

Section L - Instructions, Conditions and Notices to Bidders

SECTION L

L – (1) CONTENT OF PROPOSALS (Services)

PART A GENERAL INSTRUCTIONS

1.0 GENERAL

The Offeror must respond to all requirements of the solicitation and not alter or rearrange the solicitation. The Offeror is advised that the Government may incorporate any portions of the Offeror’s proposal into the resulting contract.

In presenting material in the proposal, the Offeror is advised that quality of information is more important than quantity. Clarity, brevity, and logical organization shall be emphasized during proposal preparation. Statements that the prospective Offeror understands, can comply with, or will comply with, the specifications, and paraphrasing the requirements or parts thereof without supporting information are considered inadequate by the Government, and may result in assessing weaknesses and/or deficiencies.

The Offeror must include any data that illustrates the adequacy of the various assumptions, approaches, and solutions to problems. Failure to address a specific factor or subfactor clearly may be considered a deficiency. Unnecessarily elaborate brochures or other presentation materials beyond that sufficient to present a complete and effective proposal is neither necessary nor desired.

The Government advises the Offeror that taking exception to or deviating from any term or condition of the RFP may result in the assessment of a deficiency to the proposal.

Throughout these instructions, a “principal subcontractor” is defined as a subcontractor who provides at least 20% of the proposed total price/cost (excluding the Offeror’s profit/fee) for the contract or provides one or more Key Personnel. “JV Team member” is defined as one of the entities that make up a joint venture (JV) formed for the purpose of responding to this solicitation.

2.0 ELECTRONIC PROPOSAL FORMAT

This section is intended to provide information to the Offerors on the electronic format and application software to be used for submitting proposals. Use of the software and procedures described in this section will reduce the amount of time and effort needed to receive and upload proposals and will ensure the proposals received are suitable for reading electronically during evaluation.

Proposals must be formatted using a Times New Roman 12 pt Normal font (no reduction permitted), single-spaced with 1-inch margins all around, and formatted

for standard 8.5 x 11 inch paper. All pages should be numbered with section and page numbers. Graphs and tables shall be presented in no smaller than a 10 pt font and should contain a grid, which allows values to be read directly from the graph. Graphs and Tables that fit on an 8.5” X 14” printed page will be counted as one page. Drawing may be of any size and will count as one page. Graphic resolution, including such data as tables or charts, should be consistent with the purpose of the data presented. When using Government supplied templates (e.g. Attachment L1, Attachment L2, Attachment L3), no modifications to font or scaling required. All proposal documents must be compatible with Microsoft Office 2010 and/or the latest Adobe Acrobat Reader Portable Document Format (PDF), where applicable.

The Offeror is responsible for ensuring electronic proposals are virus free and shall run an anti-virus scan before submission. Offerors may use hyperlinks within and among proposal volumes that do not include price information. However, there shall be no links from any other volume into the Price Volume or into any other portion of the proposal that contains price information. In order to reduce file sizes, the Offeror shall not embed sound or video (e.g., MPEG) files within the proposal submission. The Offeror is encouraged to simplify the color palette used in creating figures; and minimize size of graphics files; and avoid scanned images.

3.0 PROPOSAL CONTENT AND VOLUMES

The Offeror must present proposal information in a manner that facilitates a one-to-one comparison between the information presented and this Proposal Instruction. Proposal information must be structured such that its Volume/paragraph number matches the Proposal Instructions Volume/paragraph number provided in section “Part B Specific Instructions” to which it is responding, although the Offeror may add lower tier subparagraphs. The Offeror must provide reasons it will not provide information for a particular paragraph. The proposal information instructions are structured by paragraph numbers where first, second, third, and fourth parts correspond to the volume, section, and element, etc., in the Offeror’s proposal.

Each volume of the proposal shall be submitted as specified in the table below. The table below supersedes the copies requested in Block 9 of the Standard Form (SF)33. Page limitations for each volume, if any, are also specified in the table below; title and table of contents pages do not count towards the page limit. Any pages submitted exceeding the page limit shall be disregarded and NOT evaluated.

Information submitted as an Annex to the proposal includes manuals, specifications, plans, procedures, and policies that exist as an official document of the company or facility, as well as other information requested in Part B Specific Instructions. Page limitations for Annexes, if any, are specified below.

The authorized Annexes are summarized in the table below:

Volume #	Volume Title	Page Limit
Volume 1	TECHNICAL	55
	<i>Sample Task #1 – Inspection Acceptance</i>	
	<i>Sample Task #2- Scheduled Inspection</i>	
	<i>Sample Task #3- Repair Scenario #1</i>	
	<i>Sample Task #4- Repair Scenario #2</i>	
	<i>Quality Program Plan</i>	
	<i>Minimum Manning</i>	
Volume 2	PAST PERFORMANCE	As Needed
Volume 3	PRICE/COST	As Needed
Volume 4	COMPLIANCE	As Needed

Each volume shall contain the following information:

- a. Cover and title page
- b. Title of proposal and proposal number as applicable
- c. Offeror's name, address, and POC
- d. RFP number
- e. Proposal volume number
- f. Table of Contents (The table of contents must provide sufficient detail to enable easy location of important elements)

The Offeror shall submit a Cross Reference Matrix (CRM) for the Technical Volume, similar to the example below, to help ensure that all solicitation requirements are addressed and to facilitate the evaluators' review of the Offeror's proposal. The CRM should be a single integrated matrix and cross-reference the proposal volumes and paragraphs to specific RFP requirements, as well as other parts of the proposal that contain relevant information. The Offeror's CRM may be identical to the example below or revised such as to add columns to indicate the page number on which information may be found, identify where other relevant information in the proposal is located, or provide other comments. The CRM does not count against any of the proposal page limitations.

EXAMPLE OF A CROSS REFERENCE MATRIX (CRM)

Section L – Proposal Instructions	Government SOW/PWS	Section M – Evaluation Factor	Offeror's Proposal Reference	CLIN Reference
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Volume 1 Technical	Example: Para 3.1 Note: This column shall address all paragraphs in Sections xx and xy of the SOW/PWS.	2.A	Provide reference to Offeror's Proposal Volume I – Technical. Example: Refer to appropriate page number in Offeror's written proposal	
Volume 1 Technical				
Volume 1 Technical				

4.0 ELECTRONIC PROPOSAL SUBMISSION

All volumes of the proposal shall be submitted electronically through the Solicitation Module of the Procurement Integrated Enterprise Environment (PIEE) at <https://piee.eb.mil>. No other submissions, such as mail, hand-carried, or other electronic system (e.g., DOD SAFE) are authorized by the solicitation unless specifically authorized by the Contracting Officer pursuant to paragraph 4.2.1 below. For instructions on how to post an offer, please refer to the Posting Offer demo: https://picetraining.eb.mil/wbt/sol/Posting_Offer.pdf.

It is the Offeror's responsibility to follow the registration instructions found on the PIEE website. It is advised that all potential prime Offerors and their subcontractors ensure the proper company points of contact are registered in the site based on their CAGE codes and have the proper roles assigned well in advance of the solicitation closing date. Subcontractors are only required to register in PIEE if they want to submit their proprietary proposal information separate from the prime offer. Documents submitted by the subcontractor directly to the Government must have the prime contractor's name, CAGE, and RFP number on the first page of the document.

It is also the Offeror's responsibility to confirm receipt of proposals and all electronic communications. Screen shots of the submission should also be taken to validate a submission was accepted in the PIEE system against this solicitation. The Government is not obligated to search for incorrectly submitted proposals in PIEE.

The submission date for all Volumes shall be no later than the date and time specified in Block 3: Solicitation Questions in the SF33 of the RFP.

- 4.1** If there is an unanticipated PIEE System outage within 24 hours of the proposal due date and the outage has interrupted normal Government processes so that proposals cannot be received by the exact time specified in the solicitation, the Contractor shall immediately notify the Contracting Officer. This notification shall occur prior to the proposal submission deadline and shall be made in writing. The notification may be in conjunction with verbal notification, but verbal notification alone shall not be sufficient. The Offeror shall obtain written approval from the Contracting Officer to submit the proposal via an alternate method as shown in paragraph 4.2 or the Contracting Officer may advise the Offeror that the Government will follow the procedures set forth in FAR 15.208(d) for amending the solicitation closing date.
- 4.2** The following alternate methods may be utilized when authorized by the Contracting Officer in accordance with paragraph 4.1.
- 4.2.1** Contractor Proposals Submitted by Carrier: The Offeror shall submit electronic CD-ROM proposals via United States Postal Service or through a commercial carrier with next day delivery using the address provided below:
- Commander, Fleet Readiness Centers (COMFRC)
Code: COMFRC Procurement Group
Jessica McGee, Procuring Contracting Officer (PCO)
Tricia Castillo, Contract Specialist (CS)
40738 Meleod Road, Bldg. 448
Naval Air Station
Patuxent River, MD 20670
Solicitation Number: N68520-22-R-0042
- 4.2.2** Hand Carried Proposals: Hand carried proposals must be delivered to the address above, attention <PCO name> and/or Specialist,<Phone #>. If a proposal or amendment is hand carried, the Contractor must have current NAS Patuxent River base access to deliver the proposal. Without base access, the Contractor may not get beyond the installation security gate to deliver its proposal. Guards are not authorized to accept proposals. Each Volume shall be on a separate CD-ROM. Delivery time shall be coordinated with the contracting office to ensure availability to sign for the package.
- 4.2.3** Regardless of which alternate method is used, the Offeror shall package the CD-ROMs in the most efficient manner possible grouping like volumes to the maximum extent possible. Each Volume shall be on a separate CDROM. The package shall include all proposal volumes including the digitally signed document(s) submitted as part of the Cost/Price Volume. The package shall include a packing slip detailing the contents to include the volume number, title, and copy number. Also, the package shall be stamped or marked “Controlled Unclassified Information” and “Source Selection Information – See FAR 2.101 and 3.104.”

5.0 CLASSIFIED DATA

All proposals must be UNCLASSIFIED.

6.0 SOLICITATION CHANGES

For notice of any changes and additional information provided by the Government for the solicitation, please go to <https://sam.gov>.

PART B SPECIFIC INSTRUCTIONS

Cost or pricing information shall only appear in the Price/Cost volume.

L - 1.0 VOLUME 1: TECHNICAL

The Offeror shall provide all information and data required to conduct a thorough and complete technical evaluation. The Offeror shall address the following in the proposal:

1.1 Understanding of the Work

Provide a detailed step-by-step procedure and methodology which would be used in accomplishing the sample tasks provided in Section L.

1.1.1 Sample Task #1 - Acceptance Inspection

FRCSE received a Clark Model 5/4/G/LP 5000 lb. Forklift on a transfer from another FRC. Describe how the contractor would perform an acceptance inspection.

Assumptions: The following assumptions are provided to enable the Offeror to proceed without the ability to ask follow-up questions:

- a) The work will be performed at the ASE Maintenance Shop where all necessary tools and equipment would be available.
- b) The Manual showing acceptance inspection criteria and an inventory list would be available.

Written Response: The Offeror's response shall include the following information:

- a) Team: Identify the team member skill sets that are required to successfully perform the task. If applicable, describe the roles and responsibilities of any team members required.

- b) Assessment: Provide the steps involved in performing a detailed assessment of the equipment and determining whether all components are on hand and in a good working condition.
- c) Describe what would be done in the case of missing or damaged items.

1.1.2 Sample Task #2 – Scheduled Inspection

FRCSE shall perform Semi-Annual Preventive Maintenance (PM) on a Club Car Model Carry All 700 Gas Golf Cart. Describe how the contractor would perform a PM inspection.

Assumptions: The following assumptions are provided to enable the Offeror to proceed without the ability to ask follow-up questions:

- a) The work will be performed at the ASE Maintenance Shop where all necessary tools and equipment would be available.
- b) The Manual showing scheduled inspection criteria would be available.

Written Response: The Offeror's response shall include the following information:

- a) Team: Identify the team member skill sets that are required to successfully perform the task. If applicable, describe the roles and responsibilities of any team members required.
- b) Assessment: Provide the steps involved in performing a detailed preventive maintenance inspection and determining what areas need to be inspected and which parts may need to be replaced.
- c) Provide an estimated time frame for performance of the PM Inspection and Preventive Maintenance.
- i. **Performance risk analysis:** Identify contingent events inherent to the nature of the effort that could, if they were to occur, negatively impact the successful accomplishment returning the equipment back to operational status.
- ii. **Quality Assurance:** What steps should be taken to ensure that any necessary repairs meet the standard requirements and compliance regulations to repair and certify the equipment and return it back to operational status.

1.1.3 Sample Task 3 – REPAIR SCENARIO #1

FRCSE performed a Semi-Annual Preventive Maintenance (PM) on a 10 Ton Tripod Jack, Model T10-1VH4. In performing this inspection, a load test was performed and it was found to be unable to build pressure.

Assumptions: The following assumptions are provided to enable the Offeror to proceed without the ability to ask follow-up questions:

- a) The work will be performed at the ASE Maintenance Shop where all necessary tools and equipment would be available.
- b) The Manual showing scheduled inspection criteria as well as a parts breakdown is provided.

Written Response: The Offeror's response shall include the following information:

- a) Team: Identify the team member skill sets that are required to successfully perform the task. If applicable, describe the roles and responsibilities of any team members required.
- b) Assessment: Provide the steps involved in troubleshooting the discrepancy and determining the recommended repair.
- c) Provide an estimated time frame for performance of the repair.
- d) Performance risk analysis: Identify contingent events inherent to the nature of the effort that could, if they were to occur, negatively impact the successful accomplishment returning the equipment back to operational status.
- e) Quality Assurance: What steps should be taken to ensure that any necessary repairs meet the standard requirements and compliance regulations to repair and certify the equipment and return it back to operational status.

1.1.4 Sample Task 4 – REPAIR SCENARIO #2

A Test Stand Hydraulic (Tronair Model 05-7047-1100) has a work order submitted for a discrepancy stating the unit overheats and shuts down and will not restart.

Assumptions: The following assumptions are provided to enable the Offeror to proceed without the ability to ask follow-up questions.

- a) The work will be performed at the ASE Maintenance Shop where all necessary tools and equipment would be available.
- b) The Manual showing scheduled inspection criteria as well as a parts breakdown is provided.

Written Response: The Offeror's response shall include the following information:

- a) Team: Identify the team member skill sets that are required to successfully perform the task. If applicable, describe the roles and responsibilities of any team members required.
- b) Assessment: Provide the steps involved in troubleshooting the discrepancy and determining the recommended repair.
- c) Provide an estimated time frame for performance of the repair with the assumption that all required parts are on hand.
- d) Performance risk analysis: Identify contingent events inherent to the nature of the effort that could, if they were to occur, negatively impact the successful accomplishment returning the equipment back to operational status.
- e) Quality Assurance: What steps should be taken to ensure that any necessary repairs meet the standard requirements and compliance regulations to repair and certify the equipment and return it back to operational status.

1.2 Management Approach

1.2.1 Quality Program Plan

The Offeror shall propose a Quality Program Plan based on the Offeror's approach that describes internal controls and establishment of procedures for evaluating each of the major service areas (who, method, how often) for reporting to the Government and documentation (as listed in the Deliverables Section) reflecting quality control inspections and any corrective actions taken.

1.2.2 Minimum Manning

The Offeror shall propose the manning necessary, based on the Offeror's approach, to meet the requirements identified in the PWS. The Offeror shall complete **Attachment 04 (Manning Matrix)**, and submit it as a separate electronic file.

The Offeror shall provide a narrative describing:

- 1) Its overall manpower approach;
- 2) How the manpower approach is consistent with meeting the performance requirements; and
- 3) Any associated benefits to the Government

Offerors are advised the Government will not accept any justification for proposing below the Government's minimum manning requirements; however, the Offeror may propose an approach that exceeds the minimum manning requirements. In addition, the Offeror must propose whole heads (no FTEs) at or above the minimum whole heads specified in **Attachment 04 (Manning**

Matrix). The Government will not accept any justification for proposing differently.

L - 2.0 VOLUME 2: PAST PERFORMANCE

2.1 General

- 2.1.1** Sources of past performance evaluation information include information provided by the Offeror in response to the solicitation, information obtained from questionnaires, and any other sources available to the Government, to include, but not limited to, Federal Awardee Performance and Integrity Information Systems, Electronic Subcontract Reporting System, or other databases; the Defense Contract Management Agency; and interviews with Program Managers, Contracting Officers, and Fee Determining Officials.
- 2.1.2** The Offeror shall complete the Past Performance Information Form, **Attachment L-1 (Past Performance Data Sheet)**, for each past performance reference (contract or delivery/task order) performed within five years of the solicitation release date. The Offeror shall submit no more than five Past Performance Information Forms as the Prime Contractor, no more than two forms for each principal subcontractor, and/or no more than two forms for each JV team member. For contract references that contain delivery/task orders, additionally provide the work description(s) for each specific delivery/task order deemed relevant by the Offeror to this solicitation's requirements. For contract references where the Offeror performed as a subcontractor, the Offeror shall clearly identify the applicable portion of the contract requirements that they performed. The Offeror shall submit written consent from its principal subcontractor(s) that will allow the Government to coordinate any past performance issues directly with the Offeror. If the Offeror does not submit the written consent, the Government will address any past performance issues directly with the principal subcontractor and the Offeror will forfeit the opportunity to participate in any related discussions. Consequently, for any principal subcontractor and JV team member that does not provide the written consent, the Offeror shall provide the name, address, phone number, and email address with whom the Government may address any past performance issues.
- 2.1.3** The Offeror shall provide a narrative on each Past Performance Information form in the "Contract Effort Description" area that clearly describes how each contract reference has relevant work effort that matches the relevancy definitions specified in Section M of the solicitation. Additionally, the Offeror shall provide one electronic copy of the Statement of Work/Performance Work Statement for each contract reference as Annex 1 to this Past Performance Volume.
- 2.1.4** The primary source of past performance information will be Contractor Performance Assessment Report (CPAR). If CPAR exists for multiple years for the same contract/order, all periods of performance within the recency period specified above, for that contract/order, will be used for evaluation. In the event a

CPAR does not exist for a past performance reference, the Offeror shall submit a Contractor **Performance Assessment Questionnaire (CPAQ), Attachment L-2**, to the Program Manager who is the Assessing Official. The Offeror shall include instructions for the Program Manager to send completed questionnaires within two (2) weeks of its receipt via e-mail to Tricia Castillo, Contract Specialist, at Email tricia.a.castillo2.civ@us.navy.mil thereby allowing the customer approximately two weeks to complete their response. All CPAQs should be received by the Government concurrently with the Offeror's proposal submission.

L - 3.0 VOLUME 3: PRICE/COST PROPOSAL

This Volume is the only volume that shall contain the Offeror's proposed Price/Cost and related data.

3.1 Ground Rules and Assumptions:

- a) The Offeror shall provide sufficient data to support its proposed firm fixed price and explain all ground rules and assumptions that affect the proposed firm fixed price.
- b) Adequate price competition is anticipated. The cost and price documentation requested is not considered to be certified cost or pricing data and shall not be certified in accordance with FAR 15.403-1. However, in the event that adequate price competition does not exist after receipt of proposals, the Government reserves the right to require the Offeror to provide a Certificate of Current Cost or Pricing Data prior to award, pursuant to FAR 15.406-2 if there is only one offer in accordance with DFARS 215.371-3.

Offerors shall submit Cost and Pricing Data, however, the Cost and Pricing Data will not be considered certified and shall not be considered certified.

- c) If subcontractors are proposed, subcontractors shall provide the same price/cost proposal data required for the prime contractor, unless otherwise noted below.
- d) Within all Excel price/cost files, the Offeror shall use MS Office 2016 Excel format with formulas and functions to show mathematical operations and avoid using output type "value only" cells. If the proposal includes links, the proposal shall include all referenced files. Spreadsheets shall not be password protected or locked.
- e) The Government is not soliciting any investments. However, for the Government to assess a proposed price/cost that appears low due to a corporate decision to absorb costs, e.g., lower than usual burdens or rates, the Offeror shall fully identify and explain any such investments.

3.2 Government Provided Data for Proposal Development

- 3.2.1 Historical Man Hours:** The historical maintenance man hours **noted below** are based on Government historical data. Offerors are being provided with this historical information in order to ensure an understanding of the anticipated magnitude of this requirement.

~~**Note:** The Government workload volume may change from historical levels.
The Offeror may use the following table for informational purposes only to project proposed labor hours.~~

The Historical touch-labor hours for the five-year period January 2017-December 2021 include scheduled and unscheduled work resulting in a total of 155,340.60 hours.

Scheduled Work - 5 Year Total – 89,366 hours
Unscheduled Work - 5 Year Total - 65,974.60 hours

The Manning Section in the Technical Volume has a minimum manning requirement outlined in attachment 4 – Manning Level.

Period of Performance	Touch Labor Hours
7/25/2017-7/24/2018	10,501.05
7/25/2018-7/24/2019	8,146.71
7/25/2019-7/24/2020	24,835.94
7/25/2020-7/24/2021	23,934.43
7/25/2021-7/24/2022	20,158.77
Total Labor Hours	87,576.90

- 3.2.2 The incumbent contractor is:**
CHENEGA APPLIED SOLUTIONS, LLC
10505 Furnace RD STE 205
Lorton, Virginia 22079-2636
CAGE CODE: 6PRK3

- 3.2.3 The incumbent current subcontractor:** None

- 3.3 The Offeror shall provide the following as part of the Volume 3 Proposal submission:**

- 3.3.1** An electronic copy of the Solicitation Section B using MS Office 2016 Excel format with the proposed Firm Fixed Price for each priced Contract Line Item (CLIN) and a proposed total Contract Price.

- 3.3.2** This solicitation is, and the resulting contract will be, subject to the Service Contract Act of 1965, as amended, and to FAR clause 52.222-41, contained in Section I of this solicitation. If the Offeror’s proposed employees are under a collective bargaining agreement, the Offeror shall provide a copy of the agreement.
- 3.3.3** The Offeror shall provide a narrative describing the build-up of the proposed unit price, assumptions used for each CLIN, and the basis of estimate for the unit price proposed showing build-up calculations of the unit sell price. The Offeror shall identify whether each direct/indirect labor rate proposed is based on FPRPs, FPRRs, FPRAs, CBAs, or AWDs. The Offeror shall explain any appearance of unbalanced pricing.
- 3.3.4** The Offeror shall submit its fully completed price/cost proposal using the **Cost Summary Spreadsheet (Attachment L-3)** to disclose fully the buildup of cost/price of each CLIN. The Offeror shall use the Summary tab to breakout total proposed costs for each year of the ordering period. The Offeror shall not utilize any fully burdened hourly rates when pricing the labor of its employees. The offeror shall propose the total labor hours per labor category.
- 3.3.5** Direct/Indirect Rates: In order to determine fair and reasonable prices, the Offeror shall submit the following:
- 3.3.5.1** The last three (3) years of actual indirect rate information. If DCAA has not reviewed or audited the rate information for an Offeror, the Offeror must submit a detailed justification of the proposed indirect rates.
- 3.3.5.2** Documentation of compliance with the minimum monetary wages and fringe benefits for service employees as specified in the DoL Wage Determination.

L - 4.0 VOLUME 4.0 COMPLIANCE

This Volume shall contain information to ensure solicitation compliance evaluation and contractual execution upon award. Documentation provided as part of this Volume of the proposal may become part of the contract document at time of award. The Offeror shall submit the following:

4.1 Offeror Summary Table:

The Offeror shall complete the table below. The Offeror shall include all proposed subcontractors and Joint Venture (JV) team members who will be involved with the performance of the contract. If a JV teaming or subcontracting arrangement is proposed, identify the work share, distribution elements, and ratios that each contractor will perform using the table below. Also, provide a definition

of the legal relationship between the entities if it is other than a Prime/Subcontractor relationship.

Contractor Name (Indicate Prime, JV Team Member, or Sub)	Place of Performance/	CAGE CODE/DUNS #	Brief Work Description and/or Program Responsibility	% of Total Proposed Price

- 4.2** If the Offeror is a JV, please provide the following:
- a) A definition of the legal relationship between the entities if it is other than a Prime/subcontractor relationship.
 - b) The percentage of ownership for each JV member of Fleet JV - Reference 13 CFR § 125.8 (2)(iii) and (iv).
 - c) Which company is the “Managing Venturer” or “Responsible Manager” of the JV. Reference 13 CFR § 125.8(2)(ii), JV Requirements.
 - d) Confirm the establishment and administration of a special bank account in the name of the joint venture. Reference 13 CFR § 125.8(2)(v), JV Requirements.
 - e) Compliance with 13 CFR § 125.8 (2)(viii), which obligates all parties to the joint venture to ensure performance of a contract set aside or reserved for small business and to complete performance despite the withdrawal of any member.
 - f) Compliance with 13 CFR § 125.8(2)(ix), designating that accounting and other administrative records relating to the joint venture be kept in the office of the small business managing venturer, unless approval to keep them elsewhere is granted by the District Director or his/her designee upon written request.
 - g) Compliance with 13 CFR § 125.8(2)(x), requiring that the final original records be retained by the small business managing venture upon completion of any contract set aside or reserved for small business that was performed by the joint venture.
- 4.3** Completed and signed Solicitation SF33.
- 4.4** Signed Solicitation Amendment SF30 acknowledgments, if applicable.
- 4.5** Completion of all solicitation provisions that requires a fill-in or response.
- 4.6** Signed Representations, Certifications, and Acknowledgements and/or reference to the electronic representations and certifications via the Offeror’s System for Award Management (SAM) record.
- 4.7** Guarantee the length of proposal validity (for at least **180** days after proposal due date).

- 4.8 Defense Contract Audit Agency (DCAA) auditor point of contact, with a current e-mail address and phone number for the prime and each subcontractor.
- 4.9 Defense Contract Management Agency (DCMA) Administrative Contracting Officer (ACO) point of contact, with a current e-mail address and phone number for the prime and each subcontractor.
- 4.10 Department of Labor (DoL) point of contact, with a current e-mail address and phone number for the prime and each subcontractor.
- 4.11 System Compliances: The Offeror and applicable subcontractors shall indicate the most recent date in which the cognizant DCMA and DCAA reviewed and determined the adequacy of the Offeror's systems (including but not limited to, Property, Estimating, and Purchasing). If the Offeror's systems' status is not adequate, list the date of the last adequacy determination and the current status of any systems reviews or ongoing audits.
- 4.12 Pursuant to FAR clause 52.219-14 -- Limitations on Subcontracting), the offeror shall provide a labor cost breakout in dollars and the correlated percentage to demonstrate how the small business prime contractor will not pay more than 50 percent of the labor amount paid by the Government for contract performance to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count toward the 50 percent subcontract amount that cannot be exceeded). Cost of contract incurred for personnel includes direct labor cost, overhead that has only direct labor as its base, and the small business's General and Administrative (G&A) rate multiplied by the labor cost.
- 4.12 **Special Clauses to Incorporate into Section H:** The Offeror shall propose any "Special" clauses to support proposed terms and conditions not otherwise addressed in the Solicitation.
- 4.13 **Government Property:**
"Scheduled Government-Furnished Property (SGFP)" list is attached and listed in Section J, which specifies the Government Property to be furnished for performance of this contract. The Government Furnished Information (GFI) is listed in the Applicable Documents section of the Performance Work Statement. The "Scheduled Government-Furnished Property (SGFP)" shall be managed by the Contractor in accordance with FAR Clause 52.245-1. Otherwise, NMCI Assets and office equipment that remain at the Government site are considered "incidental" property per FAR Part 45 and shall not be tracked as accountable to the contract.

If the Offeror proposes/requires the use of Government Furnished Property (GFP) or GFI other than what this Solicitation notes as to be furnished, then the Offeror

shall provide the following information. Otherwise, if no GFP/GFI is requested, the Offeror shall so state.

- a) A complete description of the required GFP/GFI including part number and serial number, if applicable.
- b) In the case of GFP/GFI accountable to other Government contracts, a copy of the correspondence authorizing use of such GFP/GFI on this contract.
- c) The monetary impact to the Offeror's proposal if the proposed GFP/GFI is not provided as GFP/GFI.

4.14 Quality Program Plan (QPP)

Quality Program Plan proposed pursuant to **1.2.1** above, to become a contract attachment upon award.

4.15 Manning Plan

Manning Plan proposed pursuant to **1.2.2** above, to become a contract attachment upon award.