

*(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](mailto: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	15	15
Pre-Proposal Conference and Q&A		
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
<b>Total</b>	<b>64</b>	<b>67</b>

**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.