



**DEPARTMENT OF THE ARMY**  
**ARMY CONTRACTING COMMAND – ROCK ISLAND**  
**3055 Rodman Avenue ROCK ISLAND, IL 61299-8000**

April 12, 2023

Mr. Timothy D. Garcia  
Appticity Corporation  
220 E. Las Colinas BLVD.  
Mandalay Tower 1, Suite 400  
Irving, TX, 75039-5500

SUBJECT: Request for Proposal (RFP) for W519TC-23-R-TOPS, a One Year Contract with Four Evaluated One Year Options and a Six-Month Option for Post Production Support Services (PPSS) for the Theater Operations (TOPS)

Attachments:

- a. Attachment 0001, TOPS PPSS Performance Work Statement (PWS), dated February 16, 2023
- b. Attachment 0002, Price Matrix TOPS PPSS, dated March 17, 2023
- c. Attachment 0003, Government Property Listing (GPL), dated February 01, 2023
- d. Attachment 0004, Addendum to Federal Acquisition Regulation (FAR) 52.212-4 TOPS PPSS, dated March 10, 2023
- e. Attachment 0005, List of Clauses for TOPS PPSS, dated March 10, 2023
- f. Attachment 0006, DD254, dated November 11, 2022
- g. Exhibit A Contract Data Requirements Lists (CDRLs), dated October 03, 2022

Mr. Garcia:

The U.S. Government (USG) has a requirement for follow-on TOPS PPSS operations, maintenance, technology refresh, and sustainment support of the TOPS module to be integrated into the Transportation Coordinators' – Automated Information for Movement System II System. The requested support of TOPS includes break-fix support, application test documentation, and configuration management of the TOPS application. The Government requests Appticity Corporation (Appticity) furnish expert labor necessary to support the Government's requirements for operating and maintaining the TOPS system, interfaces, and providing support to the end-users.

This letter and attachments contain the terms and conditions that will apply to this solicitation and the resultant contract.

The Contract will contain Firm-Fixed-Price (FFP) and de minimus Cost Reimbursable (CR) CLINs for "Travel, Material, and Supplies", to cover Other Direct Costs (ODCs) and travel for each period of performance (e.g. base year, option year 1, option year 2).

Apptricity shall submit a proposal with two volumes for technical and price. The proposal will be for a 12-month contract with four one-year options in support of TOPS PPSS follow-on effort. A six-month option, per FAR 52.217-8, Option to Extend Services, will be half the price of the last exercised option period unless an option is not exercised, in which case, the price will be half of the last exercised option period price. The Government is not required to exercise any of the four one-year options or the six-month extension. Exercise of these options will be at the Government's discretion.

The proposal for this contract must be proposed in accordance with (IAW) Attachment 0001 - TOPS PPSS PWS, Attachment 0002 - Price Matrix TOPS PPSS, Attachment 0003 - GPL, Attachment 0004 - Addendum to FAR 52.212-4 TOPS PPSS, Attachment 0005 - List of Clauses for TOPS PPSS, Attachment 0006 – DD254, and Exhibit A CDRLs, as well as the terms and conditions detailed below.

### **Proposal Instructions**

Apptricity shall submit its proposal by electronic mail (e-mail) to both the Contracting Officer, Benjamin Geringer, and Contract Specialist, John Kerch, at [benjamin.l.geringer.civ@army.mil](mailto:benjamin.l.geringer.civ@army.mil) and [john.d.kerch.civ@army.mil](mailto:john.d.kerch.civ@army.mil) respectively. Maximum e-mail attachment size is 20 MB, which includes the e-mail itself and all attachments. Please note that self-extracting .exe and .zip files will not be accepted. Apptricity is responsible to ensure electronic attachment files are virus free and functional. You may contact John Kerch and Benjamin Geringer by separate e-mail to confirm Government receipt of electronic proposals.

Apptricity shall provide a copy of this letter, dated and signed by an individual authorized to enter into a contractual arrangement with the Government.

Apptricity shall acknowledge all RFP amendments by signing and returning a copy of each letter that issues the amendments.

Apptricity shall ensure all representations and certifications are up to date.

### **Small Business Subcontracting Plan:**

Per FAR 19.702(b)(1), since Apptricity is a small business under North American Industry Classification System (NAICS) 541512, Computer Systems Design Services, a Small Business Subcontracting Plan is not required for this effort.

### **Proposal Instructions:**

Apptricity shall submit one proposal with price and technical volumes for the TOPS follow-on.

### **Technical:**

Appticity shall propose the necessary number of software licenses along with all labor categories and hours required to fulfill all tasks in accordance with the schedule listed in the PWS for the base period of performance and four option years. As part of its technical proposal, Appticity shall propose the key position listed in the PWS paragraph 10, Key Position. The technical volume shall not include pricing information.

**Price/Cost:**

A fully adequate proposal shall include all proposed costs in accordance with FAR 15.403-5(b), or more specifically, FAR 15.408, Table 15-2. Please note since this is a commercial acquisition certified cost and pricing data is not required. The Government is requiring other than certified cost or pricing data. The instructions for a fully adequate proposal are as follows:

Appticity shall provide the basis of the proposed labor rates supporting documentation to include but not limited to current payroll records/payroll reports, wage surveys, Employment Agreements, Independent Contractor Agreements. This may include but not limited to: screen shots of the payroll/accounting system data or copies of payroll reports, independent reports or screen shots of wage survey data, Employment Agreements showing agreed upon salaries, Independent Contractor Agreements showing agreed upon rates, etc., to support the required labor categories and proposed labor rates.

Appticity shall provide a copy of its current Forward Pricing Rate Agreement, current Forward Pricing Rate Recommendation, and/or current Forward Pricing Rate Proposal (including the detailed supporting indirect rate schedules in Excel compatible format) for all Direct Labor rates and Indirect rates as applicable, covering the entire period of performance proposed.

Appticity shall provide the basis of the proposed material, equipment, and other direct costs. This may include but not limited to: quotes, purchase agreements, binders, screen shots of purchasing system, etc.

Appticity shall include, if applicable, the Subcontractor's Cost/Price proposal with its Price proposal submission. When a FFP type subcontract is in place between the Prime and Subcontractor, and competition was used for a Fair and Reasonable determination, Appticity shall include its Fair and Reasonable determination of the Subcontractor's price with its Price proposal submission. When a CR type subcontract has been utilized in the Offeror's price proposal, submission of the Subcontractor's Cost Proposal, which shall be IAW FAR Table 15-2 including supporting documentation, is required even when competition was used in the fair and reasonable determination. When a Subcontractor has been utilized in the Offeror's Price proposal that was non-competitive, regardless of contract type, submission of the Subcontractor's Cost/Price proposal, which shall be IAW FAR Table 15-2 including supporting documentation, is required.

Appticity shall include its proposed prices for the FFP CLINs excluding the informational Contractor Manpower Reporting CLINs: 0004, 1004, 2004, 3004, 4004, as

well as, the Cost No Fee CLINs for Travel and ODCs: 0003, 1003, 2003, 3003, 4003. The Government has provided surrogate numbers for all years associated with CLINs series X003 (inclusive of option years), and therefore does not require Apptricity's input. For CLINs requiring input, all proposed prices shall be stated in U.S. dollars, rounded and displayed to two decimal places.

The fully adequate price proposal shall be submitted electronically in a formula/algorithm-driven, fully calculating, compatible with current Microsoft 365, EXCEL file (e.g., .xlsx) and a supporting, compatible with current Microsoft 365, WORD file (e.g., .docx). Macro enabled format and use of macros within the proposal are allowed, but greatly discouraged. The supporting documentation is required for the Government to perform the cost and price analysis.

### **Certified Cost and Pricing Data:**

Per FAR 15.403-1(b)(3), since TOPS is commercial, certified cost and pricing data is not required. However, in order for the Government to determine Apptricity's proposed pricing fair and reasonable, other than certified cost and pricing data will be required. Data other than certified cost or pricing data means pricing data, cost data, and judgmental information necessary for the contracting officer to determine a fair and reasonable price or to determine cost realism. Such data may include the identical types of data as certified cost or pricing data, consistent with Table 15-2 of 15.408, but without the certification. The data may also include, for example, sales data and any information reasonably required to explain the offeror's estimating process, including, but not limited to—pricing data. In addition, the USG reserves the right to require the submission of any additional data necessary to validate the reasonableness of proposal price.

### **Evaluation of Proposals:**

Basis for Award: This procurement is not a competitive action. A justification and approval (J&A) has been prepared and approved for other than full and open competition and a redacted copy of this J&A will be posted to the System for Award Management (<https://sam.gov/>) website upon award of the contract.

Attachment 0002, Price Matrix TOPS PPSS, provides an overview of the Government's requested format for the CLIN layout of the proposal. Please note, Apptricity can propose other/additional CLINs/SLINs be used in their proposal/the contract per FAR 52.204-22, Alternative Line Item Proposal. Apptricity shall complete Attachment 0002 as part of its proposal submission.

The USG will evaluate the proposal in order to determine technical acceptability as well as a fair and reasonable price. Technical reviews will consist of analyzing the labor categories proposed along with the number of hours proposed for each position to determine whether the hours proposed are reasonable to achieve the required tasks outlined in Attachment 0001. The technical evaluation will also analyze your proposed schedule for completing time-sensitive events to determine whether the schedule can reasonably meet the deadlines with the resources planned for those requirements.

Price and/or cost analysis will be used to determine price reasonableness for the proposal. Additional analysis techniques may be used as determined necessary by the Procuring Contracting Officer (PCO). The methods of evaluation may include the use of information/input from sources such as (but not limited to) other USG agencies and personnel.

In order to perform a compliance review, the signed RFP Letter, to include amendments if applicable, will be reviewed by the Government, but will not be evaluated. However, each document is a requirement for contract award.

**Additional Considerations:**

Please be advised that this is a RFP and your firm is not authorized to commence work or incur any cost to perform the proposed effort in advance of any contractual award. Therefore, the contents of this document shall not be interpreted as authorizing work to commence and shall not serve as the basis for any future claims against the Government. Appticity will only be directed to commence work upon issuance of a signed contract document.

Appticity's proposal shall remain valid for 120 days from the date of submission. This letter does not constitute an authorization to start work, nor is the USG required to award a contract based on responses received to this letter.

The proposal and any required additional information should be addressed to the undersigned at (309) 782-1784, email: benjamin.l.geringer.civ@army.mil and John Kerch at (309) 782-5830, e-mail john.d.kerch.civ@army.mil.

**Proposal Due Date:**

Please submit all required documentation for the proposal by Thursday, April 20, 2023 at 12:00 p.m. CT.

Sincerely,

BENJAMIN L. GERINGER  
Procuring Contracting Officer

### **Contractor Acknowledgement**

**I hereby acknowledge receipt of this letter and that I am an authorized signatory capable of contractually binding of the company.**

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**Printed Name/Title**

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**Date**

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**Signature**