimating system or methods. The summary description shall cover separately each major cost element (e.g., labor, indirect costs, other direct costs, overhead, General and Administrative [G&A]). Also, identify any deviations from the Offeror's standard estimating procedures in preparing this proposal volume. Indicate whether the Offeror has Government approval of the system and if so, provide evidence of such approval. Note that the Cost Model provides the option a separate G&A values for labor and materials; it is permissible for those rates to be equivalent.

##### **L-3.4.4.1 Explanation of Estimating Methods Used**

Explain the methodology used to estimate each cost element. As a minimum, provide the following information for each cost element. Clarify if a portion of the required information is not applicable for a particular cost element.

##### **L-3.4.4.2 Past Experience**

Identify where the Offeror's cost estimates are based upon past experience, identify the past experience, explain how the past experience relates to the current effort, including similarities and differences, and how cost data available from the past experiences was adapted to the current effort.

##### **L-3.4.4.3 Labor Hour Skill Mix**

Explain how the proposed labor hour skill mix has been derived. Note that Offerors are prohibited from including any labor category not included in Attachment L-9, Cost Model.

#### **L-3.4.4.4 Management Reduction**

If estimated costs to perform the proposed effort have been decreased due to a management decision, provide a summary of the reduction and a complete rationale for the reduction.

#### **L-3.4.5 Government-Provided Cost Considerations**

##### **L-3.4.5.1 Commonality with Other Programs**

Any cost reductions made in the Offeror's proposal that are attributed to commonality with other programs, company funded efforts, or capitalization of equipment must be supported with the following:

- (a) Commonality - Identify the specific program(s) and why it is applicable. Address the cost allowability and allocability of this action per FAR and the Offeror's CAS Disclosure Statement.
- (b) Company-Funded Efforts - Identify the specific efforts, the planned start and end dates, the applicability to the current solicitation, the source of company funding, and how the Offeror plans to account for or allocate these costs IAW generally accepted accounting principles and the Offeror's CAS Disclosure Statement, if applicable.
- (c) Capital Equipment - Identify the specific item(s) capitalized and what other applications exist for the equipment, provide corporate approvals for each action, address the cost allowability and allocability of the action per the FAR and the Offeror's CAS Disclosure Statement.

##### **L-3.4.5.2 Identification of Uncompensated Overtime**

The use of mandatory uncompensated overtime to artificially reduce or understate the estimated cost in the Offeror's proposal is unacceptable. Specifically state the Offeror's policy on the use of mandatory uncompensated overtime (if any) as it would apply to this contract. In calculating the proposal cost, the Government will not consider mandatory uncompensated overtime.

##### **L-3.4.5.3 Schedule of Hours by Labor Skill Mix**

The schedule of hours by skill mix is provided when Offerors fully complete Attachment L-9 IAW the instructions on the "Instructions Tab." A completed Cost Model will provide the Offeror's approach to meeting the technical requirements of this solicitation. Offerors are encouraged to include any clarifications, assumptions, exceptions, or additional information that would assist the Government in its complete and thorough evaluation of the proposal in Section IV.

##### **L-3.4.5.4 Escalation Factors**

An annual escalation factor of 1.9 percent shall be used for all direct labor rates (exempt, non-exempt salary, wage) for all contract years to reflect both the regularly scheduled salary adjustments and the refreshing of staff due to retirements and separations.

#### **L-3.4.5.5 Major Subcontractors**

Submit a list of the proposed major subcontractors and interdivisional transfers showing (a) the supplier, (b) description of effort, (c) type of contract, (d) price and hours proposed by each, (e) price and hours included in prime's proposal to the Government, and (f) commercial item / service determination support, if applicable. The Offeror shall conduct appropriate cost or price analyses of subcontracting costs IAW FAR 15.404-3 and include those results in the price proposal. For purposes of proposal only, a major subcontractor is defined as a subcontractor, other than the Offeror itself, that will perform 10 percent or more of contract scope based on labor hours or total cost.

#### **L-3.4.5.6 Defined Benefit Pension Plan (DBPP) CAS Contribution**

Offerors are required to assume DBPP Contributions according to the following Contract Line Item Number (CLIN) schedule, which is also reflected in Attachment L-9, Cost Model:

CLIN 001	\$0
CLINs 0105-0108	\$9,400,000
CLINs 0201-0204	\$6,500,000
CLINs 0301-0304	\$6,300,000
CLINs 0401-0404	\$5,500,000
CLINs 0501-0504	\$3,400,000
CLINs 0601-0604	\$1,000,000
CLINs 0701-0704	\$1,000,000
CLINs 0801-0804	\$1,000,000
CLINs 0901-0904	\$1,000,000
CLINs 1001-1004	\$1,000,000
CLINs 1101-1104	\$1,000,000
CLINs 1201-1204	\$1,000,000
CLINs 1301-1304	\$500,000

#### **L-3.4.5.7 Material Costs**

Use the following estimated burdened cost of material / supplies in the Offeror's proposal for each year of the contract to include all known workload fluctuations are described in Attachment L-8. The burden includes any sales tax, special privilege tax, discounts, and freight.

CLIN 001	\$0
CLINs 0105-0108	\$78,830,000
CLINs 0201-0204	\$64,513,900
CLINs 0301-0304	\$79,558,764
CLINs 0401-0404	\$63,107,122
CLINs 0501-0504	\$64,024,111
CLINs 0601-0604	\$65,241,472
CLINs 0701-0704	\$66,480,555
CLINs 0801-0804	\$67,743,715
CLINs 0901-0904	\$69,013,316

CLINs 1001-1004	\$67,669,726
CLINs 1101-1104	\$71,678,322
CLINs 1201-1204	\$73,040,487
CLINs 1301-1304	\$36,520,243

#### **L-3.4.5.8 Travel Costs**

Use the following estimated cost of travel in the Offeror's proposal for each year of the contract.

CLIN 001	\$0
CLINs 0105-0108	\$3,199,651
CLINs 0201-0204	\$3,430,973
CLINs 0301-0304	\$3,496,161
CLINs 0401-0404	\$3,562,589
CLINs 0501-0504	\$3,630,278
CLINs 0601-0604	\$3,699,253
CLINs 0701-0704	\$3,769,539
CLINs 0801-0804	\$3,841,160
CLINs 0901-0904	\$3,914,142
CLINs 1001-1004	\$3,988,511
CLINs 1101-1104	\$4,064,293
CLINs 1201-1204	\$4,141,514
CLINs 1301-1304	\$1,599,826

#### **L-3.4.5.9 Award Fee Pools**

The base fee will be \$0. Offeror's proposed award fee pool must be at least 5 percent of the fee-bearing elements (direct labor and labor associated expense associated with the work).

Award fee pools for subcontractors, if separate from the amount proposed by the prime contractor, shall be specifically identified in Offeror's cost volume.

#### **L-3.4.5.10 Cost-Plus-Fixed-Fee (CPFF) Labor**

IAW Attachment L-9, Offerors are notified that some labor efforts on this solicitation are contemplated as CPFF-Level of Effort (LOE). Such labor categories are identified with a yellow highlight. Note that the quantity of labor hours reflected in the Cost Model are also a field in Section B.

#### **L-3.4.5.11 G&A Costs**

G&A shall be defined as any home office cost allocated as residual cost, any home office cost allocated as separately allocable cost, and other types of indirect costs allocated to the segment (or contract). For purposes of computing G&A cost ceiling, define all indirect allocations proposed and state the amount of cost proposed for each fiscal year. The G&A cost ceiling should include all home office allocated as residual cost, separately allocable cost, and any other

types of indirect costs allocated to the segment (or contract). The Cost Model reflects that G&A rates may vary according to the base (e.g., labor versus materials).

#### **L-3.4.5.12 Data**

The cost of producing data is not separately priced in Section B of the solicitation. The cost required to produce each Contract Data Requirements List (CDRL) should be included in the Offeror's proposed labor hours. Therefore, no cost information is required here.

#### **L-3.4.5.13 Submission of Cost Models**

Submit an electronically encoded cost / price model (Attachment L-9) in support of the proposed price. Any cost / price model submitted must be consistent with the Offeror's approved estimating system and must duplicate the logic and mathematical formulas reflected in the proposal. Cost / price models submitted must comply with the following format requirements:

- (a) Data file should be submitted IAW paragraph L-2.3
- (b) Data file should be .xlsx file format (MS Office Excel) compatible format

#### **L-3.4.6 Additional Considerations**

##### **L-3.4.6.1 Total Compensation Plan**

The Professional Employee Compensation Plan required by FAR 52.222-46 shall be submitted as a part of the Volume IV Cost Narrative. The plan shall set forth proposed salaries and fringe benefits for professional employees along with supporting data, such as recognized national and regional compensation surveys and studies of professional, public, and private organizations, used in establishing the total compensation structure. The employee compensation plan should clearly show how the Offeror will be able to provide uninterrupted high-quality work and the ability of the proposed compensation structure to obtain and retain suitably qualified personnel to meet mission objectives. The supporting information should enable the Government to review the proposed salaries and fringe benefits IAW FAR 52.222-46.

Note: The compensation plan pertains to all professional employees who will do work under the contract. If a populated joint venture is formed (a joint venture in which the employees are employed by the joint venture itself and not by any individual joint venture partner), the joint venture must submit the Professional Employee Compensation Plan for the joint venture. If an unpopulated joint venture is formed, each individual joint venture partner must submit its own Professional Employee Compensation Plan.

##### **L-3.4.6.2 Transition / Phase-In Period / Phase-Out Period**

Submit a firm-fixed-price (FFP) for CLIN 0001 and CLIN 0205. Provide transition / phase-in price by major cost elements provided in the Cost Model. Each phase-in will be priced independently as depicted in Attachment L-9, Cost Model. Phase-out costs shall be priced in CLIN 1201 associated with FY36. The Phase-In / Phase-Out requirements are detailed in section L-3.2.7 of this document.



## Attachments

- L-1 PPI Tool
- L-2 PPQs
- L-3 PPQ Cover Letter
- L-4 Client Authorization Letter
- L-5 Subcontractor Consent Letter
- L-6 Relevancy Matrix
- L-7 Cross Reference Matrix
- L-8 Workload Resource Guide
- L-9 Cost Model
- L-10 Surge Project Sample Problem
- L-11 Surge Project Sample Problem Questions
- L-12 Small Business Participation Template

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