

INSTRUCTIONS FOR USING THE PROPOSAL RESPONSE GUIDE

GENERAL PURPOSE AND INSTRUCTIONS

The purpose of these brief instructions is to aid offerors in responding to Technical and Cost/Price proposals using the attached proposal response guide.

Offerors shall not deviate from the format provided. Offerors shall not exceed page counts as described in Section L, table L-1.3.

VOLUME I INSTRUCTIONS

Offerors shall use the attached guide to provide company information and narrative summary. Other Volume I documents will be submitted in contractor format, as needed.

VOLUME II INSTRUCTIONS

Offerors shall use the attached guide to assist in demonstrating recent and relevant experience in FACTOR I: SUBFACTOR A: DIGITAL TRINITY elements (Section M, paragraph 3.1) and SUBFACTOR B: TECHNICAL (Section M, paragraph 3.2).

Offerors shall use the space provided under each section to explain technical approaches, recent/relevant expertise, direct (organic, in-house, or subcontracted) capabilities, qualifications, key personnel and facilities, or other examples which demonstrate competence in each identified area of interest. Additional pages within each subfactor are available to use at the offeror's discretion.

Offerors shall describe proficiencies in each of the DIGITAL TRINITY elements: Digital Engineering and Management, Agile Processes, and Open Architecture. Offerors shall use the areas provided in the roadmap to identify capability shortfalls, risks, strategies, and timeline to achieving full DIGITAL TRINITY proficiency within two (2) years of contract award. Offerors shall not exceed 7 pages total for DIGITAL TRINITY elements and shall not exceed 4 pages for the DIGITAL TRINITY roadmap.

Offerors shall use the space provided to demonstrate management approach to meeting the TECHNICAL requirements by providing examples which show knowledge and ability to deliver or support technical requirements. Offerors shall not exceed 10 pages total for the TECHNICAL description and supporting examples.

VOLUME III INSTRUCTIONS

Offerors shall use the Excel attached guide, titled Staffing Proposal/ Price Template, to indicate proposed staffing for the post-award conference. Offerors shall not deviate from the provided format, duration, or total proposed price. Other Volume III documents will be submitted in contractor format, as needed.

VOLUME IV INSTRUCTIONS

Offerors shall submit the Small Business Subcontracting Plan, if applicable, as an attachment to the proposal. Contractor format is acceptable.

VOLUME I – OFFEROR’S COMPANY INFORMATION AND NARRATIVE SUMMARY

COMPANY INFORMATION

Company Name:

Company's Unique Proposal Number:

Proposal Date:

Primary Point of Contact (POC):

Primary POC Title:

Primary POC Email:

Primary POC Phone Number:

Authorized Contract Signee (if different than primary):

Signee Title:

Signee POC Email:

Signee POC Phone Number:

Primary CAGE Code:

UEI Code:

Dedicated and unique EWAAC email (Section L-1.2j):

Is this company a business unit of a larger corporation? If so, please identify the corporation below:

Other Information:

VOLUME I – OFFEROR’S COMPANY INFORMATION AND NARRATIVE SUMMARY

NARRATIVE SUMMARY:

VOLUME I – OFFEROR’S COMPANY INFORMATION AND NARRATIVE SUMMARY

**PROPOSAL RESPONSE GUIDE
FOR THE
EGLIN WIDE AGILE ACQUISITION CONTRACT (EWAAC)
VOLUME II – SECTION M-3.0**

SUBFACTOR A: DIGITAL TRINITY ELEMENTS

Offerors shall use space provided below to demonstrate proficiency in each Digital Trinity element in accordance with Section M, paragraph 3.1 and/or complete a roadmap outlining the offeror's plan for achieving Digital Trinity proficiency in accordance with Section M, paragraph 3.1.

Offerors shall provide evidence of technical approaches, recent/relevant expertise, direct (organic, in-house, or subcontracted) capabilities, qualifications, key personnel and facilities, or other examples which demonstrate proficiency of each Digital Trinity element.

DIGITAL ENGINEERING AND MANAGEMENT (Reference Section M, paragraph 3.1.1 for example activities)

AGILE PROCESSES (Reference Section M, paragraph 3.1.2 for example activities)

OPEN ARCHITECTURE (Reference Section M, paragraph 3.1.3 for example activities)

Additional Page for elaborating on ANY of the DIGITAL TRINITY elements:

DIGITAL TRINITY ROADMAP (as needed)

Offerors shall use pages 8 through 11 of this guide if needed to supplement their current capabilities listed above and establish a roadmap for gaining Digital Trinity competence within two (2) years or less in accordance with Section M, paragraphs 3.0 and 3.1.

IDENTIFY CURRENT SHORTFALLS

Briefly describe Digital Trinity elements which your firm has little or no capability.

Briefly describe Digital Trinity elements for which your current capabilities require additional maturation.

EXPLAIN STRATEGY

Describe your firm's plan for developing future Digital Engineering and Management competence.
(Sec M, paragraph 3.1.1)

Describe your firm's plan for developing future Agile Processes competence. (Sec M, paragraph 3.1.2)

Describe your firm's plan for developing future Open Architecture competence. (Sec M, paragraph 3.1.3)

IDENTIFY RISKS

Characterize potential barriers to your firm's ability to achieve Digital Trinity proficiency within two (2) years and explain mitigation strategies in place to eventually achieve full competence.

SCHEDULE

Briefly explain your firm's anticipated timeline for achieving full competence in each Digital Trinity element.

Additional space provided for the DIGITAL TRINITY roadmap as needed:

SUBFACTOR B: TECHNICAL

Offerors shall use space provided below to demonstrate management approach to meeting the technical requirements of the Statement of Objectives and in accordance with Section M, paragraph 3.2.

Offerors shall provide evidence of technical approaches, recent/relevant expertise, direct (organic, in-house, or subcontracted) capabilities, qualifications, key personnel and facilities, or other examples which show knowledge and ability to deliver or support technical requirements.

ARMAMENT/WEAPONS DEVELOPMENT (Reference Section M, paragraph 3.2.1 for example activities)

Offeror must demonstrate competence in three (3) of the five (5) categories listed in Section M, paragraphs 3.2.1.1 – 3.2.1.5.

ENTERPRISE ANALYTICS (Reference Section M, paragraph 3.2.2 for example activities)

Offeror has met the minimum requirements for this category by demonstrating competence in two (2) of the three (3) categories listed in Section M, paragraphs 3.2.2.1 – 3.2.2.3.

INNOVATION HUB (Reference Section M, paragraph 3.2.3 for example activities)

Offeror has met the minimum requirements for this category by demonstrating competence in three (3) of the four (4) categories listed in Section M, paragraphs 3.2.3.1 – 3.2.3.4.

**Additional Page for elaborating on EITHER ARMAMENT/WEAPONS DEVELOPMENT
AND/OR ENTERPRISE ANALYTICS, INNOVATION HUB:**