

Future Flexible Acquisition and Sustainment Tool (F²AST)

USER'S GUIDE

23 Feb 2015

*(F2AST ordering period changed to 22 July 2017)
(Company names updated due to novations)*



F²AST Web Address: <http://www.robins.af.mil/library/factsheets/factsheet.asp?id=11544>.

F²AST Program Office: AFSC/PZIE, Robins AFB GA (Enterprise Acquisition Branch)
DSN: 497-3715, Commercial: 478-327-3715

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ACRONYMS

ACD	Administrative Commitment Document
ACE	Acquisition Center of Excellence
AFSC	Air Force Sustainment Center
ASC	Aeronautical Systems Command
CBT	Contract Buy Team
CCARS	Comprehensive Cost and Requirement System
CRB	Contract Review Board (used to be CMRB)
CDRL	Contract Data Requirements List (DD Form 1423)
CO	Contracting Officer
CPAR	Contractor Performance Assessment Reporting
CRT	Contract Repair Team
D/TO	Delivery/Task Order
DRRB	Data Requirements Review Board
EAB	Enterprise Acquisition Branch
F ² AST	Future Flexible Acquisition and Sustainment Tool
FOE	Fair Opportunity Exception
IDIQ	Indefinite Delivery/Indefinite Quantity
LCMC	Life Cycle Management Center
MIRT	Multi-Functional Independent Review Team
OC-ALC	Oklahoma City Air Logistics Complex
OO-ALC	Ogden Air Logistics Complex
PPIRS	Past Performance Information Retrieval System

PWS	Performance Based Work Statement
RFOP	Request for Order Proposal
QASP	Quality Assurance Surveillance Plan
SOW	Statement of Work
SSA	Source Selection Authority
TA-PPT	Technically Acceptable-Past Performance Tradeoff
WR-ALC	Warner Robins Air Logistics Complex

Note: This guide is not intended to take precedence over any aspects of the contract. In the event of any conflict between the information in this guide and the terms and conditions of the contract, the contract is the binding document.

I. INTRODUCTION

Future Flexible Acquisition and Sustainment Tool (F²AST) is a multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) with twelve primes. F²AST ordering period is through 22 July 2017 and performance period ends 22 July 2018. Placement of orders and option exercises must occur by 22 July 2017.

F²AST primary user organizations are Robins Air Force Base's Air Force Sustainment Center (AFSC) and Life Cycle Management Center (LCMC), and the AFSC and LCMC groups located at Ogden Air Logistics Complex (OO-ALC), Tinker Air Logistics Complex (OC-ALC), and Aeronautical Systems Command (ASC). Orders placed by AFSC/PZIE Enterprise Acquisition Branch (EAB) are considered "centralized" orders. Orders placed by primary users are considered "decentralized" orders.

F²AST may be utilized by product centers, other agencies, and/or other services if sponsored by a Robins Air Force Base organization. Requirements for other agencies or services will be reviewed by AFSC/PZIE Enterprise Acquisition Branch (EAB) on a case-by-case basis and will require sponsorship by a primary user. Robins Air Force Base sponsoring organization's responsibilities include: serving as the focal point for the F²AST team, furnishing required F²AST documentation IAW Robins Air Force Base/PK policy, establishing evaluation team(s) composed of personnel from both Robins Air Force Base and the requiring activity, determining post award administration prior to entering sponsorship agreement. The Sponsorship Agreement Form located on the F²AST web site may be used for sponsorship documentation.

F²AST does not have a surcharge. F²AST provides a variety of pricing arrangements, to include Time and Material (T&M), Fixed Price (FP), Cost-Plus Fixed Fee (CPFF), Labor Hour (LH) and Cost Reimbursement (CR).

II. SCOPE

F²AST Program requirements include development, modifications, and depot maintenance. F²AST may include spares and repairs which qualify as critical, limited, and/or contingency and sole source services to a F²AST contractor or large business subcontractor. In addition, services that are not reasonably severable from the development, modification or depot maintenance efforts may be included.

F²AST scope does not include Military Construction (MILCON), Civil Engineering, Base Operating Support (BOS), Advisory and Assistance Services, or Commercial Items. Also excluded is any requirement that has been previously performed by a small business or is currently suitable for a small business.

III. F²AST CONTRACTS AND PRIME CONTRACTORS

FA8530-08-D-0001

ASES, LLC (6KCS9) - *1Jan2012 Novation from ARINC*, Cage 1WAV4
2551 Riva Road
Annapolis MD 21401-7435

FA8530-08-D-0004

The Boeing Company, Cage 022T1
DBA Boeing
626 Anchors Street, NW
Fort Walton Beach FL 32548-3861

FA8530-08-D-0005

DRS Technical Services Inc., Cage 1KU75
12930 Worldgate Dr. Suite 700
HerndonVA 20170-5807

FA8530-08-D-0007

L-3 Communications TCS Inc., Cage 0F5W6
324 Corder Road
Warner Robins GA 31088-3606

FA8530-08-D-0008

Lockheed Martin Integrated Systems Inc. (LMIS), Cage 1WQX4
645 Tallulah Trail, Suite 101
Warner Robins GA 31088-3406

FA8530-08-D-0009

MacAulay-Brown Inc. (MacB), Cage 4R389
4021 Executive Dr.
Dayton OH 45430-1062

FA8530-08-D-0010

BAE Systems Technology Solutions & Services Inc. , Cage 99789
520 Gaither Road
Rockville MD 20850-6198

FA8530-08-D-0011

Northrop Grumman Technical Services, Inc., Cage 0JRC1
2411 Dulles Corner Park Suite 800
Herndon VA 20171-3431

FA8530-08-D-0012

Raytheon Technical Services Company, LLC, Cage 072E5
6125 E. 21st Street
Indianapolis IN 46219-2001

FA8530-08-D-0013

Leidos, Inc. (5UTE0) *27Sep13 from SAIC (Science Applications International Corp)*, Cage 5UTP8
1710 SAIC Drive
McLean VA 22102-3703

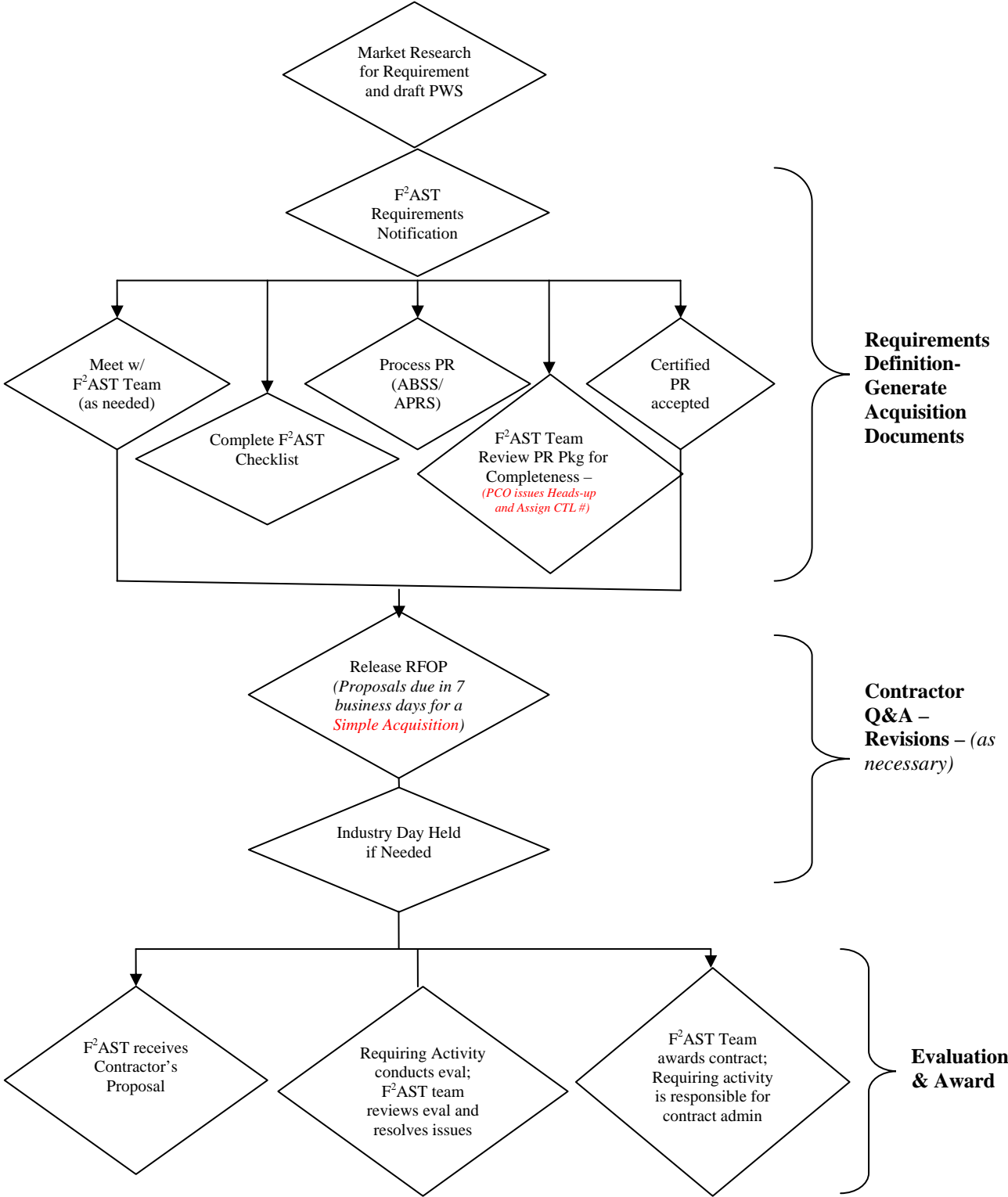
FA8530-08-D-0014

Scientific Research Corporation (SRC), Cage 0D5A6
709 S. Harbor City Blvd, Suite 350
Melbourne FL 32901-1936

FA8530-08-D-0015

Support Systems Associates, Inc. (SSAI), Cage 60877
709 S. Harbor City, Blvd., Suite 350
Melbourne FL 32901-1936

IV. F²AST DELIVERY/TASK ORDER PROCESS



Overview:

1. Conduct Market Research and coordinate with Small Business Office
2. Prepare draft PWS/SOW
3. Consult with F²AST team
4. Prepare requirements package
5. F²AST team assigns F²AST control number
6. Contracting Officer (CO) issues Heads-Up notification to Primes
7. Request For Order Proposal (RFOP) is released to F²AST Primes
8. Industry Day held, if needed, for competitive requirements
9. Contractor proposal is received
10. Requiring Activity conducts proposal evaluation/ or pricing
11. Delivery/Task Order is awarded
12. Requiring Activity performs order management, CPARs, and close-out

Step 1. Conduct Market Research and Prepare Draft PWS/SOW

Market Research (MR) must be conducted for all F²AST task/delivery order requirements above the simplified acquisition threshold (\$150,000). The MR process gathers current data on market sectors to identify potential sources, emerging technologies, vendor capabilities, and non-developmental item solutions. This process also identifies whether small businesses may be capable of performing the work. For Robins Air Force Base, the following provides additional information on MR preparation:

<https://org.eis.afmc.af.mil/sites/FOWRALC/xp/XPQ/Market%20Research/Forms/AllItems.aspx>

A thorough description of the requirement must be included in a Performance-Based Work Statement (PWS) for services acquisitions or a Statement of Work (SOW). For Robins Air Force Base personnel, all PWS's should use the template found at the following QASP site:

<https://org.eis.afmc.af.mil/sites/FOWRALC/PK/qa/QA%20Templates/Forms/AllItems.aspx>

Step 2. Obtain Small Business Office Review

The requirements owner forwards the market research and PWS/SOW to the Small Business office for a preliminary review. Formal Small Business coordination will be conducted by the Contracting Officer in step 4.

Step 3. Consult with the F²AST team

The F²AST team will review the market research and draft PWS/SOW to confirm the requirement is within F²AST scope. If in scope, the requirements team will build a complete requirements package.

Step 4. Prepare Requirements Package

a. Requiring activity personnel will prepare an AFMC Form 36 Purchase Request (PR) or Military Interdepartmental Purchase Request (MIPR). For requirements coming to Robins Air Force Base AFSC/PZIE for centralized award, block 1 of the PR should reflect FA8530.

The procurement package should include the following documentation, as applicable:

Period of Performance	Classified (DD 254) Visitor Group Security Agreement (VGSA)
Performance-Based Statement of Work	Safety Requirements (Appendix C) <i>(Must provide evidence of 78ABW/SEG coordination i.e. e-mail, letter, requirements, etc)</i>
Quality Assurance Surveillance Plan	COR Training Certificates to include supervisor
Non-Personal Services Memo	Transportation (DD 1653)
Requirements Approval Document (RAD) (Non-Inherently Governmental Memo if no RAD)	Packaging (AFMC 158)
Market Research Report	Quality (AFMC 807)
Contract Data Requirement List (CDRL) (DD 1423)	Acquisition Planning Documentation <i>(applicable to \$ threshold)</i>
Green Procurement Program (GPP) <i>applies when using appropriated funds (PWS statement or atch)</i>	Partnering <i>(PWS statement)</i>
Contracting for Services within IRAQ/AFGHANISTAN <i>(PWS statement or atch)</i>	Environmental Management System (EMS) <i>(PWS statement)</i>
Facilities Space Agreement Letter	GFP – Appendix B/Form 8’s

(1) All Services over \$150K require a performance plan and Contracting Officer Technical Representation (COTR) or Multi-Functional Team (MFT) and FC/FD & DO designation. These shall be provided as attachments to the PR/MIPR. If on-base performance is required, a Facilities Space Letter must be provided as an attachment to identify Government furnished business space, materials, equipment, services and other support as an attachment to the PR/MIPR.

(2) The PWS/SOW should include all required deliverables such as reports, technical manuals, or test plans and have a corresponding Contract Data Requirements List (CDRL), DD Form 1423. There are no pre-defined CDRLs or CDRL numbering for F²AST orders.

(3) Each PR/MIPR package should include minutes from final PR/MIPR review (CMRB/DRRB/CRT/CBT) and have had all identified changes incorporated, before the PR is electronically processed.

b. The package will contain up to three F²AST specific attachments:

- (1) Appendix D - F²AST Checklist, included with **every** requirements package
- (2) Appendix D - Fair Opportunity Exception (FOE), included for sole source requirements. The FOE takes the place of a Justification and Approval (J&A)
- (3) Appendix I - Evaluation factors selection and corresponding instructions and evaluation for competitive requirements.

c. DD Form 2579, Small Business Coordination Record, is required for each acquisition.

- For decentralized awards, the 2579 will be prepared by the awarding Contracting Officer and forwarded to the awarding center's Small Business Office for coordination
- For centralized awards, the 2579 will be prepared by the AFSC/PZIE Contracting Officer and forwarded to the Robins Air Force Base Small Business Office for coordination. The Small Business Office will return the 2579 to the awarding Contracting Officer, and the form will be included in the contract file.

d. Assistance from support contractors in developing the procurement package is discouraged. If support contractors assist with drafting the requirement, will be part of the evaluation team, or will work in conjunction with the F²AST awardee after award, potential conflicts of interest must be considered. F²AST contains provisions that address these conflicts under the Organizational Conflict of Interest (OCI) clauses. Notify the F²AST team of any support contractors who will assist with preparation of the requirements documentation.

e. For F²AST Acquisitions over \$50 Million, a MIRT (Multi-Functional Independent Review Team) review will be required at Critical Decision Point (CDP) V, the pre-award review of draft Source Selection Decision Brief. This will include a review of the Source Selection Decision Document and all evaluations (technical, cost/price, and past performance, as applicable) and associated documentation. In the event MIRT team identifies issues that need to be addressed with the offerors prior to award, those issues will be addressed prior to award of the Delivery/Task Order (D/TO). Waivers will be requested for the remaining CDPs (pre-ASP, RFP Sections L and M, competitive range, and pre-Final Proposal Revisions) for each acquisition subject to MIRT.

Step 5. Robins Air Force Base AFSC/PZIE assigns F²AST control number

The F²AST control number is used to track potential obligations against contract ceiling, and serves as confirmation that the F²AST requirements team has reviewed all requirements documentation. *This control number should be annotated in the remarks section of the PR/MIPR and resulting order.*

Decentralized orders MUST obtain a F²AST control number PRIOR to issuing any formal documents to the F²AST prime contractors. When requesting a F²AST control number from AFSC/PZIE, decentralized offices shall provide the PWS, Market Research Report, and FOE for scope verification.

Step 6. The Contracting Officer sends a Heads-Up notice to the F²AST Primes, which provides advance notice of the requirement

- For Competitive Orders

- Heads-up must be issued to all F²AST prime contractors

- For Sole Source Orders:

- Less than \$5M – heads-up must be issued to the sole source prime only
- \$5M and above – heads-up must be issued to all F²AST prime contractors

For decentralized orders, a Heads-Up sample notice is provided as Appendix E to this guide.

The contracting team will use the established award process, which follows the language of clause H-901 of the basic F²AST contract.

Step 7. Request for Order Proposal (RFOP) is sent to the Primes

The Contracting Officer submits a Request for Order Proposal letter to the F²AST Primes. For all decentralized awards, please copy the F²AST mailbox on the Request for Order Proposal release at wralc.pkf.fast.follo@robins.af.mil. Sample letters for sole source and competitive actions are included at Appendix F and H.

Unless a Fair Opportunity Exception is provided, all F²AST prime contractors will be provided a fair opportunity to be considered for each order using the following procedures:

- i. The Government will request that all F²AST prime contractors submit their technical and/or managerial approach, if necessary, cost/price estimate and present/past performance information where applicable in response to the Government's requirement.
- ii. The response will be presented to the Government in writing.
- iii. The Government will issue orders based on an integrated assessment of the factors and sub-factors set forth in each individual Request For Order Proposal (RFOP). Each individual RFOP will include evaluation criteria specific to the acquisition. The evaluation criteria may include estimated total cost/price, technical, past performance, and other criteria identified on the individual RFOP prior to making an award.

A seven working day response time is allowed for preparation of proposals, however this can be extended as necessary due to the complexity of the requirement.

Step 8. Industry day is held, if needed, for competitive requirements

This step is not required, but is recommended for competitive requirements. An Industry day provides an opportunity for open dialogue between the government and contractors, and provides offerors with a better understanding of the requirement. For non-complex requirements, Industry day can be informal and held over a few hours and in some cases via telecom.

Step 9. Contractor proposals are received

All proposals are submitted to the contracting officer, who forwards the technical portion to the evaluation team.

Step 10. The Requiring Activity conducts proposal evaluation

Technical evaluations are conducted within the time frame agreed upon by the awarding CO and the requirements team (7 business days preferred), and are returned to the awarding Government CO. Evaluations are conducted IAW section H-901 and FAR 16 ordering procedures of the basic F²AST contract. The following sample documents are included in this guide:

Appendix I - **Sample Evaluation Criteria**

Appendix J - **Sample Tech Evaluation Report**

Appendix K - **Sample Past Performance Evaluation**

The cost/price evaluation will be conducted by the awarding contracting team or price analyst from the pricing office. Technical input will also be required to assist in cost/price evaluation regarding number of hours, labor categories, GFP, etc.

For services acquisitions, Contract Specific (formerly Phase II) Training is conducted by the awarding CO prior to award.

For centralized awards, the F²AST PCO will serve as the Source Selection Authority (SSA) for most F²AST acquisitions. A manager in the Directorate, Division, or Branch may request to serve as the SSA for acquisitions over \$10M, and may be required per applicable regulations. In the event the F²AST PCO does not serve as the SSA the award schedule will be impacted by the time required to brief the SSA. The SSA may also request special briefings or reviews. If the F²AST PCO is not used as the SSA, it is preferred that the SSA is sent the material via email for review and a follow up question/answer session.

Step 11. Delivery/Task Order is awarded

Following the award decision by the SSA, the awarding Government Contracting Officer sends a notification to the prime contractor selected. The CO will also send notification of selection to all participating prime contractors. Notifications shall be sent to the current prime contractor addressee list located on page 24 of this guide.

After award, the requirements activity assumes responsibility for post award administration of both centralized and decentralized orders. For all decentralized orders, the awarding PCO will complete the Post-Award Information sheet found in Appendix L and send to wralc.pkf.fast.follo@robins.af.mil.

Step 12. Requiring Activity performs order management, Contract Performance Assessment Reporting System (CPARS) assessments, and order close-out

The Contracting Officer Representative (COR) performs contract order surveillance. The requirements activity is responsible for CPARS and order close-out.

V. RESPONSIBILITIES OF THE CUSTOMER

A. Each requiring activity will designate an individual to serve as the point of contact (POC) for each requirement. The POC will be responsible, as a minimum, for:

1. Preparation/Review of the procurement package(s) with F²AST requirements manager(s) to ensure the package is complete, which includes reviewing the funding documents for accuracy (estimate of total dollars, type, and year of funds) prior to submittal to the PCO issuing the F²AST D/TO.
 2. Providing copies of technical data, test plans, test manuals, specifications, drawings, etc., as referenced in the requirement description.
 3. Review of the evaluation criteria for fairness and impartiality.
- B. The POC has the ultimate responsibility for ensuring that the F²AST team receives timely information on any issues or problems with the requirement prior to award.
- C. Following the award decision the requirements activity will be required to complete any funding documentation, to include the completion of the Administrative Commitment Document (ACD), CCARS documents, etc.
- D. After the D/TO is awarded, administration of the order becomes the responsibility of the requiring activity PCO.

VI. POST AWARD/ADMINISTRATION OF D/TOS

A. Contractor Performance Assessment Reporting System (CPARS)

1. The activity initiating the requirement shall be responsible for F²AST D/TO CPARS reporting for orders that meet the CPARS dollar threshold.
2. The office initiating the requirement is responsible for preparation of the performance feedback for the CPARS. The center CPARS focal point will provide needed guidance and training, as applicable.

VII. APPENDICES

The following appendices contain sample documents that shall be used when applicable for F²AST orders.

APPENDICES

- A Memorandum for Record
- B Blanket Pre-Solicitation Legal Review
- C Clearance Memorandum for Record
- D F²AST Checklist and FOE Link
- E Heads-Up Notification Sample
- F Competitive Cover Letter Template
- G Competitive Letter Past Performance Paragraphs
- H Sole Source Cover Letter Template
- I Sample Evaluation Criteria
- J Sample Technical Evaluation
- K Sample Past Performance Evaluation
- L Post-Award Information Sheet
- M F²AST CLINs Reference Sheet

APPENDIX A

Memorandum for Record

The following documentation and coordination was accomplished on the basic contract, and is not required for subsequent delivery orders:

- Equal Employment Opportunity (EEO) Compliance – EEO clearance was obtained for prime contractors. However, EEO clearance is necessary for first-tier subcontractors when their portion of the proposed D/TO exceeds \$10M
- Pre-Award Synopsis
- 1279 Report

The following steps in the acquisition process have been waived for all orders issued under the F2AST contracted executed in accordance with the F2AST User's Guide pertaining to pre-established factors, evaluation criteria, and the standardized ordering process set forth in this User's Guide. In the event the standardized ordering process set forth in this User's Guide is not followed, the two following reviews would be required:

- Pre-solicitation Legal Review – Place memo found on page 17 of this guide under Tab 56 of the official contract file.
- Business Clearance – Sign memo found on page 18 of this guide and place under Tab 59 of the official contract file. Memo is not applicable for Service orders.

Note: Higher dollar values may require additional acquisition planning and approval. Please refer to individual ALC supplements for thresholds.

APPENDIX B



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

MEMORANDUM FOR: WR/ALC PKXE (Capt. Chad Sessler)

28 March 2011

FROM: WR-ALC/JA

SUBJECT: F²AST Pre-Solicitation Blanket Legal Review

1. JA concurs with and hereby provides a pre-solicitation blanket legal review for all orders issued under the Future Flexible Acquisition and Sustainment Tool (F²AST) executed in accordance with the F²AST Users Guide pertaining to pre-established factors, evaluation criteria, and the standardized process and procedures pursuant to FAR Part 16 and the contractually established clause H-901.
2. This blanket review does not, however, prohibit requesting legal advice at this or any other stage of an F²AST acquisition, if desired. Point of contact is the under signed at (478) 222-0569 or brad.adams@robins.af.mil

Bradley S. Adams
Bradley S. Adams
Chief, Acquisition and Fiscal Law

APPENDIX C

Memorandum for Record

Business/Contract Clearance for this supply task order is not required IAW AFFARS 5301.9000 (b)(2). Established factors/criteria were used from the F²AST Guide. This memo is not applicable to service orders.

Contracting Officer

Date

APPENDIX D

F²AST Checklist and FOE

The most current F²AST Checklist can be found at the link below:

<http://www.robins.af.mil/shared/media/document/AFD-130517-083.pdf>

The most current F²AST Fair Opportunity Exception Template can be found at:

<http://www.robins.af.mil/shared/media/document/AFD-130222-030.pdf>

APPENDIX E

Heads-up Notification Sample

E-mail subject: Heads-up Notification, RFOP FA8530-XX-R-XXXXX

Attached for your review and comment is the DRAFT PWS and DRAFT CDRLS for _____ . This will be conducted as a ***competitive acquisition OR limited competition among primes X, X, X based on _____ (i.e., teaming relationship with subcontractor Y) OR sole source acquisition based on _____***.

I anticipate releasing the RFOP in the near future (***include a more specific time period if known***).

Buyer name/phone number

APPENDIX F



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS COMPLEX (AFMC)
ROBINS AIR FORCE BASE GEORGIA

MEMORANDUM FOR (See Distribution List Below)

Current Date

*****Competitive Cover Letter*****

FROM: Robins Air Force Base AFSC/PZIE
480 Richard Ray Blvd, Suite 202
Robins AFB, GA 31098-1662

SUBJECT: Request for Order Proposal (RFOP) FA8530-XX-R-_____

1. A proposal is requested for the (*supplies, repair, services, etc.*) described in the attached (*Statement of Work, Performance Work Specification, etc.*). It is determined that the most appropriate type order for this effort is (*firm fixed price, time and materials, cost plus fixed fee, etc.*). The funding profile for this requirement is _____. (*Include this sentence only if the funding profile is releasable.*)

2. Each page containing proprietary information should be so marked. Proposal submissions are requested electronically (if requesting hard copy state here). Page size shall be 8.5 x 11 inches, not including foldouts. Pages may be single spaced, font size no less than 12 point Times New Roman. Use at least 1-inch margins on the top and bottom and ¾ inch side margins. Pages shall be numbered sequentially by attachment. Tables, charts, graphs and figures shall be legible. The text on these shall be no smaller than 10 point Times New Roman and the page size shall not exceed 8.5 x 14 inches (legal). To ensure receipt of a complete proposal submission, you are requested to provide a table of contents as a cover sheet (or in the cover email) clearly indicating the title of the email attachments and the number of pages per attachment. A Safety Plan is required from each offeror and must be approved by the 78 ABW Safety Office. The proposal should include the following sections: Section I - completed RFOP schedule and clauses; Section II – Technical Submission; Section III – Cost / Price Submission; and Section IV – Past Performance Submission (*if applicable*). Please include in your submission the signed RFOP with any attachments and the signed Performance Plan.

a) Section I submission shall be the completed RFOP schedule and clauses. *An estimated amount for the travel line item must be provided. However, that amount will not be included when evaluating the total price proposed. (Include these statements when a travel CLIN is included in an otherwise fixed price requirement.)*

b) Section II submission shall include a brief technical proposal (limited to 10 pages total) (*Number of pages is based on the number of evaluation factors – the more pages to evaluate the longer the evaluation*) identifying the offeror's proposed approach to the specific requirement. Section II will be evaluated in accordance with the factors listed below. Each evaluation factor should be addressed separately in your proposal.

INSERT EVALUATION FACTORS PROVIDED BY THE CUSTOMER
SAMPLE EVALUATION CRITERIA CAN BE FOUND IN APPENDIX I

c) Section III submission shall include the information required by **Clause H-901(f) and (g) of the basic F²AST contract**. If minimal information is required, such as in the case of a fixed price proposal, that information can be included in Section I or your cover letter. The cover letter shall state where the Section III information is located. Your cover letter shall also include a statement as to whether you have used the rates in the Rate Tables incorporated in the basic F²AST contract or you have proposed lower rates.

3. In accordance with Clause H-901, award of this competitive D/TO will be made to the Contractor whose proposal is the most advantageous to the Government based on an integrated assessment of evaluation criteria which address technical/management and cost/price, (***where technical/management is more important than cost/price, cost/price is more important than technical/management.***) (*The following may be added if technical/management is more important than cost/price, **However, cost/price will contribute substantially to the best value award decision.***). For this order the Government will not perform a new past performance evaluation as the Government completed the evaluation of past performance on the basic F²AST contract, and that evaluation included work that was very similar to what is required for this requirement and all contractors have exhibited satisfactory performance during the life of the contract. (If considering past performance please add language from Appendix G) The Government determined that all F²AST Primes currently have acceptable past performance relevant to this acquisition. The Government intends to award without negotiations. However; in the event that there needs to be clarification/revision to your proposal the government will issue discrepancy notices. The Government will not establish a formal “opening” or “closing” of negotiations and will not request final proposal revisions. Since final proposal revisions will not be requested, each offeror is put on notice that all submittals will be considered as the final offer. An offer may be determined not eligible for award if all required documentation is not submitted at the time of proposal.

4. The technical proposal evaluation factors will be evaluated as follows: A technical rating and risk rating will be assigned (see attachment 1 for definitions). Each rating will stand alone for the evaluation. Proposal risk assesses the risk associated with the offerors’ proposed approach as it relates to accomplishing the requirements as specified.

5. The successful offeror’s technical proposal may be incorporated in whole or in part (or by reference) in any resulting order. Nothing contained in the successful offeror’s technical proposal shall constitute waiver to any other requirement of the contract/order. If after award of an order, it is discovered that changes made during negotiations (if held) were not incorporated into the PWS and/or technical proposal, such changes to the contractor’s documentation shall be considered administrative and shall be made by unilateral modification to the order, at no change in cost or price or other terms and conditions to include changes to the IMS or schedule.

6. Cost/Price.

The Offeror's Schedule, Section B, proposed prices will be evaluated for reasonableness and balance. See Paragraphs a) and b) below. Offerors are reminded that, in order to maintain reasonable/balanced

pricing, the Government will not accept "Not Separately Price (NSP)", No Charge (NC), \$0, etc., on any line item other than those already designated "NSP" in the Schedule. Offerors are advised to review all data items and ensure that they are proposing to the specific data requirements and level of effort involved. For data items where the quantity of one (1) lot is specified, the quantity of one (1) shall be used. A Total Evaluated Price (TEP) will be calculated in accordance with Paragraph c) below.

a) Reasonableness. The existence of adequate price competition is expected to support a determination of reasonableness. Price analysis techniques may be used to further validate price reasonableness. If adequate price competition is not obtained or if price reasonableness cannot be determined using price analysis of Government obtained information, additional information in accordance with FAR 15.4 may be required to support the proposed price.

b) Balance. Offerors are cautioned against submitting an offer that contains unbalanced pricing. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items including the Basic and Options, is significantly overstated or understated as indicated by the application of proposal analysis techniques. The Government shall analyze offers to determine whether there are unbalanced separately priced line items or sub-line items. Prices submitted will be compared and evaluated to assure that a logical progression exists as related to price and quantity changes within each offeror's response to the pricing structure in the Schedule. Offers that are determined to be unbalanced may be rejected if the lack of balance poses an unacceptable risk to the Government.

c) Total Evaluated Price (TEP). All Unit Prices should be rounded to the nearest whole dollar. The Government will calculate a TEP based on the following:

(For Other than Firm Fixed Price (FFP) CLINS: Include the following statement) Each item requires back-up information in accordance with H-901 to include hours, labor categories, and labor rates.

For Firm Fixed Price (FFP) CLINs: Offerors will propose a Unit price for FFP CLINs. Failure to bid all tasks will result in the offer being determined not eligible for award. The Government will multiply the Quantity by the Unit price to calculate the amount. All FFP CLINs (Basic and Options) will be added together to calculate the TEP.

Note: Cost Reimbursable Travel & per diem will not be part of the TEP calculation.

Evaluation of Options shall not obligate the Government to award Options.

7. Proposal submission is due no later than 4:30 pm Eastern Time (*Standard or Daylight, whichever is in effect*) on (**Date**). The estimated award date for this acquisition is (Date). Address your proposal and any questions to the undersigned at (478) XXX-XXXX, e-mail XXXXXX, facsimile (478)-XXX-XXXX and **PCO's Name**, e-mail **PCO's Email**.

NAME
Contract Specialist

Attachments:

Addressee Distribution List

Evaluation Ratings and Definitions

RFOP

SOW/PWS

Add or delete attachments as necessary

Distribution List

ASES, LLC
2551 Riva Road
Annapolis MD 21401

Boeing Support Systems
626 Anchors Street, NW
Fort Walton Beach FL 32548

DRS Technical Services Inc.
12930 Worldgate Drive, Ste 700
Herndon VA 20170

L-3 Communications TCS, Inc.
324 Corder Road
Warner Robins GA 31088

Lockheed Martin Integrated Systems
645 Tallulah Trail, Ste 101
Warner Robins GA 31088

MacAulay-Brown, Inc.
4021 Executive Drive
Dayton OH 45430

BAE Systems Technology Solutions & Services, Inc.
520 Gaither Road
Rockville MD 20850

Northrop Grumman Technical Services, Inc.
2411 Dulles Corner Park, Ste 600
Herndon VA 20171

Raytheon Technical Services Company
Customized Engineering Depot Support
6125 E. 21st Street
Indianapolis IN 46219

Leidos, Inc.
10260 Campus Point Drive
San Diego CA 92121

Scientific Research Corporation
2300 Windy Ridge Parkway, Ste 400
Atlanta GA 30339

Support Systems Associates, Inc.
709 South Harbor City Blvd., Ste. 350
Melbourne FL 32901

Attachment 1

Evaluation Ratings and Definitions

Color	Interpretation	Definition
Blue	Exceptional	Exceeds specified minimum performance or capability requirements in a way beneficial to USAF
Green	Acceptable	Meets specified minimum performance or capability requirements necessary for acceptable contract performance
Yellow	Marginal	Does not clearly meet some specified minimum performance or capability requirements necessary for acceptable contract performance but any proposal inadequacies are correctable
Red	Unacceptable	Fails to meet specified minimum performance or capability requirements. Proposals with an unacceptable rating are not awardable

Risk Definitions

HIGH	Likely to cause significant disruption of schedule, increased cost, or degradation of performance. Risk may be unacceptable even with special contractor emphasis and close Government monitoring.
MODERATE	Can potentially cause some disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will probably be able to overcome difficulties.
LOW	Has little potential to cause disruption of schedule, increased cost, or degradation of performance. Normal contractor effort and normal Government monitoring will probably be able to overcome difficulties.

A “+” rating may be used as an option when risk is evaluated to be in the upper boundaries of a technical risk rating, but not enough to merit the next inferior rating.

APPENDIX G

For Simple and Moderately Complex Requirements, Past Performance Paragraph:

X) Section IV submission shall include a summary of your past performance information, which will be evaluated in accordance with the technical experience/knowledge evaluation criteria (*applicable for simple and moderate complexity requirements*) and relevancy definitions and quality ratings set forth below. The Section IV submission shall identify at least XX (*normally 3*) contracts the offeror believes are relevant to this requirement and shall include at least three points of contact (i.e., program manager, QAP, contracting officer, etc.), including telephone number and e-mail address, for every contract/order provided as a past performance reference. These contracts should have performance within the last three years of the issuance date of this RFOP.

*Simple requirements: Technical Experience/Knowledge evaluation criteria and standard
Relevant/Not Relevant
Quality: Pass/Fail*

*Moderate requirements: Technical Experience/Knowledge evaluation criteria and standard
Relevant/Somewhat Relevant/Not Relevant
Quality: Exceptional/Satisfactory/Unsatisfactory*

For Complex Requirements, Past Performance Paragraph:

X) Section IV submission shall include Present and Past Performance information for the offeror itself and each of its proposed subcontractors in accordance with the format contained in the “FACTS Sheet” attached to this letter and the following paragraphs.

- i) The present and past performance submission shall include a summary page describing the role of the offeror and each subcontractor/vendor (both nature of work, criticality of work, and percentage of overall work).
- ii) The Offeror and each of its proposed subcontractors shall complete and submit a separate “FACTS Sheet” for no more than three (3) active or completed contracts or delivery/task orders (with preferably at least one year of performance history) having performance within three years of the issuance date of this RFOP that the offeror considers relevant in demonstrating its ability to perform the proposed effort. Contracts listed may include those with the federal government, state and local governments or their agencies, and commercial customers. FACTS Sheet responses should be focused so that they clearly correlate present and past performance with the requirements of this RFOP and must clearly describe the relevance of the effort to the work proposed by that entity. The completed FACTS Sheet for each contract/order may cover no more than both sides of two 8 ½ x 11 pages.
- iii) Offerors shall include for itself and each subcontractor two additional pages (8 ½ x 11 with 0.5” margins), in spreadsheet format, listing all contracts the entity is performing or has performed in the past three (3) years. If the list of said contracts exceeds two pages per entity, only the most recent contracts ongoing/completed shall be listed. These spreadsheets do not count toward the FACTS Sheet page limitations. The Government may obtain and use

performance information on any or none of these programs. The spreadsheet(s) shall include, as a minimum, current information as follows:

- Contract Number
- Period of Performance (maximum years)
- Maximum total estimated dollars
- Stage of the program and brief status
- Contracting agency or customer
- Phone number and e-mail address for at least two POCs
- Brief program description, including relevancy

iv) FACTS Sheets must include the following legend at the top and bottom of the page:

SOURCE SELECTION INFORMATION – See FAR 2.101 and 3.104
FOR OFFICIAL USE ONLY

For simple and moderate complexity requirements, use the following paragraph 6:

X. The past performance submission will be evaluated as follows: each offeror's past performance submission shall be evaluated to determine a technical experience/knowledge rating, relevancy rating and quality rating for the past performance contracts/orders provided as references. For technical experience/knowledge, each offeror's past performance submission shall be evaluated to determine if it meets, does not meet, or exceeds the standards set forth and a color and risk rating will be assigned (see attachment 1 for definitions). Proposal risk assesses the risk associated with the offerors' proposed approach as it relates to accomplishing the requirements as specified. Each contract/order submitted as a past performance reference will be assigned a relevancy rating and quality rating in accordance with paragraph 2(d) above based on evaluation of the information submitted by the offeror, telephone interviews conducted by the evaluation team with the points of contact provided by the offeror, and review of CPARS and other information available to the evaluation team.

For complex requirements, use the following paragraph 6:

X. The past performance submission will be evaluated as follows: The assessment will assess the confidence in the Offeror's ability (which includes, if applicable, the extent of subcontractor involvement) to successfully accomplish the proposed effort based on the Offeror's demonstrated present and past work record. The Government will evaluate the Offeror's demonstrated record of contract compliance in supplying products and services that meet users' needs, including cost and schedule. The recency and relevancy of the information, the source of the information, context of the data, and general trends in the contractor's performance will be considered. The Government will perform an independent determination of relevancy of the data provided or obtained and a relevancy determination of the Offeror's present/past performance (which includes, if applicable, the extent of its subcontractors' involvement) will be made. The Government is not bound by the Offeror's opinion of relevancy. The following relevancy criteria apply:

VERY RELEVANT: *(Insert relevancy definition)*

RELEVANT: *(Insert relevancy definition)*

NOT RELEVANT: *(Insert relevancy definition)*

Information utilized may be obtained from the references listed in the proposal, as well as other sources known to the Government. Interviews, if held, will be performed utilizing a list of questions that will be used for all interviews. Data from previous source selections may be used if the data is recent and relevant. Evaluation of present and past performance will include consideration of overall customer satisfaction and conclusions of informed judgment. Offerors shall be given an opportunity to address adverse past performance information if the Offeror has not had a previous opportunity to respond to the information. The confidence assessment will consider issues including, but not limited to, the number and severity of the problems, the appropriateness and/or effectiveness of any corrective actions taken (not just planned or promised), and the Offeror's overall work record. Prompt corrective action in isolated instances may not outweigh overall negative trends. Past performance information will also be considered regarding any key personnel of an Offeror or subcontractor if that specific entity is a newly formed entity who either has no prior contracts or does not possess relevant corporate past performance. If an Offeror, or the proposed key employees of an Offeror, do not have a past performance history deemed relevant to this RFOP, the Offeror will receive an unknown confidence rating.

The Government will consider an Offeror's contracts in the aggregate in determining relevancy. An Offeror's demonstrated performance on two contracts may, by definition, represent only a rating less than very relevant when each contract is considered as a stand-alone effort. However, when these contracts are performed concurrently (in part or in whole) and are assessed in the aggregate, the work may more accurately reflect a higher relevancy rating. The Government will consider a subcontractor's submitted contracts in the aggregate in this same manner. In this situation, work performed in aggregate will be considered in the assignment of a confidence assessment rating will would apply to the team as a whole, if applicable. The following performance confidence assessment ratings apply:

<u>Rating</u>	<u>Definition</u>
Substantial Confidence	Based on the Offeror's performance record, the government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the Offeror's performance record, the government has an expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the Offeror's performance record, the government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the Offeror's performance record, the government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence	No performance record is identifiable or the Offeror's performance record is so sparse that no confidence assessment rating can be reasonably assigned.

APPENDIX H



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS COMPLEX (AFMC)
ROBINS AIR FORCE BASE GEORGIA

*****Sole Source Cover Letter*****

Date

MEMORANDUM FOR: *Insert Contractor Name and Address*

FROM: *Insert Office Symbol and Address*

SUBJECT: Request for Order Proposal (RFOP) FA8530-XX-R-_____ *Insert Program Name*

1. A proposal is requested for the services described in the attached RFOP and Performance Base Work Statement. It is determined that the most appropriate type order for this effort is *Insert Contract Pricing Type*. The funding profile for this effort is _____. *Include this sentence if the funding profile is realizable (Not Typical)*

2. You are being solicited sole source based on unique capability/urgency/follow-on effort, etc.

3. Instructions for submission of the order proposal follow.

a. Please return the completed RFOP, Safety Plan(unless master safety plan is approved), signed QASP, proposal adequacy checklist, and any supporting data required.

b. Each page containing proprietary information should be so marked. Order Proposal submission shall be the completed RFOP and will serve as the basis for award for the D/TO order.

c. In accordance with clause H-901(g), order proposal submission shall include a cost/price proposal. Cost/price proposals shall identify the labor categories, number of hours, and the proposed labor rates for each category required. In accordance with clause H-901(f), cost/price proposals shall also identify which proposed labor categories are exempt from the Service Contract Act (SCA) and which proposed labor categories are subject to the SCA. The proposal shall include a statement as to whether you have used the rates in the Rate Tables incorporated in the basic F²AST contract or you have proposed lower rates. All non-labor cost/price elements required shall be included in the cost/price proposal. If the proposed exceeds \$700,000, your proposal shall be submitted with the attached Air Force Proposal Adequacy Checklist and a Certificate of Current Cost and Pricing Data required on all elements with exception to labor rates. Please note that if the proposal submitted is determined to be inadequate for

pricing purposes or is not in accordance with the checklist, the proposal will be returned for re submittal and award of the requirement will be delayed.

4. Proposal submission is due no later than _____ on _____ *Insert Date/Time*. Address your proposal and any questions to the undersigned at _____, e-mail _____ facsimile _____ and the EAD F²AST email account, email wralc.pkf.fast.follo@robins.af.mil.

Insert Name
Contract Officer

Attachments:

List all attachments to the RFOP

APPENDIX I

Sample Evaluation Criteria

Evaluation Criteria – The technical evaluation criteria will be developed by the requiring activity’s technical office with assistance from the WR- ALC F²AST Team as needed. Below you will find sample evaluation criteria to include the instructions to offerors and evaluation standards. The technical evaluation processes include: (1) Evaluating skill mix, labor hours and/or delivery schedules, (2) Reviewing technical solutions, capacity and/or technical/management approach.

(Note: The requiring activity will conduct the technical evaluation).

Targeted Past Performance is required for all competitive orders, unless the awarding PCO determines it is not necessary.

The requiring activity must:

- Develop the past performance evaluation criteria
- Determine whose past performance will be evaluated (prime contractor only or prime contractor and subcontractors)
- For complex requirements - prepare the relevancy definitions and FACTS Sheet.
- For Simple Requirements – past performance evaluations will be performed by F²AST Team with input as needed from the requiring activity’s technical office
- For Moderate and Complex Requirements – past performance evaluations will be performed by a Performance Confidence Assessment Group (PCAG) formed **in the requiring activity**.

(Note: The PCAG must be comprised of a minimum of three (3) personnel (including at least one PCO or buyer and one technical person (i.e. engineer, ES, etc.))

See below for additional information and sample relevancy definitions.

All Services over \$100K require a Quality Assurance Surveillance Plan (QASP) and Contracting Officer Technical Representation (COTR) or Multi-functional Team (MFT) and FC/FD & DO designation/training. These shall be provided as attachments to the PR. If on-base performance is required, a Facilities Space Letter must be provided as an attachment to identify Government furnished business space, materials, equipment, services and other support as an attachment to the PR. **The 78 CEG/CEAO is the OPR for Robins Air Force Base space requirements.**

As stated in the User’s Guide (from contract clause H-901), award of competitive D/TOs will be made to the Contractor whose proposal is the most advantageous to the Government based on an integrated assessment of evaluation criteria which address technical/management, past performance, and cost/price.

If information regarding the technical/management approach beyond that received with the initial proposals is required, a brief technical/management proposal will be requested to identify the Contractor's proposed approach to the specific task. The following are examples of technical/management evaluation factors:

Technical

Past Performance

Mix/Availability of Skills
Technical solution/approach
Management approach
Technical/management approach
Delivery Schedule or Turnaround Time
Capacity

Technical Experience/Knowledge
(Extent of Past Performance evaluation is
dependent on complexity of requirement)

The RFOP must identify the information required and explain how that information will be evaluated. You will also need to state the number of pages allowed per factor. Below are examples of the instructions to offerors and the standards for each of the factor examples above. You may use one or more of these examples as stated, tailor them or develop new criteria to meet your program needs.

F²AST is intended to limit the evaluation to only those discriminators which allow the Government to make a best value decision. The average time for contractor proposal submission is 7 business days with Government evaluation at 7 business days. Based on these timeframes, extensive evaluations for all requirements are not envisioned. The F²AST team is available to assist in developing and reviewing criteria.

TECHNICAL:

Mix/Availability of Skills

Instruction(s) to Offeror – Provide a description of the mix of skills proposed in the numbers needed in the time required that meets the requirement of the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_. If personnel are subcontracted, the approach illustrates the method of administration and technical control of the subcontractor(s).

Evaluation Standard - The standard is met when the offeror provides an acceptable approach, which meets the requirement of the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_ and illustrates adequate and appropriate personnel skills. If personnel are subcontracted, the approach illustrates an adequate method of administration and technical control of the subcontractor(s).

Technical Solution/Approach

Instruction(s) to Offeror– Provide a description of offeror’s technical solution/approach to meet the requirements of the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_.

Evaluation Standard - The standard is met when the proposal provides an acceptable technical solution/approach, which meet requirements of the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_.

Management Approach

Instruction(s) to Offeror – Provide a description of offeror’s management approach to meet the requirements of the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_. The proposal should provide all materials and services required to efficiently and effectively manage accomplishments of tasks covered by requirements. You may want to add - The contractor should provide a program plan tailored to accomplishing administrative, management, technical, and financial requirements, as a minimum a milestone chart, projected spending rate and estimated man-hours should be included.

Evaluation Standard - The standard is met when the proposal provides an acceptable approach, which meets requirements of the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_. This includes all materials and services required to efficiently and effectively manage accomplishments of tasks

covered by requirements (add the following if adding additional sentence as highlighted above) and a program plan tailored to accomplishing administrative, management, technical, and financial requirements, as a minimum a milestone chart, projected spending rate and estimated man-hours.

Technical/Management Approach

Instruction(s) to Offeror – Provide a description of offeror’s technical and management approach to meet the requirements of the (*insert requirements document e.g. PWS, etc*) dated xxx 200_. The proposal should provide all materials and services required to efficiently and effectively manage accomplishments of tasks covered by requirements. You may want to add - The contractor should provide a program plan tailored to accomplishing administrative, management, technical, and financial requirements, as a minimum a milestone chart, projected spending rate and estimated man-hours should be included.

Evaluation Standard - The standard is met when the proposal provides an acceptable approach, which meets requirements of the (*insert requirements document, e.g. PBSOW, SOO etc*) dated xxx 200_. This includes all materials and services required to efficiently and effectively manage accomplishments of tasks covered by requirements (add the following if adding additional sentence as highlighted above) and a program plan tailored to accomplishing administrative, management, technical, and financial requirements, as a minimum a milestone chart, projected spending rate and estimated man-hours.

Delivery Schedule or Turnaround Time

Instruction(s) to Offeror– Provide a description of offeror’s delivery schedule or turnaround time which meets or exceeds the requirement specified in Section B. If subcontracted, the approach should illustrate the method of administration and technical control of the subcontractor(s).

Evaluation Standard - The standard is met when 1) the proposal provides an acceptable approach to the delivery schedule or turnaround time which meets or exceeds the requirement specified in Section B. 2) If subcontracted, the approach, which illustrates the method of administration and technical control of the subcontractor(s), is acceptable.

Capacity

Instruction(s) to Offeror - Provide a description of the offeror’s capacity to meet the required delivery schedule (or proposed delivery, if earlier). If subcontracted, the approach illustrates the capacity of the subcontractor and the method of administration and technical control of the subcontractor(s).

Evaluation Standard- The standard is met when the offeror provides an acceptable approach, which meets the required delivery schedule (or proposed delivery, if earlier). If subcontracted, the approach illustrates the capacity of the subcontractor and the method of administration and technical control of the subcontractor(s).

PAST PERFORMANCE:

The extent of the past performance evaluation is determined by the complexity of the requirement. The requiring activity must provide the Technical Experience/Knowledge evaluation criteria for simple and moderate requirements. Relevancy definitions and FACTS Sheets are required for complex requirements.

Simple requirements (e.g., engineering study, spares):

- Use Technical Experience/Knowledge criteria – relevancy determination is limited to relevant/not relevant; quality rating is limited to pass/fail. Relevancy and quality definitions are provided below.
- Offerors required to provide three points of contact (POCs) per contract/order referenced in their submission.
- Technical Evaluation team will determine relevancy rating; **F²AST PCO** will determine quality rating through at least two oral interviews per identified contract/order (Was/is performance successful? Would you award again? Why/why not? Have there been any problems with the contractor’s performance? How were those problems remedied?)
- Use Past Performance Information Retrieval System (PPIRS), CPARS, etc.

Moderate requirements (e.g., reverse engineering/obsolescence):

- Use Technical Experience/Knowledge criteria – relevancy determination is limited to relevant/not relevant; quality rating is limited to pass/fail. Relevancy and quality definitions are provided below.
- Offerors to provide three POCs per contract/order referenced in their submission.
- **Technical evaluation team** will determine relevancy rating, and will determine quality rating through at least two oral interviews per identified contract/order (Was/is performance successful? Would you award again? Why/why not? Have there been any problems with the contractor’s performance? How were those problems remedied?)
- Use PPIRS, CPARS, etc.

Complex requirements (e.g., major modification program):

- Use “regular” past performance evaluation based on Acquisition Center of Excellence (ACE) Technically Acceptable-Past Performance Tradeoff (TA-PPT) template
- Relevancy ratings (very relevant, relevant, not relevant) and FACTS Sheets (based on the Robins Air Force Base ACE TA-PPT template) Definitions will be established by the requiring activity
- Quality ratings: exceptional, satisfactory, unsatisfactory
- Confidence assessment is based on relevancy rating and quality rating
- Offerors will provide FACTS Sheets on up to three (3) contracts

For Simple and Moderate Requirements:

Technical Experience/Knowledge

Instruction(s) to Offeror - Provide a description of the Offeror’s knowledge and experience, which demonstrates an understanding of the requirement as outlined in the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_. For each contract identified, offeror is to identify three points of contact (program manager, QAP, contracting officer/buyer).

Evaluation Standard - The standard is met when the offeror provides an acceptable level of experience/knowledge as required in the (*insert requirements document, e.g. PWS, etc*) dated xxx 200_.

Technical Experience/Knowledge will receive a rating of either relevant or not relevant, as follows:

Relevant: Technical experience/knowledge is determined to be relevant to the (*identify requirement*) based on (*insert rationale for this rating, providing specific examples of how the information provided by the Offeror shows knowledge and experience demonstrating an understanding of the requirement*).

Not Relevant: Technical experience/knowledge is determined to be not relevant to the (*identify requirement*) based on (*insert rationale for this rating, providing specific examples of how the information provided by the Offeror shows knowledge and experience demonstrating an understanding of the contract*).

Quality Definitions (a quality rating will be assigned to each contract identified by the Offeror in its Technical Knowledge/Experience submission):

Pass: A review of the Offeror's past performance demonstrates that the Offeror has performed successfully, without any unresolved quality issues. Performance has been timely and fully acceptable to the Government. In the event of performance problems, all issues have been resolved to the satisfaction of the Government. (*Provide examples from information obtained from the POCs identified by the Offeror, CPARS, PPIRS, etc., on the evaluation form.*)

Fail: A review of the Offeror's past performance demonstrates that the Offeror has not performed successfully. (*Provide examples from information obtained from the POCs identified by the Offeror, CPARS, PPIRS, etc., on the evaluation form.*)

For Complex Requirements:

Sample Relevancy Definitions (please note these are **sample** relevancy definitions only. Relevancy definitions must be tailored to the specific requirement and should be focused on those aspects of performance that will serve as discriminators):

Sample 1:

VERY RELEVANT: Present/past performance efforts involved **essentially the same** magnitude of effort and complexities this solicitation requires. Must include programs that demonstrate capability in (*identify program/requirement*) by containing XX (#) of the XX (#) critical tasks identified in the PWS.

RELEVANT: Present/past performance efforts involved **much** of the magnitude of effort and complexities this solicitation requires. Must include programs that demonstrate capability in (*identify program/requirement*) by containing XX (#) of the XX (#) critical tasks identified in the PWS.

NOT RELEVANT: Present/past performance efforts involved **little or none** of the magnitude of effort and complexities this solicitation requires.

Sample 2:

VERY RELEVANT: Present/past performance efforts involved essentially the same magnitude of effort and complexities this solicitation requires. The effort must have included at least XX (#) of the following: aircraft and/or system modifications, aircraft and/or system upgrades, aircraft and/or system enhancements, aircraft and/or system maintenance, and/or aircraft and/or system repair.

RELEVANT: Present/past performance efforts involved much of the magnitude of effort and complexities this solicitation requires. The effort must have included at least XX (#) of the following:

aircraft and/or system modifications, aircraft and/or system upgrades, aircraft and/or system enhancements, aircraft and/or system maintenance, and/or aircraft and/or system repair.

NOT RELEVANT: Present/past performance efforts involved little to none of the magnitude of effort and complexities this solicitation requires.

Quality Definitions:

Exceptional: A review of Offeror's past performance demonstrates that the Offeror has performed successfully, on schedule, and without any unresolved quality issues. Performance has been timely and fully acceptable to the Government. In the event of performance problems, all issues have been resolved to the satisfaction of the Government. *(Provide examples from information obtained through past performance evaluation, CPARS, PPIRS, etc.)*

Satisfactory: A review of Offeror's past performance demonstrates that the Offeror has performed successfully and without any unresolved quality issues. In the event of performance issues, all issues have been resolved to the satisfaction of the Government. *(Provide examples from information obtained through past performance evaluation, CPARS, PPIRS, etc.)*

Unsatisfactory: A review of the Offeror's past performance demonstrates that the Offeror has not performed successfully. *(Provide examples from information obtained from the POCs identified by the Offeror, CPARS, PPIRS, etc.)*

APPENDIX J

**Sample Technical Evaluation
for
(insert program name)**

F²AST RFOP Number: _____

Note: The narrative provides the rationale for the color and risk ratings. See color and risk ratings definitions. The supporting rationale will be provided to the contractor in their debriefing as requested. If a blue rating is given and the rationale is beyond what is inherent in the offeror’s processes, e.g. earlier delivery, extended/additional warranty, higher MTBF or MTBCF, etc., then the particular strength should be identified and will then be incorporated as part of the D/TO award. **Rationale is required for all color (blue, green, yellow, and red) and risk (high, moderate, low) ratings.** *If blue, identify specific ways the proposal exceeds specified minimum performance or capability requirements in a way beneficial to USAF. Also state how it is beneficial to the government.*

(Offeror – *insert name*)

FACTOR 1 - *insert factor* Color:_____

Risk: _____

Rationale/narrative for ratings per offeror.

FACTOR 2 - *insert factor* Color:_____

Risk: _____

Rationale/narrative for ratings per offeror.

Add additional evaluation sheets per offeror as needed. Also, add additional factors as needed.

Overall Summary

RATING	Factor 1 <i>insert factor</i>		Factor 2 <i>insert factor</i>	
	Color	Risk	Color	Risk
Offeror A				
Offeror B				
Offeror C				
Offeror D				
Offeror E				
Offeror F				

 Technical Evaluation Team Leader
 (type Technical Evaluation Team Leader’s name)

 Date

Evaluation Ratings and Definitions

Color	Interpretation	Definition
Blue	Exceptional	Exceeds specified minimum performance or capability requirements in a way beneficial to USAF
Green	Acceptable	Meets specified minimum performance or capability requirements necessary for acceptable contract performance
Yellow	Marginal	Does not clearly meet some specified minimum performance or capability requirements necessary for acceptable contract performance but any proposal inadequacies are correctable
Red	Unacceptable	Fails to meet specified minimum performance or capability requirements. Proposals with an unacceptable rating are not awardable

Risk Definitions

HIGH	Likely to cause significant disruption of schedule, increased cost, or degradation of performance. Risk may be unacceptable even with special contractor emphasis and close Government monitoring.
MODERATE	Can potentially cause some disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will probably be able to overcome difficulties.
LOW	Has little potential to cause disruption of schedule, increased cost, or degradation of performance. Normal contractor effort and normal Government monitoring will probably be able to overcome difficulties.

APPENDIX K

**Past Performance Evaluation
For**

insert program name

Technical Experience/Knowledge

Offeror:

Program and POCs identified by offeror:

Number of telephone interviews conducted:

Summary of interviews

Rating Relevancy: (“R”-Relevant) / (“NR”-Not Relevant)

Quality: (“P”-Pass/“F” Fail)

Rationale / Narrative:

(Repeat this form for each program reviewed)

APPENDIX L

For Official Use Only
SOURCE SELECTION INFORMATION
SEE FAR 2.101 and 3.104

**F²AST Post-Award Information Sheet
For Decentralized Orders**

Please attach Order and PWS/SOW

- 1. Contract and Order Number:
- 2. Date of Award:
- 3. Obligated Amount: Dollar Value with all Options Exercised:
- 4. Competitive or Sole Source: If Sole Source, Justification Used:
- 5. If Competitive, which Primes Bid:
- 6. Date Options Can be Exercised:
- 7. If Competitive and 10M+, Final Date Protest can be issued:
- 8. Business days to Award from Receipt of final requirements Package:
- 9. Brief Description of Requirement and total hours proposed for effort:

-
- 10. Awarding PCO Email: Office Symbol: Phone:
 - 11. Admin PCO Email: Office Symbol: Phone:
 - 12. Program Manager Email: Office Symbol: Phone:

- 13. Service or Supply:
- 14. CPAR Information to local CPAR OPR for database load: _____ (Date)
- 15. Name of COR(s) assigned and trained:
- 16. Inherent Governmental Functions (IGF): _____ No _____ Yes

If Yes, how enhancing management or bringing in-house?

- 17. Any conflicts of interest: _____ No _____ Yes

If Yes, Explain how they were identified and mitigated:

- 18. Award Fee Used: _____ No _____ Yes (If Yes, attach Award Fee Plan)

For Official Use Only
SOURCE SELECTION INFORMATION
SEE FAR 2.101 and 3.104

APPENDIX M

F²AST CLINs Reference Sheet

Ordering Periods:

Basic Contract Period:

Year 1: Days 1-365 (23 July 08 - 22 July 09)

Year 2: Days 366-730 (23 July 09 - 22 July 10)

Year 3: Days 731-1095 (23 July 10 - 22 July 11)

Option I:

Year 4: Days 1096-1461(23 July 11 - 22 July 12)

Year 5: Days 1462-1826 (23 July 12 -22 July 13)

Option II:

Year 6: Days 1827-2191 (23 July 13 - 22 July 14)

Year 7: Days 2192-2556 (23 July 14 -22 July 15)

Continued Performance:

Year 8: Days 2557-2922 (23 July 15 - 22 July 16)

Year 9: Days 2923-3287 (23 July 16 - 22 July 17)

Year 10: Days 3288-3652 (23 July 17 -22 July 18)

Please replace X in CLIN with correct Year as denoted above

CLIN	Description	Pricing
0X01	Modifications	T&M
0X02	Modifications	FFP
0X03	Modifications	CPFF
0X04	Modifications	LH
0X05	Development	T&M
0X06	Development	FFP
0X07	Development	CPFF
0X08	Development	LH
0X09	Services	T&M
0X10	Services	FFP
0X11	Services	CPFF
0X12	Services	LH
0X13	Spares	T&M
0X14	Spares	FFP
0X15	Spares	CPFF
0X16	Spares	LH
0X17	Repair	T&M
0X18	Repair	FFP
0X19	Repair	CPFF
0X20	Repair	LH
0X21	Travel	CR
0X22	Data	CPFF
0X23	Data	FFP
0X24	Other Direct Costs	CPFF
0X25	Other Direct Costs	FFP
0X26	Over and Above	T&M