

Small Business Acquisition and Sustainment Tool (SbAST)

USER'S GUIDE

7 APRIL 2011



PROGRAM OFFICE

WR-ALC/PKXE
ROBINS AFB GA
Program Director
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Applicable Contracts

FA8530-11-D-0001	Advanced Aerospace Engineering Concepts
FA8530-11-D-0002	Alabama Aircraft Industries
FA8530-11-D-0003	Advanced Modification Solutions
FA8530-11-D-0004	Engineering & Software Systems Solutions, Inc.
FA8530-11-D-0005	Scientific Research Corporation
FA8530-11-D-0006	Support Systems Associates Inc.

Note: Additional contractor information is located on page 9.

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I. INTRODUCTION

This guide provides the customer pertinent information for utilizing the Small Business Acquisition and Sustainment Tool (SbAST). It outlines procedures and process flows for identifying SbAST requirements through contract award.

The SbAST User's Guide can be accessed on Enterprise Acquisition Branch (EAB) website: <http://www.robins.af.mil>. Select "Units" tab. Go to "WR-ALC Staff Agencies". Select Enterprise Acquisition Division / FAST. **Direct link:** <http://www.robins.af.mil/library/factsheets/factsheet.asp?id=11544>.

Notice: Please thoroughly review the information provided. If additional assistance is needed, please contact the applicable POC identified in Section III Below. 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.

II. SCOPE

The SbAST Program requirements include modifications, upgrades, enhancements, depot maintenance and repair. In addition, services that are not reasonably severable from the modification, upgrades, enhancements, depot maintenance or repair efforts may be included. SbAST may include one-time spares and repairs which qualify as critical, limited, and/or contingency and sole source logical follow-on services to a SbAST contractor or subcontractor. Sole-source requirements shall not be placed on the SbAST contract unless they are a logical follow-on to a requirement previously competed on SbAST.

SbAST does not include Military Construction (MILCON), Civil Engineering, Base Operating Support (BOS), Advisory and Assistance Services (A&AS), or Commercial Items. In addition, SbAST will not be used for new development programs.

The primary users of the SbAST contracts are typically Logistics Managers, Program Managers and Engineers at Warner Robins Air Logistics Center (WR-ALC). All requirements from other Product centers and other agencies or services will be reviewed on a case-by-case basis prior to being allowed to utilize SbAST. Other Product centers and other agencies or services will be required to go through a sponsoring agency. The sponsoring agency will be responsible for contract administration.

SbAST provides multiple award ID/IQ contracts with no surcharge, as well as other acquisition streamlining advantages. SbAST also 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).

III. THE SbAST DELIVERY/TASK ORDER PROCESS

A. REGISTRATION

Complete SbAST Checklist (Appendix B) and provide to the SbAST team.

WR-ALC: email: wralc.pkf.sbmodpgm@robins.af.mil

WR-ALC SbAST POCs:

<u>Office</u>	<u>Name</u>	<u>DSN</u>	<u>Commercial</u>	<u>Email</u>
*Requirements	Ed "Buddy" Peters	472-1324	(478) 222-1324	Edwin.Peters@robins.af.mil
*Requirements	Chuck Pollard	468-6053	(478) 926-6053	Chuck.Pollard@robins.af.mil
*Requirements	Russell Dukes	472-1322	(478)222-1322	Russell.Dukes@robins.af.mil
Requirements	Sheryl Shoman	472-1268	(478) 222-1268	Sheryl.Shoman@robins.af.mil
Contracting	Robin Dixon	472-1270	(478) 222-1270	Robin.Dixon@robins.af.mil
Contracting	Joseph Fountain	472-1319	(478) 222-1319	Joseph.Fountain@robins.af.mil
Contracting	Levi Lord	472-1320	(478) 222-1318	Levi.Lord@robins.af.mil

**Note: Requirements Managers identified above should be the first point of contact at WR-ALC (not the Contracting Officer)*

B. THE PURCHASE REQUEST (PR) PACKAGE

1. Upon notification by the applicable SbAST Team that the requirement is within the scope and ceiling of SbAST, an advance copy of the complete purchase package should be submitted to the SbAST Requirements Manager.

2. Requiring activity requirements personnel should use current procedures to process the AFMC Form 36 or Air Force Form 9 through their individual Purchase Request (PR)/Military Interdepartmental Purchase Request (MIPR) monitors.

The Procurement Activity found in Block 1 of the PR should have the following Code, 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>
Performance Plan	Multi-Functional Team Appointment Letter (with FC/FD, DO MFT Training Certificates)
Management and Oversight of Acquisition of Services Process (MOASP)	Transportation (DD 1653)

Requirements Approval Document (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>

3. DD Form 2579 (Small Business Coordination) – The requirements owner forwards the PWS and market research to the Small Business office for a preliminary review. The Small Business office will provide an email response concurring with utilization of SbAST, and the email will be added to the PR package. The formal DD Form 2579 will be completed by PKXE following the receipt of the completed PR Package.

4. 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. 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.

5. 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 SbAST awardee after award, potential conflicts of interest must be considered. SbAST contains provisions that address these conflicts under the Organizational Conflict of Interest (OCI) clauses. Notify the SbAST team of any support contractors who will assist with preparation of the requirements documentation.

6. The SbAST PCO will serve as the Source Selection Authority (SSA) for most SbAST acquisitions. A manager in the Directorate, Division, or Branch may request to serve as the SSA for acquisitions over \$10M. In the event the SbAST PCO does not serve as the SSA the award schedule will be impacted by the time required to brief the SSA. He/she may also request special briefings or reviews. The SbAST Team may conduct or assist with clearance briefings as appropriate.

7. For SbAST 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 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.

8. The procurement package should also include those SbAST unique attachments (e.g., SbAST checklist, evaluation criteria) required by this User's Guide.

C. REQUIREMENT DESCRIPTION

1. A thorough description of the requirement must be included in the procurement package. The procurement package shall contain a Performance-Based Work Statement (PWS) and any associated data identifying requirements to be satisfied by the contractor. The description should be written to encourage the contractor to propose the best approach to accomplish contract objectives. All required deliverables such as reports, technical manuals, or test plans must have a complete description. Contract Data Requirements Lists (CDRL), DD Form 1423, shall be provided as applicable.

D. THE AWARD PROCESS

1. After receipt of the complete procurement package, the SbAST PCO will coordinate a DD 2579 with the Small Business Office and then issue a heads-up notification to all prime contractors for all requirements IAW FAR 16.505. The SbAST team will use the award process outlined in Appendix G, which contains the language of clause H-901 of the basic SbAST contract.

The below information is provided to further assist in the process. Customers should review the award process in order to understand the role of the requiring activity in determining the successful offeror.

Following the award decision, in addition to the notification sent to the prime contractor selected, the Government will also send notification of selection to all participating prime contractors. Notification shall be sent to the current prime contractor addressee list located on page 9 of this guide.

2. Awarding Orders under Multiple Award Contracts (commonly known as the "Fair Opportunity Clause")

(a) SbAST is governed by Air Force FAR Supplement 5352.216-9000 and Alternate II (Deviation), Awarding Orders under Multiple Award Contracts. This means Delivery/Task Orders (D/TOs) in excess of \$3,000 require competition or fair opportunity unless one of the following exemptions apply:

i. The task or delivery order should be issued on a sole source basis in the interest of economy or efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity pursuant to the procedures in this clause to be considered for the original order; or

ii. It is necessary to place an order to satisfy a minimum guarantee. **NOTE: The minimum guarantee for all SbAST prime contractors has been met.**

(b) Use of any exemption cited above will be documented by the requiring activity in the Fair Opportunity Exception and made a part of the D/TO file.

(c) Unless one of the exemptions in paragraph 2(i-ii) is used for awarding individual orders, all SbAST 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 SbAST 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. These evaluation criteria may include estimated total cost/price, technical, past performance, and other criteria identified on the individual RFOP prior to making an award.

IV. RESPONSIBILITIES OF THE CUSTOMER

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

1. Preparation/Review of the procurement package(s) with SbAST 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 SbAST 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 SbAST 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 ACD, CCARS, etc.

D. After the D/TO is awarded, administration of the order becomes the responsibility of the requiring activity PCO.

V. POST AWARD/ADMINISTRATION OF D/TOS

A. Contractor Performance Assessment Reporting System (CPARS)

1. The requiring activity initiating the requirement shall be responsible for SbAST 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.

VI. SbAST PRIME CONTRACTOR TEAMS

Advanced Aerospace Engineering Concept (CAGE: 5SDN7)

1925 McKinley Avenue Suite B
La Verne, CA 91750-5800
aaec.sbast@apri.com

Alabama Aircraft Industries Inc Birmingham (CAGE: 91763)

1943 50th Street North
Birmingham, AL 35212-1007
SbAST@Alabamaaircraft.com

Advanced Modification Solutions Joint Venture (CAGE: 65U59)

109 Park Drive
Warner Robins, GA 31088-5185
ams_jv@sescorp.org

Engineering and Software System Solutions, Inc (CAGE: 1PHL4)

550 West C Street Suite 1630
San Diego, CA 92101-3540
es3.sbast@es3inc.com

Scientific Research Corporation (CAGE: 0D5A6)

2300 Windy Ridge Parkway Suite 400 SE
Atlanta, GA 30339-5665
SBAST@scires.com

Support Systems Associates, Inc. (CAGE: 60877)

709 South Harbor City Boulevard Suite 350
Melbourne, FL 32901-1936
SbAST@ssai.org

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
- Synopsis (pre/post)
- 1279 Report

The following steps in the acquisition process have been waived for all orders issued under the SbAST contracted executed in accordance with the SbAST 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 11 of this guide under Tab 56 of the official contract file.
- Business Clearance – Sign memo found on page 12 of this guide and place under Tab 59 of the official contract file.

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

Note: For SbAST 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 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.



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

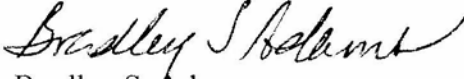
MEMORANDUM FOR: PKXE (ROBIN L. DIXON)

12 March 2011

FROM: WR-ALC/JAQ

SUBJECT: SBAST Pre-solicitation Blanket Legal Review

1. JA concurs with and hereby provides a pre-solicitation blanket legal review for all orders issued under the Small Business Acquisition Sustainment Tool (SBAST) executed in accordance with the SBAST User's Guide pertaining to pre-established factors, evaluation criteria, and the standardized process pursuant to FAR Part 16.
2. This blanket review does not, however, prohibit requesting legal advice at this or any other stage of an SBAST acquisition, if desired. Point of contact is the undersigned at 472-0569 or brad.adams@robins.af.mil


Bradley S. Adams
Chief, Acquisition and Fiscal Law

Memorandum for Record

Business Clearance for this task order is not required IAW AFMC MP 5301.9000(a)(2)(i). Established factors/criteria were used from the SbAST Guide.

Contracting Officer

Date

APPENDIX B

SbAST Checklist

Control Number

[Empty box for Control Number]

PR#

[Empty box for PR#]

The following checklist will assist you in organizing the necessary information for the Delivery/Task Order (D/TO). The SbAST team will work with you in completing this checklist as needed.

Requiring Activity: WR-ALC Organization / Office Symbol

[Empty box for Office Symbol]

PART ONE

1. Program dollar value (include options): [Empty box] Desired Contract Award Date: [Empty box]

Brief Description of Requirement (include period of performance).

[Large empty box for Brief Description of Requirement]

2. This requirement includes:

Modifications/Upgrades/Enhancements Maintenance Services (Logistics, Program

Mgmt, etc.)

Spares (Check one: spares for modifications contingency critical limited)

Explain rationale for spares:

[Empty box for Explain rationale for spares]

Repairs (Check one: contingency critical limited)

Explain rationale for repairs:

[Empty box for Explain rationale for repairs]

3. Type of contract recommended? (Check all that apply): FFP T&M Labor Hour Cost Plus Award Fee Cost Plus Incentive Fee Cost Plus Fixed Fee

*(Note: post award contracting officer must provide Determination & Findings , D&F, for T&M over \$1M or over 3 years PoP)

Basis for this pricing arrangement recommended:

[Empty box for Basis for this pricing arrangement recommended]

4. Procurement History: (Check all of the following as appropriate to confirm that your requirement is within established guidelines)

- Requirement was previously MIPR'd to another service or agency.
- No procurement history – new requirement
- No current Air Force (AF) contract will be disrupted or displaced by SbAST
- Previous FAST/SbAST/Stand Alone order (s) – Provide contract/order #

5. Evaluation Criteria – check the factors to be included in the solicitation from the list below and provide as an attachment. You only need those factors that apply to your requirement (see Appendix D for examples).

- Mix/Availability of Skills
- Technical solution/approach
- Management approach
- Technical/management approach
- Delivery schedule or Turnaround Time

Targeted Past Performance: For the Basic contract period all Prime contractors' past performance has been determined to be acceptable. In the event that a task/requirement is being placed against the SbAST contract that is not similar to the work that was evaluated under the initial evaluation or the requiring activity requests a targeted Past Performance evaluation, an additional Past Performance evaluation may be completed. (See Appendix D in SbAST User's Guide.)

Technical Knowledge/Experience

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_.

Define the following criteria:

Relevancy

Relevant:

Not Relevant:

Quality: Satisfactory: A review of the Offeror's past performance record indicates a satisfactory record of quality and timeliness in performance

Marginal: A review of the Offeror’s past performance record indicates concerns with the offerors’ record of quality and timeliness in performance

Undetermined: The Government is unable to determine the quality of the offeror’s past performance because no information is available

6. How many days should be provided in the RFOP for receipt of proposals? Days (Note: Recommended: 15 days)

7. How many days should be provided in the RFOP for evaluation of proposals (Note: Recommended: 20 days)? days.

The technical team will be required to review the labor categories and labor hours and make a determination as to whether the categories and hours are reasonable for the requirement.

PART TWO

8. The following is a list of documents that are generally needed to solicit the various SbAST requirements. Please check as appropriate for your requirement. If document is needed, check “Yes”. If the document is not needed, check “Not Applicable”.

(All applicable documents must be provided to the Enterprise Acquisition Division (EAD) Office electronically).

	Yes	Not Applicable
Performance Work Statement, Statement of Work, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Performance Plan - signed	<input type="checkbox"/>	<input type="checkbox"/>
-Streamlined Acquisition Strategy Summary (SASS) (Up to \$8M) – signed one level above the PCO	<input type="checkbox"/>	<input type="checkbox"/>
SbAST Streamlined Acquisition Plan (\$8M ≤ \$50M) – co-approved by COCO and Division Chief	<input type="checkbox"/>	<input type="checkbox"/>
-Formal Acquisition Plan IAW AFPEO/CM Format (\$50M and above) - signed	<input type="checkbox"/>	<input type="checkbox"/>
Market Research Report	<input type="checkbox"/>	<input type="checkbox"/>
Contract Data Requirements List (CDRL), (DD Form 1423) – signed & approved	<input type="checkbox"/>	<input type="checkbox"/>
PR (Form 36) ABSS – place FA8530 in Block 1, place SbAST and SbAST PCO on front page in Block 12; PR must be walked to the EAD Office or provided via email APRS – place FA8530 in Block 1, PR is received automatically <i>(Helpful Info: Provide Independent Government Estimate(IGE) w/ line item and pricing arrangement breakout)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Classified (DD 254) Applicable? If yes, does the contractor possess the necessary security clearance and safeguarding capability?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
The Visitor Group Security Agreement (VGSA) is also needed if contractor will be on base in performance of this task for 60 days or more.	<input type="checkbox"/>	<input type="checkbox"/>
Safety Requirements (Appendix C) IAW 78 ABW/SEG Safety Plan is: <input type="checkbox"/> required <input type="checkbox"/> Current (on file) <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Functional Team Appointment Letter	<input type="checkbox"/>	<input type="checkbox"/>

QAP Phase I Certificates	<input type="checkbox"/>	<input type="checkbox"/>
FD/FC Training Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (DD 1653)	<input type="checkbox"/>	<input type="checkbox"/>
Packaging (AFMC 158)	<input type="checkbox"/>	<input type="checkbox"/>
Quality (AFMC 807) (please state in your package the surveillance criticality designator (SCD) that shall be used IAW 42.1105	<input type="checkbox"/>	<input type="checkbox"/>
AFMC Form 8 (required for GFE shipped from government warehouse)	<input type="checkbox"/>	<input type="checkbox"/>
Class I Ozone Depleting Substances	<input type="checkbox"/>	<input type="checkbox"/>
Green Procurement Program (GPP) (applies when using appropriated funds)	<input type="checkbox"/>	<input type="checkbox"/>
Theater Business Clearance (Applicable to Iraq/Afghanistan)	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management System (EMS) Applicable for work performed on government installations	<input type="checkbox"/>	<input type="checkbox"/>
Requirements Approval Document (RAD)	<input type="checkbox"/>	<input type="checkbox"/>
PCO T&M Memo	<input type="checkbox"/>	<input type="checkbox"/>
Provide Post-Award PCO's Buyer Code		
DODAAC that will be used to accept vouchers in WAWF		

Performance-Based Service Contracting IAW AFI 63-124 applies for all services acquisitions over \$100K. Performance-based SOW (please provide in editable format, if possible), Performance Plan, and Multi-Functional Appointment Letter are all required documents for services over \$100K.

9. Are all documents annotated with the appropriate distribution statement/export control notification?
 Yes No Not Applicable
10. Proprietary data should not be included as part of the data package. Have you ensured that no proprietary data is included? Yes No Not Applicable
11. For repair/mods, have you attached your SORAP, 50/50 cert, or workload certification, as applicable?
 Yes No - If no, this must be provided prior to solicitation. N/A
 WR-ALC/XP is the OPR
12. For repairs/mods, is ALC partnering applicable? Yes No
13. Performance Site:
 Contractor's Plant
 Government Location:
- If performance is on a Government location, identify working space, materials, equipment, services and other support that will be provided in the PWS.
14. Will Government Furnished Property (GFP) be provided? No Yes
 - If yes,
 a) Identify GFP and associated delivery schedule.

Also indicate which of the following is applicable:

FOB Origin FOB Destination MILSTRIP

(Origin - Gov't responsible for shipping / Destination- Contractor responsible for shipping)

b) If shipped from a government warehouse AFMC Form 8 must be furnished.

c) If the GFP was previously authorized under another contract, please provide the contract number and the name and phone number of the cognizant PCO/ACO. This information is required before a D/TO can be awarded. (N/A if doesn't apply)

15. Do you have a technical support contractor involved in working this program? No Yes - If yes, please provide name and company.

16. Will you have Non-Government Advisors participating in the technical proposal evaluation?
 No Yes - If yes, please provide the names and company below. This information must be included in the RFOP and accepted by the offerors before proposals are submitted.

17. Is the Services Contract Act (SCA) applicable? No Yes (if yes, provide wage grade equivalence)

Reminder:

- A complete, fully signed PR package is required in R2M before a SbAST Control Number is assigned by Enterprise Acquisition Branch (WR-ALC/PKXE)
- SbAST Control Number must be assigned for every new order and every modification prior to solicitation/award.
- **Failure to comply will result in the package being returned/rejected.**

Signed by Program Manager

Date

Signed by the cognizant PCO

Date

APPENDIX C



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

MEMORANDUM FOR (See Distribution List Below)

Current Date

FROM: WR-ALC/PKXE
215 Page Rd Suite 231
Robins AFB, GA 31098-1662

SUBJECT: Request for Order Proposal (RFOP) FA8530-11-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 D***

c) Section III submission shall include the information required by **Clause H-901(f) and (g) of the basic SbAST 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 SbAST contract or you have proposed lower rates.

*(The following needs to be input if evaluating Cost Reimbursable (CR) labor rates)
For All CR labor rates, detailed cost information must be submitted for the elements of cost for the Prime and all Subcontractors. NOTE: Detailed cost information (build up of the labor rates) is required for all proposed CR rates. A cost realism analysis will be performed on all proposed prime contractor or subcontractor CR labor 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 SbAST contract, and that evaluation included work that was very similar to what is required for this requirement. The Government determined that all SbAST 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). 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)-926-4543, 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 as necessary

DD1423

DD254

FACTS Sheet

Adequacy Checklist (For Follow-On requirements- Mandatory for all actions expected to exceed the threshold for obtaining certified cost or pricing data (FAR 15.403-4(a)(1))

Distribution List

Advanced Aerospace Engineering Concept
1925 McKinley Avenue Suite B
La Verne, CA 91750-5800

Alabama Aircraft Industries Inc Birmingham
1943 50th Street North
Birmingham, AL 35212-1007

Advanced Modification Solutions Joint Venture
109 Park Drive
Warner Robins, GA 31088-5185

Engineering and Software System Solutions, Inc
550 West C Street Suite 1630
San Diego, CA 92101-3540

Scientific Research Corporation
2300 Windy Ridge Parkway Suite 400 SE
Atlanta, GA 30339-5665

Support Systems Associates, Inc.
709 South Harbor City Boulevard Suite 350
Melbourne, FL 32901-1936

Attachment 1

Technical Evaluation Ratings and Definitions

Rating	Definition
Exceeds	Exceeds specified performance or capability requirements necessary for contract performance in a way beneficial to the Government
Clearly Meets	Clearly meets performance or capability requirements necessary for contract performance
Does Not Clearly Meet	Does not clearly meet specified performance or capability requirements necessary for contract performance

Risk Definitions

HIGH	Likely to cause significant disruption of schedule, increase cost, or degradation of performance. Extraordinary contractor emphasis and rigorous Government monitoring may be able to overcome difficulties.
MODERATE	Can potentially cause disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will likely 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 likely be able to overcome any difficulties.

* A plus “+” 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 D

Sample Evaluation Criteria

As stated in the User's Guide (from contract clause H-901, Appendix G of Users Guide), 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.

TECHNICAL EVALUATION CRITERIA

The technical evaluation criteria will be developed by the requiring activity's technical office with assistance from the SbAST Team as needed. This Appendix provides 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).

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

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

Past Performance

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 or tailor them to meet your program needs.

SbAST is intended to limit the evaluation to only those discriminators which allow the Government to make a best value decision. The desired time for contractor proposal submission is 15 business days with Government evaluation requiring 20 business days. Based on these timeframes, extensive evaluations for all requirements are not envisioned. The SbAST 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 20XX. 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.

PAST PERFORMANCE EVALUATION CRITERIA

For the basic contract period the SbAST team will not perform a new past performance evaluation as the Government completed the evaluation of past performance on the basic SbAST contract, and that evaluation included work that was very similar to what is required for most requirements that will be placed against the SbAST contract. Therefore for purposes of Past Performance the Government will consider all SbAST Primes to currently have acceptable past performance. However, during the basic contract period, if a task/requirement is being placed against the SbAST contract that is not similar to the work that was evaluated under the initial evaluation or the requiring activity requests a targeted Past Performance evaluation, an additional Past Performance evaluation may be required. The Enterprise Acquisition Branch will assist the requirements team in making this determination.

In the event a new past performance evaluation is desired or required 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)

Evaluation Criteria

- Use Technical Experience/Knowledge criteria – relevancy determination is limited to relevant/not relevant; quality rating is limited to satisfactory, marginal, and undetermined. Relevancy and quality definitions are provided below.
- Offerors will be required to provide three points of contact (POCs) per contract/order referenced in their submission.
- Technical Evaluation team will determine relevancy rating; the **SbAST 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 PPIRs, CPARS, etc.

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):

Satisfactory: A review of the Offeror's past performance record indicates a satisfactory record of quality and timeliness in performance. 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.*)

Marginal: A review of the Offeror's past performance record indicates concerns with the offerors' record of quality and timeliness in performance. (*Provide examples from information obtained from the POCs identified by the Offeror, CPARS, PPIRS, etc., on the evaluation form.*)

Undetermined: The Government is unable to determine the quality of the offeror's past performance because no information is available

APPENDIX E

Sample Technical Evaluation
INITIAL/FINAL TECHNICAL EVALUATION REPORT
PROGRAM NAME
RFOP #
DATE

Note: The narrative provides the rationale for the technical and risk ratings. See technical and risk ratings definitions. The supporting rationale will be provided to the contractor in their debriefing as requested. If an “Exceeds” rating is given and the rationale is beyond what is apparent 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 after the offeror agrees to be contractually bound to that element of the proposal. **Rationale is required for all technical ratings (Exceeds, Clearly Meets, and Does Not Clearly Meet) and risk (High, Moderate, Low) ratings.** *If “Exceeds”, 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.*

This report serves to identify the *initial/final* technical evaluation results for the above requirement. Submitted proposals were evaluated in accordance with the RFOP cover letter.

(Offeror – *insert name* – *Assessment*)

FACTOR 1 - *insert factor* Technical Rating: _____ Risk: _____

Rationale/narrative for ratings per offeror.

FACTOR 2 - *insert factor* Technical Rating: _____ Risk: _____

Rationale/narrative for ratings per offeror.

Discrepancy Notice Summary – (If Discrepancy Notices are released add a summary of what was released and the offerors responses)

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

Overall Summary

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

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

 Date

Technical Evaluation Ratings and Definitions

Rating	Definition
Exceeds	Exceeds specified performance or capability requirements necessary for contract performance in a way beneficial to the Government
Clearly Meets	Clearly meets performance or capability requirements necessary for contract performance
Does Not Clearly Meet	Does not clearly meet specified performance or capability requirements necessary for contract performance

Risk Definitions

HIGH	Likely to cause significant disruption of schedule, increase cost, or degradation of performance. Extraordinary contractor emphasis and rigorous Government monitoring may be able to overcome difficulties.
MODERATE	Can potentially cause disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will likely 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 likely be able to overcome any difficulties.

* A plus “+” 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 F

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: (“S”-*Satisfactory* / “M”-*Marginal* / “U”-*Undetermined*)

Rationale / Narrative:

(Repeat this form for each program reviewed)

APPENDIX G

Step-by-Step Process Guide and Ordering Clause

Preliminary Planning: Development of Requirement and Business Planning

The Program/Project Manager (PM) or applicable requirements POC contacts their Business Advisor, i.e. Cognizant Requiring Activity's PCO, to determine appropriate contract vehicles. Through market research is key in order to determine the appropriate contract vehicle. The Program/Project Manager & Requiring Activity's PCO conducts business planning for services using the following quality assurance website.

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

Step 1: SbAST Requirement Notification

If SbAST is the contracting vehicle chosen, initial contact may be accomplished via email at wralc.pkf.sbmodpgm@robins.af.mil, or contact one of the Requirement Managers listed on page 5 of the User's Guide. The requiring activity must provide a copy of the Performance Work Statement and Market research prior to the Enterprise Acquisition Branch making a scope determination. Following receipt of the initial request the SbAST Team will confirm that the requirement is within scope and assign a SbAST POC. The Enterprise Acquisition Branch strongly encourages early involvement with the Small Business Office.

Step 2: Meeting with the SbAST Team

Meeting with the SbAST Team is not limited to a one-time event. Contact may be via phone, email or 'face-to-face'. The number of meetings and the personnel attending will vary based on the customer's needs. The purpose of the meeting(s) will be to review the requirements, the supporting documentation, strategy, etc. It will be helpful for the requiring activity's PM and PCO to fill out the SbAST Checklist (Appendix B) and bring it to the initial meeting.

Step 3: Registration & Purchase Request (PR) Package Development

The following identifies the minimum documentation required to establish SbAST registration:

- Signed SbAST Checklist – Appendix B
- Completed PR Package (**fill in block 1 of PR with "FA8530" for centralized orders**)
 - Signed Acquisition Plan or SASS
 - Approved Requirements Approval Document (*if applicable*)
 - All other required attachments
- Preliminary Coordination with the Small Business Office include the below documents when requesting their review (Note: A DD Form 2579 is required however it will be completed by the Enterprise Acquisition Branch)
 - Market Research
 - Performance Work Statement (PWS)
 - Acquisition Plan
 - Purchase Request

Note: Use of the SbAST contracting vehicle still requires the requiring activity to follow the normal WR-ALC PR process.

Note: Appendix A to the User's Guide provides a Memo for Record detailing the documentation and coordination that was accomplished for the basic contract and is therefore not required for subsequent orders.

Step 4: Contractor Notifications

Industry Day (If requested)

Input from the SbAST contractors may be obtained via mini industry days. This information may be used to determine the best approach for an acquisition. Minimal documentation required for this meeting is a PWS.

Heads-up Notification

IAW D/TO protest rules for IDIQ contracts, a heads-up notification **must** be issued to **all** prime SbAST contractor(s) prior to issuance of the Request for Order Proposal. Documentation must include PWS and Contract Data Requirements Lists (CDRLs).

Step 5: SbAST Control Number

A SbAST control number must be assigned **prior** to accepting PR packages. The control number will be assigned by the EAD SbAST requirements team **after** the PR package is complete. The control number serves as confirmation that the SbAST requirements team has reviewed all required documentation.

Step 6: Issuance of Request for Order Proposal (RFOP)

Reminder: Heads-up notification must be issued prior to release of the Request for Order Proposal (RFOP) for all SbAST orders.

The SbAST PCO can begin preparation of the Request for Order Proposal (RFOP) with draft documents. The official RFOP will not be released until the complete package is received in the R2M system. The SbAST PCO will issue the RFOP providing the SbAST prime contractor(s) an opportunity to propose on the requirement in accordance with FAR 16.505 (b), Orders under Multiple Award Contracts and Clause H-901 of the basic contract. The RFOP will include the applicable clauses peculiar to the requirement, e.g., place of performance, inspection requirements, packaging, type of pricing arrangement, security requirements, GFP, etc. The amount of time contractors are allowed to submit proposals for competitive orders will be stated in the RFOP.

Step 7: Evaluation of Offerors

The technical and past performance evaluation is conducted by the applicable requiring activity. Appendix E thru F provides templates for documentation of the technical and past performance evaluation. The cost/price evaluation is conducted by the SbAST Team or price analyst from the pricing office. Government evaluation is conducted within twenty (20) days unless otherwise specified in the RFOP. Technical input will also be required to assist in cost/price evaluation regarding number of hours, labor categories, GFP, etc.

Step 8: D/TO Award

Award Timeline Projections

SbAST negotiation and award timeline (*Estimated Business Days*):

	Simple < \$5 Million	Simple to moderate \$5 to \$50 Million
Requirement Package Finalized - Control # Assigned	1	1
Coordinate 2579		
Heads-Up Released	1	1
Pre-Solicit Conference and Q&A	7	7
Build RFOP	2	2
RFOP Review	2	2
RFOP Release		
Pre-Proposal Conference and Q&A	15	15
Proposal Receipt		
Perform Initial Evaluations (Technical, Past Performance, Pricing)	13	13
Review Discrepancy Notices, Prepare Initial Reports (Technical, Past Performance, Pricing)	5	5
Legal Review - Discrepancy Notices	2	2
Release Discrepancy Notices	1	1
Receive Discrepancy Notice Responses	3	3
Evaluate Discrepancy Notice Responses	2	2
Prepare Final Reports (Technical, Past Performance, Pricing)	2	2
Prepare Source Selection Decision Document	1	1
Coordinate Safety Plan	1	1
Contract Clearance	-	3
Issue Small Business Challenge Letter	5	5
Award	1	1
Total	64	67

MIRT

The timelines above do not apply to acquisitions over \$50 Million. These acquisitions will require a MIRT (Multi-Functional Independent Review Team) review 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, price/cost, and past performance, if applicable). Currently waivers will have to be processed for the four remaining CDPs (pre-Acquisition Strategy Panel, RFP Sections L and M, competitive range determination, and pre-Final Proposal Revisions) for each acquisition over \$50 Million.

Competitive Award Selection

The SbAST PCO will make the best value decision in conjunction with the requiring activity's PCO and program team, unless the requiring activity has requested that a Directorate/Division/Branch manager serve as the source selection authority. In the event the SbAST PCO does not serve as the SSA the award schedule will be affected by the time required to brief the SSA.

If requested by the offeror, debriefings will be provided in writing.

Step 9: Administration

The post-award PCO will perform administration for the D/TOs.

Step 10: Protest of Orders

Offerors can protest competitive D/TOs on any of the following grounds:

- the order increases the scope, period, or maximum value of the contract
- any reason in the case of an order valued in excess of \$10M, IAW FAR 16.505(a)(9)(i).

The SbAST PCO will respond to protests resulting from award process disputes. The requiring activity's PCO will respond to protests resulting from scope, performance or acquisition strategy issues.

THE FOLLOWING CLAUSE IS THE ORDERING CLAUSE FOUND IN THE BASIC SBAST CONTRACT

H-901: ORDERING/SELECTION PROCEDURES AND FAIR OPPORTUNITY

(a) Before Delivery/Task Orders (D/TOs) are issued under this contract, a decision will be made regarding whether to compete with all multiple award contractors or restrict in accordance with DFARS 216.505-70(b), Orders Under Multiple Award Contracts. D/TOs may be placed by mail, facsimile, or by electronic commerce methods. When a Request for Order Proposal (RFOP) is issued by the Government, response time for preparation of proposals, as well as the estimated award date, will be stated in the RFOP Cover Letter. The Government will evaluate proposals received and negotiate, as necessary.

(b) When D/TOs are competed, all contractors will receive an RFOP and a RFOP Cover Letter. After receiving proposals if negotiations/exchanges are necessary, offerors may be requested/allowed to revise their proposals. However, the Government will not conduct formal discussions (including formal opening and closing of discussions), unless otherwise stated by the Government. The Government will not request or accept Final Proposal Revisions from the contractors unless otherwise stated by the Government. All offeror submittals will be considered as the final offer. Award of competitive D/TOs will be made to the offeror 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. Additional evaluation factors, may be considered when competing specific D/TO on this contract. All evaluation criteria will be identified in the RFOP Cover Letter. The following factors are examples:

- Ostensible Subcontracting
- Specific technical expertise
- Capacity
- Optimum technical solution
- Delivery schedule or turnaround time
- Other factors the PCO believes relevant to award of the order

In addition, a determination must be made prior to award that the offeror is not large by affiliation in accordance with 13 CFR Part 121.103. If an offeror is determined to be large by affiliation, that offeror is not eligible for award of that particular D/TO.

(c) Any Government property required for performance must be identified in the response to the RFOP.

(d) During the Basic contract period, the Government will utilize the past performance information submitted and evaluated during the basic contract competition, unless otherwise stated by the Government in the RFOP cover letter for a specific effort. In the event the Government requires more specific or targeted past performance information for a specific effort, the information to be submitted by offerors and the evaluation criteria will be identified in the RFOP Cover Letter. Following the completion of the Basic contract period, the Government will utilize the past

performance to date on earlier orders under the contract, including quality, timeliness, and cost control, along with any other past performance information available to the Government.

(e) Cost/price proposals for D/TOs shall identify which proposed labor categories are exempt from the Service Contract Act (SCA) and which proposed labor categories are subject to the SCA. For all D/TOs issued in Years 1 through 5 of this contract that include SCA covered labor categories, Offerors' proposals shall use their Year 1 rates on contract for those SCA-covered labor categories. The Government will then review the applicable Wage Determination for the proposed effort and determine if the Year 1 rates on contract are in accordance with the applicable Wage Determination or if adjustment in accordance with the SCA is required. If adjustment is required, the Government will perform the adjustment and the adjusted rates shall be used in the resultant D/TO. For D/TOs issued under this contract which require performance in Years 6 and 7, the contractual labor rates as adjusted by Clause H-921 for Year 6 will serve as the baseline rate for all SCA-covered labor categories. The Government will then review the applicable Wage Determination for the proposed effort and determine if the adjusted Year 6 rates on contract are in accordance with the applicable Wage Determination or if adjustment in accordance with the SCA is required. If adjustment is required, the Government will perform the adjustment and the adjusted rates shall be used in the resultant D/TO.

(f) Subject to the provisions of paragraph (e) above, with the exception of Cost Reimbursement (CR), cost/price proposals for D/TOs shall utilize rates that are no higher than those set forth in the attached Rate Tables. Offerors may propose rates that are lower than those in the attached Rate Tables and these lower rates will be incorporated in the D/TOs. Offerors shall state in their proposals whether rates from attached Rate Tables are used or if they are using lower rates. At the D/TO level, the Government will perform a cost realism analysis for all elements, except labor rates, of Time and Materials (T&M) and Labor Hour (LH) arrangements, and the Government will perform a cost realism analysis on all CR requirements as required by the FAR. Proposals may include effort that crosses contract performance periods. Offerors shall only provide one total price for each CLIN set forth in the RFOP. Offerors shall provide their back-up information to the RFOP, clearly showing the breakdown of the proposed effort in the appropriate year in which the work is anticipated to occur.

- (1) If a T&M D/TO is contemplated as a result of issuance of an RFOP, offerors will be required to prepare proposals citing a proposed ceiling price for labor and an estimate of material, travel, other direct costs and appropriate add-on factors. Proposals shall identify the labor categories, the number of hours, and the proposed labor rates for each category.
- (2) If a LH D/TO is contemplated as a result of issuance of an RFOP, offerors will be required to prepare proposals citing a proposed ceiling price for labor and an estimate of travel, other direct costs, and appropriate add-on factors. Proposals shall identify the labor categories, the number of hours, and the proposed labor rates for each category.
- (3) If a Firm Fixed Price (FFP) D/TO is contemplated as a result of issuance of an RFOP, offerors will be required to prepare a FP proposal and fill out schedule B in the RFOP, including a statement that the rates and factors do not exceed the NTE rates found on the basic contract. Specific instructions will be provided in the RFOP Cover Letter (Note: Travel/Per Diem may be a separate Cost Reimbursable – No Fee CLIN.)
- (4) If a CR D/TO is contemplated as a result of issuance of an RFOP, offerors will be required to prepare proposals citing a proposed estimated price for labor and an estimate of material, travel, and other direct costs to include applicable add-on factors. Proposals shall identify the labor categories, the number of hours, and the proposed labor rates for each category. Each RFOP for a CR type D/TO will identify the type fee arrangement to be used (i.e., award fee, incentive fee, or fixed fee), and the fee will be proposed and negotiated at the D/TO level.

(g) D/TOs may be restricted to a single source only under the following exceptions to competition:

- (1) The task or delivery order should be issued on a sole source basis in the interest of economy or efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity pursuant to the procedures in this clause to be considered for the original order; or
- (2) It is necessary to place an order to satisfy a minimum guarantee.

(h) When a D/TO is restricted to a single source in accordance with this clause, an RFOP will only be sent to that source and the contractor will be required to submit a cost/price proposal. Cost/price proposals shall identify the labor categories, number of hours, and the proposed labor rates for each category required. Cost/price proposals for D/TOs shall utilize rates that are no higher than those set forth in the attached Rate Tables. Contractors shall include a statement that they have either used the rates in the attached Rate Tables or they have proposed lower rates. All cost/price elements shall be included in the cost/price proposal. If the proposed price/cost exceeds \$700,000.00, cost or pricing data shall be submitted as required by FAR 15.403-4, and shall include labor rates (despite the fact that the NTE rates include profit, profit will be analyzed and negotiated IAW DFARS 215.404-4), labor hours, material, and other direct costs, and a Certificate of Current Cost and Pricing Data will be required at the conclusion of negotiations. If information regarding the technical/management approach beyond what was received with the initial proposal is required, a brief technical/management proposal will be requested to identify the contractor's proposed approach to the specific task. Identification of any Government property required for performance must be identified.

(i) Proposals submitted in response to an RFOP for a T&M, CR, LH, or sole source FP effort must comply with DFARS 252.215-7003, Excessive Pass-Through Charges – Identification of Subcontract Effort, and DFARS 252.215-7004, Excessive Pass-Through Charges. Offerors are required to submit the following information with their proposals:

- (1) Identification of the percent of effort the offeror intends to perform, and the percent expected to be performed by each subcontractor, under the D/TO.
- (2) If the offeror intends to subcontract more than 70 percent of the total cost of work to be performed under the D/TO, the proposal shall identify: the amount of the offeror's indirect costs and profit applicable to the work to be performed by the subcontractor(s); and a description of the value added by the offeror as related to the work to be performed by the subcontractor(s).
- (3) If any subcontractor proposed under the D/TO intends to subcontract to a lower-tier subcontractor more than 70 percent of the total cost of work to be performed under its subcontract, the offeror shall identify in its proposal the amount of the subcontractor's indirect costs and profit applicable to the work to be performed by the lower-tier subcontractor(s), and a description of the value added by the subcontractor as related to the work to be performed by the lower-tier subcontractor(s).

(j) When proposals for D/TOs include utilization of depot-provided resources, a copy of the signed agreement with the depot provider (see clause H-907 within) shall be provided in the D/TO proposal. The Government will review the agreement and, if approved, will fund the DoD source directly as a Government Furnished Supply or Service (GFS/S), unless the agreement contains specific authority for direct payment from the contractor to the depot (e.g. an agreement under 10 USC 2563 or 10 USC 2208(j)). The agreement between the depot provider and the contractor will be incorporated into the D/TO as the basis for which the Government will provide the GFS/S. However, the dollars for the depot provided resources shall be separately identified within the agreement and will be added to the offeror's proposed price as part of the price evaluation process for the specific D/TO.

(k) It is anticipated that some of the RFOPs and resultant D/TOs will be classified acquisitions up to and including Top Secret. Contractors that do not possess the required clearance and safeguarding capability at time of RFOP release will not be eligible to receive that RFOP. DD Forms 254, Contract Security Classification Specifications, will be attached to the RFOP and D/TO as required.

(l) Export Control: D/TOs involve technology that has military or space application. The only US contractors who may participate are those that are certified and registered with DLSC and have a legitimate business purpose. In responding to an RFOP, offerors must submit a copy of their current, approved DD Form 2345. To request this certification, write to the Commander, Defense Logistics Service Center, ATTN: DLSC-FEB, Federal Center, Battle Creek MI 49017-3084 and request a copy of Department of Defense Form 2345 or call DLSC at 1-800-352-3572.

(m) The Government shall issue one D/TO under each contract awarded at the time of award, subject to the Contract Minimum/Maximum clause.

APPENDIX H
Clause Matrix