

1.0 This is a combined synopsis/solicitation for commercial services prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotations are being requested and a written solicitation will not be issued.

1.1. The combined synopsis is issued as a Request for Quotation (RFQ) under solicitation number:

W50S8A-23-Q-0019

1.2. This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2023-04.

1.3. Small Business Set-Aside: 100%; Applicable Size Standard is 1,000 employees.

1.4. NAICS Code: 337211

1.5. Product or Service Code (PSC): 7110

1.6. Posting Date: 11 July 2023

1.7. Response Date: 25 August 2023

1.8. Contracting Office: New Hampshire National Guard
USPFO/JCO
302 Newmarket Street, Bldg 145
Newington, NH 03801

1.9. Government Points of Contact:

Contract Specialist: Corey Caza (corey.d.caza.mil@army.mil)

Contracting Officer: Matthew Lapointe (matthew.r.lapointe.civ@army.mil)

1.10. Line item number(s) and items, quantities, and units of measure are described below:

CLIN 0001: SCIF Furniture according to the Bill of Materials for items listed in the Bill of Materials and as Statement of Work to include delivery

CLIN 0002: Assembly and installation of all furniture

******QUANTITIES AND UNITS ARE LISTED IN THE BILL OF MATERIALS. PROVIDE YOUR UNIT PRICE IN THE BILL OF MATERIALS DOCUMENT AND RETURN IT WITH YOUR SUBMISSION BY THE CLOSING DATE OF THIS SOLICITATION******

1.11. Description of requirements for the supplies to be acquired:

Please see the attached Statement of Work and Pricing Sheet for the furniture items required in this acquisition. In addition to furniture items, delivery and assembly/installation of all items is required.

1.12. Place of delivery and acceptance and FOB point:

New Hampshire Air National Guard
302 Newmarket Street, Bldg 264
Newington, NH 03801

1.13. Provision 52.212-1, Instructions to Offerors-Commercial Products and Commercial Services, and addendum applies to this acquisition.

1.14. Offerors shall include a completed copy of 52.212-3, Offeror Representations and Certifications-Commercial Products and Commercial Services with you quote.

1.15. FAR 52.212-4, Contract Terms and Conditions-Commercial Products and Commercial Services applies to this acquisition.

1.16. FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Products and Commercial Services, applies to this acquisition. See clause below, in full text, for list of additional applicable clauses.

1.17. Additional contract provisions and clauses are applicable and included in attachment.

1.18. Defense Priorities and Allocations Systems (DPAS) Rating: Not rated.

1.19. Questions concerning this RFP shall be submitted no later than 12:00 (noon) EST on 20 July 2023 by email to corey.d.caza.mil@army.mil. Telephone inquiries will not be accepted. If the Government responses to technical questions affect the Statement of Work requirements or any other portion of the solicitation, then an Amendment of Solicitation will be issued. The subject of your email must include your company's legal name, state the nature of your email and include the Solicitation Number W50S8A23Q0019. For example, the subject of your email should be similar to the following: Quote Submission by Company XXXXX, Solicitation Number W50S8A23Q0019 Company XXXXX Question Regarding Solicitation Number W50S8A23Q0019.

1.20. Funds are not presently available for this acquisition. No contract award will be made until appropriated funds are available.

1.21 SITE VISIT: A pre-bid site visit will be conducted on Wednesday, July 19, 2023 at 09:00 AM EST regarding this solicitation. This site visit will be held at the New Hampshire Air National Guard, Building Building 264, Pease ANGB, NH. Interested contractors are **highly** encouraged to attend the site visit and invite their potential subcontractors. Please arrive 10 minutes early for identification validation with the gate.

Due to security restrictions, all offerors must register to attend this site visit. Please email the following information for all attendees to Richard.C.Trafton.civ@army.mil and matthew.r.lapointe.civ@army.mil.

Company Name and Telephone Number

Visitor's Name and Driver's License Number Citizenship Status

This information must be provided **no later than 2 business days prior to the meeting** to ensure access to the military base. Even if you have access to the base you must register to ensure adequate capacity. This information will be provided to the base Security Forces who will authorize your sponsored entrance to the site.

The furnishing of the above information is voluntary. However, your failure to furnish all or part of the requested information may result in the Government's denial of your access to the base.

Visitors must be escorted onto base through the installation's Contractor Entry Gate prior to arrival. The contractors and visitors will meet in the parking lot outside the Main Gate and once all contractors have arrived and signed-in, a Government official will escort everyone through the Contractor Entry Gate. You will be required to present a valid driver's license upon arrival. Any of the above information furnished by you is protected under the Privacy Act and shall not be released unless permitted by law and/or you have consented to such.

Information provided at this site visit shall not qualify the terms and conditions of the solicitation and specifications. Terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing. If an amendment is issued, normal procedures relating to the acknowledgment and receipt of solicitation amendments shall apply.

A record of the site visit shall be made and furnished to all prospective vendors via posting at <http://www.sam.gov>. The record will include minutes of the meeting, including questions (on a non-attribution basis) and answers.

52.212-1 INSTRUCTIONS TO OFFERORS-COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (MAR 2023)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code(s) and small business size standard(s) for this acquisition appear elsewhere in the solicitation. However, the small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519, if the acquisition—

(1) Is set aside for small business and has a value above the simplified acquisition threshold;

(2) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or

(3) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show—

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at Federal Acquisition Regulation (FAR) 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(12) Interested parties are REQUIRED to submit their pricing using the Bill or Materials attachment provided in the solicitation by the posted closing date.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions, including alternative line items (provided that the alternative line items are consistent with FAR subpart 4.10), or alternative commercial products or commercial services for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers.

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified

in the solicitation, the time for receipt is 4:00 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)

(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before a award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and-

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation.

(1)

(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101 -29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to-

GSA Federal Supply Service Specifications Section

Suite 8100 470 East L'Enfant Plaza, SW

Washington, DC 20407

Telephone (202) 619-8925

Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<https://assist.dla.mil/online/start/>).

(ii) Quick Search (<http://quicksearch.dla.mil/>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by-

(i) Using the ASSIST Shopping Wizard (<https://assist.dla.mil/wizard/index.cfm>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Unique entity identifier.(Applies to all offers that exceed the micro-purchase threshold, and offers at or below the micro-purchase threshold if the solicitation requires the Contractor to be registered in the System for Award Management (SAM).) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "Unique Entity Identifier" followed by the unique entity identifier that identifies the Offeror's name and address. The Offeror also shall enter its Electronic Funds Transfer (EFT) indicator, if applicable. The EFT indicator is a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the Offeror to establish additional SAM records for identifying alternative EFT accounts (see FAR subpart 32.11) for the same entity. If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for unique entity identifier establishment directly to obtain one. The Offeror should indicate that it is an offeror for a Government contract when contacting the entity designated at www.sam.gov for establishing the unique entity identifier.

(k) [Reserved]

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for an award;

(5) For acquisitions of commercial products, the make and model of the product to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency. =

(End of provision)

Addendum to FAR 52.212-1

2.0 QUOTE SUBMISSION INSTRUCTIONS

- 2.1 **Submission Due Date.** The offeror must ensure its quote, in its entirety, reaches the required destination before the date and time set for closing of the solicitation. The submission due date for this solicitation is 22 Aug 2023 at 04:00 PM (EST).
- 2.2 **Late Quotes.** The lateness rules for submitted quotes are outlined in FAR 52.212-1 "Instructions to Offerors-Commercial Products and Commercial Services," and are incorporated into this solicitation.
- 2.3 **Submission.** The quote submitted in response to this solicitation shall be formatted as stated below and furnished electronically to the Contracting Officer (KO), matthew.r.lapointe.civ@army.mil and the Contract Specialist (CS), Corey Caza, corey.d.caza.mil@army.mil. The quote shall only be submitted as described.
- 2.4 **Quote Compliance.** The Government must have received from the offeror a fully compliant quote. The quote is compliant when it conforms to all of the requirements, terms, and conditions of the solicitation.
- 2.5 **Quote Acceptance.** The contractor shall make a clear statement in the quote as to the expiration date of the quote and the stated expiration date shall be valid for all proposed subcontractors as well.
 - 2.5.1 FAR 52.212-1(c) is hereby tailored for this solicitation: The contractor shall specify a quote acceptance period in the Quote Summary of not less than 60 days from the date of the solicitation closing. This date may be extended by mutual agreement.
- 2.6 **Quote Retention.** In accordance with FAR Subpart 4.8, Government Contract Files, the Government will retain one copy of all unsuccessful quotes.
- 2.7 **RESERVED**
- 2.8 **Optional Proprietary and Restrictive Markings**
 - 2.8.1 Mark the title page with the following legend:

“This quote includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this quote. If, however, a contract is awarded to this offeror as a result of -- or in connection with -- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets *[offeror shall insert numbers or other identification of sheets]*”

and
 - 2.8.2 Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this quote.”

3.0 QUOTE FORMAT

- 3.1 This section provides guidance to the offeror for preparing a quote in response to the solicitation. The offeror’s quote shall include all data and information required by this solicitation and submitted in accordance with these instructions. Any contract resulting from this effort shall be required to meet United States Government regulations and statutory requirements. In addition, the offeror is expected to ensure compliance with all laws, regulations, standards, and any other constraints specifically identified in the solicitation.

- 3.2 The quote submitted in response to the solicitation shall be formatted as stated below and furnished as stated herein.
- 3.2.1 The acceptable electronic formats for quotes shall be compatible with MS Office 2013, specifically MS Word and MS Excel; PDF format is acceptable for the technical quote and price narrative. The price quote must be in MS Excel format.
 - 3.2.2 Minimum type size shall be 12 point Times New Roman standard font with single spacing (not to exceed 46 lines per page). Typesetting, font compression, or other techniques to reduce character size or spacing are not permitted and are considered a deliberate attempt to circumvent the page limitations. Prohibited techniques include setting the paragraph line spacing, a feature of MS Word, “exactly at 12 point.”
 - 3.2.3 All quote volumes shall be labeled with the solicitation number as well as the name, address, and telephone number of the Offeror.
 - 3.2.4 All volumes shall be electronic files and not be password protected.
- 3.3 Offerors shall scan all files for computer viruses prior to submission to the Government.
- 3.4 Quotes may not include classified information. All quotes shall be at the UNCLASSIFIED level. Every submission must be properly identified and marked with the proper security classification.

4.0 QUOTE CONTENT AND ORGANIZATION

- 4.1 The offeror shall prepare the quote as set forth in Table 1, Quote Organization Table and Table 2, Quote file Name Matrix. The completion and submission to the Government of documents identified in Table 1, Proposal/Quote Organization Table, shall constitute an offer and shall indicate the offeror’s unconditional consent to the terms and conditions of the solicitation.
- 4.2 The proposal/quote shall not contain citations for, or active links to live Internet sites or pages. All linked information shall be contained within the electronic proposal/quote. Any linked information that is not contained in the proposal/quote will not be accepted.
- 4.3 Each volume shall be written or presented on a standalone basis. Information required for proposal/quote evaluation that is not found in its designated volume or presentation will be assumed to have been omitted from the proposal/quote and will not be considered.
- 4.4 Pages that exceed the required page limitations set forth in Table 1, Proposal/Quote Organization Table, will not be evaluated by the Government. A cover page, table of contents, and acronym list shall be included in each volume and will not be included in any applicable page limits.

TABLE 1 PROPOSAL/QUOTE ORGANIZATION TABLE			
VOLUME	SECTION TITLE	COPIES	PAGE LIMIT
1	Cover Letter – Not Evaluated Quote Summary – Not Evaluated Organizational Conflict of Interest (OCI) – Not Evaluated	1 – electronic	Unlimited
2	Factor 1: Technical Capability	1 – electronic	10 pages
3	Factor 2: Past Performance	1 – electronic	Up to 2 pages per reference; not to exceed 10 pages

			(Past performance, PWS, and SOWs do not count towards the page limit)
4	Factor 3: Price Quote w/Bill of Materials	1 – electronic	Unlimited

4.5 All electronic files must be submitted using the file names in Table 2, Proposal/Quote File Name matrix, below.

TABLE 2 PROPOSAL/QUOTE FILE NAME MATRIX			
Volume	Volume Name	File Name	Contents
1	Proposal/Quote Summary	(Offeror Name) – Proposal/Quote Summary.docx	Offeror’s Proposal/Quote Summary
2	Technical Capability	(Offeror Name) – Technical Capability.docx	Offeror’s Technical Capability
3	Past Performance	(Offeror Name) – Past Performance).docx	Offeror’s Past Performance
4	Price Quote	(Offeror Name) – Price Narrative.docx	Offeror’s Price Narrative
		(Offeror Name) – Price Proposal/Quote.xlsx	Offeror’s Price Proposal/Quote Spreadsheet

5.0 QUOTE DOCUMENTS

5.1 Quotes shall be clear and concise and include sufficient detail for effective evaluation. The offeror shall not simply rephrase or restate the Government’s requirements but shall provide convincing rationale to address how the offeror intends to meet those requirements. The offeror should assume the Government has no prior knowledge of its capabilities and experience. The Government will base its evaluation on the information presented in the offeror’s quote in response to this solicitation, except as stated in the past performance evaluation section.

5.2 Quotes shall be structured in accordance with the Contract Line Item Number (CLIN) structure set forth in the solicitation.

5.3 QUOTE SUMMARY, Volume 1, shall include:

- Solicitation No. W5OS8A-23-Q-0019
- Date submitted
- Offeror’s name
- Offeror’s address, CAGE code, and UEIDs
- Offeror contact information for quote POC(s)
- All proposed subcontractor(s) (as applicable)
- Address, CAGE code, and UEIDs for each proposed subcontractor
- Quote Acceptance Period
- OCI Plan or negative affirmation

5.4 Signature Actions/offeror Fill-Ins. Offerors shall submit a copy of all completed fill-ins for provisions and clauses requiring contractor provided information, and (if applicable) a signed copy of all amendments to the solicitation. System for Award Management (SAM) certifications need not be

separately submitted; however, all offerors must be successfully registered and valid in SAM prior to award

- 5.5 Where certifications and approved systems are required for an offeror, if the quote is being submitted by a Joint Venture, certifications and approved systems for the principals (partners) of the joint venture will be considered as valid for that offeror providing the necessary documentation from all principals (partners) is provided with the quote.
- 5.6 Joint Venture (JV): To be recognized as a JV and eligible for award, the membership arrangements of the JV must be identified and the company relationships fully disclosed in the offeror's quote IAW FAR 9.603. A copy of the agreement establishing the JV must contain the signatures of all of the members comprising the JV.
- 5.7 Statement of Acknowledgement. Any exceptions taken to the attachments, exhibits, enclosures, or other solicitation terms, conditions, or documents may be grounds for the Contracting Officer to reject the quote from further consideration in the source selection process.
- 5.8 Assumptions. The offeror shall consolidate and identify all offeror's generated "assumptions" contained anywhere in the quote. Also, the offeror shall include a statement that none of the "assumptions" contradict or take exception to any terms, conditions, or requirements of the solicitation. Any exceptions taken to the attachments, exhibits, enclosures, or other solicitation terms, conditions, or documents may be grounds for the KO to reject the quote from further consideration in the source selection process.

6.0 TECHNICAL CAPABILITY, Volume 2, shall include:

- 6.1 The Technical Capability section of the quote shall present relevant information articulating the offeror's proposed approach to meeting the requirements. This section shall clearly demonstrate the offeror's understanding by providing a clear description of the proposed approach to performing the work. The offeror's description should include a clear description of all processes and procedures employed. Offerors shall provide relevant experience (for this purpose, experience refers to what an offeror has done, not how well it was accomplished) in performing proposed processes and procedures. This section shall not include any pricing data. The offeror's quote information will be evaluated to assess the risk that the offeror will timely meet contract requirements.

7.0 PAST PERFORMANCE, Volume 3, shall include:

- 7.1 The offeror shall submit information for a total of up to three years (no more than 5) of recent contract past performance references that were performed by the offeror as the prime contractor, which the offeror considers to have relevance. These may include foreign, federal, state, local and private industry contracts.
 - 7.1.1 While the Government may elect to consider data obtained from internal and external sources other than the quote, the burden of providing thorough and complete past performance information remains with the offeror. It is the offeror's responsibility to submit detailed and complete information so the Government may evaluate its Past Performance.
- 7.2 The Government does not assume the duty to search for data to cure problems it finds in quotes.
- 7.3 The below instructions are provided to advise offerors as to the information required by the Government to assess the contractor's Recent and Relevant past performance. Since this information constitutes a basis of the Government's review, it is imperative that the offeror present its past performance in a clear and complete manner.
 - 7.3.1 Failure to provide the information requested below may result in an assessment that the offeror does not possess a record of Recent and Relevant past performance.

- 7.3.2 Recent contracts are those performed within three years of the date of issuance of this solicitation.
- 7.3.3 Relevant contracts are those comparable in scope and magnitude of effort and complexity.
- 7.3.4 At least one of the past performance references that the offeror submits shall include recent and relevant performance of the same or similar requirements.
- 7.4 Contract Information: The offeror's quote shall substantiate what distinct effort was required and actually performed under each of the contract(s) included in the quote.
- 7.4.1 For each Contract(s) submitted, provide the following information:
- Prime Contractor name and address;
 - Contract Number (and delivery/contract number if applicable);
 - Contract Type;
 - Total Value of the Contract (beginning & ending value);
 - Delivery or Performance Schedule;
 - Contract period of performance;
 - Government or private industry contracting activity address, telephone number and e-mail;
 - Procuring Contracting Officers (PCO) and/or Contract Specialist's name, or point of contact for private industry entity responsible for signing or administering the Contract, telephone number and e-mail;
 - Government (DCMA) or private industry administrative contracting officer (ACO), contracting officers representative (COR), performance certifier, and/or quality assurance representative (QAR), name, telephone number and email;
 - Specify the Government or Contractor Point(s) of Contact for which the Questionnaire was sent, and provide the date(s) it was sent;
- 7.4.2 Provide a description of the work performed by the offeror, which shall include a narrative describing the relevant work performed.
- 7.4.3 Provide a brief self-assessment of contract performance.
- 7.4.4 Provide a copy of the complete performance work statement (PWS) or statement of work (SOW) for each of the submitted contracts.
- 7.4.5 If the proposed Contract was issued under or in connection with a related written instrument (e.g. IDIQ, BOA, BPA, FSS) and the details of the distinct effort actually performed needed to establish relevancy on the proposed contract are further defined within the terms and conditions (e.g. statement of work) of that related written instrument, provide that information and any other information necessary to establish this instrument's relationship to the proposed contract. (These documents can be submitted as stand-alone attachments with the quote).
- 7.4.6 The offeror may also be evaluated based on other internal Government or private source information. The Government may utilize the Contract Performance and Rating System (CPARS) to search for recent and relevant offeror performance and ratings.
- 7.5 The Government will conduct an in-depth evaluation of all recent performance information to determine how closely the products provided under those contracts relate to the management and technical requirement(s). Consideration will be given to similar service, similar complexity of the effort, breadth and depth of skills, similar contract scope and type, and schedule. In addition,

consideration will be given to any quality awards or certifications that indicate the offeror has a high-quality process for developing and producing the products or services required by this acquisition.

- 7.6 The offeror may provide a copy of its most recent CPARS evaluation, if applicable, showing the overall rating(s) for each of the past performance references provided in the quote.
- 7.7 Past Performance Questionnaire. A past performance questionnaire is provided in Attachment 1. For each contract submitted by the offeror, the offeror shall send a copy of the past performance questionnaire directly to the appropriate [Government] contracting activity and technical representative responsible for the past/current contract. The offeror shall request that these individuals complete the questionnaire and forward it electronically directly to the Government at corey.d.caza.mil@army.mil and matthew.r.lapointe.civ@army.mil as soon as possible and prior to the solicitation closing date with the subject heading "PAST PERFORMANCE INFORMATION FOR W50S8A-23-Q-0019[Offeror name].

8.0 PRICE, Volume 4, shall include:

8.1 Price Quote Format.

- 8.1.1 Electronic spreadsheet files (Workbooks) shall be sent in MS Excel 2013 compatible format, and include all formulas, functions, macros, computations, or equations used to compute the proposed amounts. There can be no cell references to data or files which are not included in the Price Volume. For each Workbook, all Rows, Columns, Cells and Worksheets must be Visible (object.Visible=True). Zero height/Zero width rows/columns in Worksheets are not acceptable. Worksheet cells formatted with the Font color equal to the Fill color are unacceptable. Workbooks or Worksheets shall not be password protected. Print image files or pictures (for example a picture of an Excel spreadsheet embedded in a word document) or files containing only values are not acceptable.
- 8.1.2 Supporting narrative, including Basis of Estimate (BOE) sheets, shall be provided in files that are MS Excel 2013 or MS Word 2013 compatible. BOEs may not be submitted as pictures. Text or spreadsheets used as supporting rationale within a BOE may not be included as a picture.
- 8.1.3 Under no circumstances is price information and documentation to be included elsewhere in the quote.
- 8.1.4 Interested potential parties shall include the "Bill of Materials" attachment here.

8.2 The price quote shall contain:

- 8.2.1 The offeror shall submit data substantiating the price proposed to complete the requirements identified in the solicitation. The offeror's price quote shall contain sufficient factual information to establish that the proposed price is reasonable and complete. The offeror shall submit a narrative BOE to substantiate the price quote.
- 8.2.2 The offeror shall provide
- **Supply.** The total price for each CLIN in the solicitation.
- 8.2.3 Reserved
- 8.2.4 Reserved
- 8.2.5 In accordance with FAR 13.106-3(a), in addition to the information requested above, the Government reserves the right to request additional or more detailed information to support its evaluation of price reasonableness.

9.0 ORGANIZATIONAL CONFLICT OF INTEREST

- 9.1 The provisions of FAR 9.5, OCI, apply to any award under this solicitation. Potential offerors should review their current and planned participation in any other Government contracts, subcontracts, consulting, or teaming arrangements where they may be in a position of actual or perceived bias or unfair competitive advantage. A common example with the potential for OCI is where an entity performs work both as a system contractor/subcontractor and as a Government support contractor for Government offices involved in supporting program efforts or related programs.
- 9.2 All offerors shall make a preliminary disclosure to the PCO, at the time of its quote, of any Organizational Conflict of Interest (OCI) issues it has identified or provide an affirmative statement that the offeror does not have an Organizational Conflict of Interest (OCI) as it applies to this solicitation.
- 9.2.1 An offeror failing to submit an OCI plan that it is later determined should have been submitted, could cause the quote to be rejected and no longer be considered for an award. Offerors shall include in its plan where its employees are located and the total of employees in the location(s).
- 9.3 Offerors should disclose any potential OCI situations to the PCO as soon as identified including prior to quote submission. The disclosure should include the facts and an analysis of the actual or perceived conflict and a recommended approach(s) to neutralize or mitigate the potential conflict. The preferred approach to potential conflicts is to negate/obviate the conflict. Mitigation is considered only if it is not practical to negate/obviate the conflict. The PCO will promptly respond to resolve any potential conflicts.

10.0 EVALUATION FACTORS FOR AWARD

- 10.1 The Government will award a contract resulting from this solicitation to the responsible offeror whose quote conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:
- 10.1.1 Technical Capability
- 10.1.2 Past Performance
- 10.1.3 Price
- 10.2 Basis for Award
- 10.2.1 The Government intends to award a single Firm-Fixed Price (FFP) Contract as a result of this solicitation.
- 10.2.2 Per FAR 9.103, the contract will be placed only with an offeror that the Contracting Officer determines to be responsible, that is, those who can satisfactorily perform the necessary tasks and deliver the required services on time. Prospective offerors, in order to qualify as sources for this acquisition, must be able to demonstrate that they meet standards of responsibility set forth in FAR 9.104. In addition, the Government may assess the offeror's financial ability to meet the solicitation requirements. No award can be made to an offeror who has been determined to be not responsible by the Contracting Officer.
- 10.2.3 Consistency. Each section of the offeror's quote shall be consistent within the quote.
- 10.2.4 Completeness. The Government's ability to evaluate a quote may depend on the level of detail and supporting documentation provided. Insufficient supporting documentation or detail in a quote may prevent the Government from evaluating a quote.
- 10.2.5 The Government will assess the offeror's quote on three factors: (1) Technical Capability, (2) Past Performance and (3) Total Price (TP).

10.3 EVALUATION OF TECHNICAL CAPABILITY

- 10.3.1 Evaluation of this factor will assess the offeror's proposed approach and understanding of the requirements and risk of unsuccessful performance of the proposed approach to technical capability.

10.4 EVALUATION OF PAST PERFORMANCE

- 10.4.1 The evaluation of this factor will assess the risk of unsuccessful performance of the offeror's proposed approach to performing efforts of a similar scope, magnitude, and complexity.
- 10.4.2 The Government will evaluate the offeror's past performance to determine the likelihood that the offeror will successfully perform the required effort.
- 10.4.3 Contracts submitted in the Past Performance section of the offeror's quote will not be considered if the Government determines them to be not recent, not relevant, or lacking any credible past performance information. If the offeror does not have a record of Recent and Relevant past performance information the offeror will be rated as "Neutral," which is neither favorable nor unfavorable.
- 10.4.4 The offeror may also be evaluated on past contract performance information utilizing internal Government or private source information and the Government reserves the right to use any information received as part of its evaluation. The Government may contact any of the references the offeror provides and reserves the right to use any information received as part of its evaluation.
- 10.4.5 In evaluating the offeror's performance history, the Government may compare the offeror's deliveries or performance to the contract's original delivery or performance schedule, unless the delay was Government-caused. Schedule extensions that were the fault of the offeror, even if consideration was provided, may be counted against the offeror.

10.5 EVALUATION OF PRICE FACTOR

- 10.5.1 Evaluation of price will be performed using one or more of the price analysis techniques in FAR 13.106-3. Through these techniques the Government will determine whether prices are reasonable, complete, and are not unbalanced.
- 10.5.2 Reasonableness. The Government will evaluate the price reasonableness of the offerors' proposed prices to ensure that in its nature and amount, it does not exceed what would be incurred by a prudent person in the conduct of competitive business. The Government shall employ price analysis techniques in accordance with FAR 13.106-3 to determine that a proposed price is fair and reasonable.
- 10.5.3 Completeness. The Government reserves the right to conduct discussions with offerors, but discussions are not anticipated or intended. Since discussions are not anticipated or intended, the Government requires complete quotes with respect to price. A complete quote will include all information required by this solicitation.
- 10.5.4 Unbalanced Pricing. Offerors should note that pricing will be carefully reviewed to detect whether quotes are unbalanced between line items or subline items, as well as unbalance between periods. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more line items is significantly over or understated as indicated by the application of cost or price analysis techniques. Unbalanced offers may be determined unacceptable.
- 10.5.5 Reserved.