AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE: Y	PAGE OF PAGES: 1 of 14		
2. AMENDMENT/MODIFICATION NO.: 0003	3. EFFECTIVE DATE: 10-Aug-2017	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE: HDTRA1 DEFENSE THREAT REDUCTION AGENCY/J4C 8725 JOHN J. KINGMAN ROAD, MSC 6201 FORT BELVOIR VA 22060-6201	7. ADMINISTERED BY (If other than item 6) CODE See Item 6		

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)

CODE | FACILITY CODE

X 9A. AMENDMENT OF SOLICITATION NO.
HDTRA1-16-R-0027

X 9B. DATED (SEE ITEM 11)
01-Jun-2017

10A. MOD. OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [ ] is extended, [ ] is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:
(a) By completing Items 8 and 15, and returning ______ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return ______ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this Amendment is to clarify the business system requirements.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) — 15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer) — 16C. DATE SIGNED

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION I - CONTRACT CLAUSES

The following have been added by reference:

252.242-7006
252.244-7001
252.245-7003

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:
CONTENTS

Section L - Instructions, Conditions and Notices to Bidders

Contents:

L1. General Instructions to Offerors

1. Communication:

The primary point of contact is the Contract Specialist (CS), Ms. Joyce L. Gamboa who can be reached via email at joyce.l.gamboa.civ@mail.mil. The alternate point of contact is the Contracting Officer (CO), Ms. Tammy M. Feige who can be reached via email at tammy.m.feige.civ@mail.mil.

All questions, concerns, or requests for clarification shall be submitted electronically to dtra.belvoir.j48.mbx.fbo-notices@mail.mil no later than 3pm EST on 08 June 2017. Questions received after this date and time may not be responded to by the Government. All emails shall be clearly labeled in the subject line of the email with the RFP Number: HDTRA1-16-R-0027: CTRIC III. Offerors shall clearly identify the specific section of the solicitation to which each question relates when submitting questions. Reference should be made to the solicitation Section Heading, page number of the solicitation, and specific location on the page (e.g., third paragraph) in order to facilitate the Government's response to each question. Questions shall be submitted in a Microsoft Excel file following a format similar to the table below:

Question No.	Reference	Question Category	Question
#	Solicitation or Attachments, and Section	Contract or Technical	Question

Responses to submitted questions will be provided to all Offerors via an Amendment to this solicitation through FedBizOpps at https://www.fbo.gov. If Amendments to the solicitation are issued, all Offerors must acknowledge the Amendments by signing the accompanying Standard Form (SF) 30 and returning the signed SF 30 for all Amendments issued with the Offeror's proposal submission. Failure to acknowledge all Amendments issued by the Government may result in the proposal submitted in response to the solicitation being found non-responsive by the Government.

2. Errors, Omissions, or Ambiguities:

   If an Offeror believes the solicitation, including the instructions to Offerors, contains an error, omission or ambiguity, or is otherwise unsound, the Offeror shall immediately notify the Contract Specialist and Contracting Officer in writing with supporting rationale at any point prior to the proposal submission deadline.

3. Proposal Organization:

   The Offeror shall organize the proposal as set forth in the table below. The titles and contents of the volumes as well as the page limitations and number of required copies are specified. In the event that the table conflicts with the detailed instructions in the paragraphs that follow, the detailed instructions shall take precedence.

Volume	Volume Title	Soft Copy	Page Limit
I	ID/IQ PROPOSAL DOCUMENTATION	1	No Limit
II	ID/IQ MISSION CAPABILITY	1	45
III	ID/IQ PAST PERFORMANCE	1	No Limit
IV	TASK ORDER 0001 - QASP REPORTING	1	1
V	TASK ORDER 0002 - SENEGAL	1	20
VI	TASK ORDER 0003 - PHILIPPINES	1	25

4. Proposal Format:

The Offeror shall address the factors, subfactors, and their related elements as listed in Section L of the solicitation. Section M will describe how the Government will evaluate the Offeror's proposal. Be clear, concise, and include detailed explanations for substantiating the validity of stated assertions. Extraneous, repetitious, or wordy submissions are not desired and could result in lower ratings. Do not simply rephrase or restate the Government's requirements, but rather provide convincing rationale to address how the Offeror intends to meet the requirements. Walk the Government through your management and technical approaches and your cost estimating or pricing methods so that the Government has a clear understanding how you will execute the Government's requirements. Assume that Government has no prior knowledge of the Offeror's capabilities and experience and will base its evaluation solely on the information presented in the Offeror's proposal.

Physical Appearance of Submissions:
Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary and are not desired. Proposals will be submitted in electronic copies. No models, mockups, or videos will be accepted.

Proposal Submission Instructions:

Volumes I through IV shall be submitted no later than 11:00 EST on 14 July 2017 via electronic submission. Volumes V and VI shall be submitted no later than 11:00 EST on 31 July 2017 via electronic submission.

In order for the entire proposal package to be complete, responsive, and timely, the volume submissions SHALL be submitted on or before their required deadlines indicated above. As a reminder, only pertinent information to that specific volume shall be submitted; do not resubmit Volumes I through IV on 31 July 2017; do not submit any duplicative information. Failure to submit all volumes within the stated deadlines will be determined incomplete, unresponsive, untimely, and the Offeror will be determined ineligible for award.

Electronic copies of each volume shall be submitted through the U. S. Army Aviation and Missile Research Development and Engineering Center (AMRDEC) tool which can be accessed at https://safe.amrdec.army.mil/safe/Welcome.aspx. All Offerors may utilize the "non-CAC users" option and submit proposals to the following recipients: joyce.l.gamboa.civ@mail.mil; tammy.m.feige.civ@mail.mil; and dtra.belvoir.j4-8.mbx.fbo-notices@mail.mil. Offerors are responsible for ensuring electronic copies are virus-free and shall run an anti-virus scan before submission. Electronic copies of each volume shall be compatible with the following software products: Adobe Acrobat Reader 11 and Microsoft Office Suite (Excel and Project) 2010. Note: The electronic copy shall be in Adobe Acrobat (except for Microsoft Excel) portable document file (pdf) searchable text format. Electronic files shall be clearly identified for each volume, section, and item. The Offeror shall not embed sound or video (e.g., MPEG) files into the proposal files. It is the Offeror's responsibility to obtain written confirmation of receipt of all electronic files of the full proposal by the DTRA Contracting office. In the event that the AMRDEC website is down, the alternate method for proposal submission is via email to: dtra.belvoir.j4-8.mbx.fbo-notices@mail.mil only. However, this is ***not the preferred*** method as inboxes get full and can easily bounce back emails. If AMRDEC has never been utilized by the Offeror, it is highly recommended to test document submissions and gain familiarity with this tool.

Minimum Cross-Referencing:

Each volume shall be written to the greatest extent possible on a stand-alone basis, so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Information required for proposal evaluation that is not found in its designated volume will be assumed to have been omitted from the proposal. Organizational Conflicts of Interest assertions submitted in section L.2.10 may be cross-referenced in other volumes.

Glossary of Abbreviations and Acronyms:
Each volume shall contain a glossary of all abbreviations and acronyms used with an explanation for each. Glossaries do not count against the page limitation for their respective volumes.

Page Format Restrictions and Limitations:
Page Size:
Pages shall be 8.5 x 11 inches. Font size shall be twelve (12) point Times New Roman. Lettering within tables, charts, graphs, and figures shall be no smaller than ten (10) point Times New Roman. Margins on all four edges of each sheet will be at least one-inch. Proprietary statements, security markings, and page numbers shall be placed within the defined margin area. Pages shall be numbered sequentially by volume. In the event discussions are held, these page format restrictions shall apply to the Final Proposal Revisions (FPRs). Schedules may be submitted in 11 x 17 page format and each 11 x 17 page shall be counted as two (2) pages towards the page limitation noted below.
Page Limitations:
Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal. The excess pages will be deleted from the electronic copy of the proposal. Schedules are required for each Task Order (TO) requirement. Schedules shall be submitted in as a .pdf and .mpp files and are limited to 10 pages.
Pages Counted:
Pages furnished for organizational purposes only, such as a “Table of Contents” or divider tabs, are not included in the page limitation. Each page shall be counted except the following:

Cover pages
Table of Contents
RFP cross-reference matrix
Past performance consent letters
Past Performance Questionnaires
Glossary of Abbreviations and Acronyms
List of figures, tables, or drawings
Tabs/Dividers

Indexing:
Each volume shall contain a more detailed table of contents to delineate the sections within that volume. Tab indexing shall be used to identify sections.

Debriefings:

Pre-Award Debriefings:
Offerors excluded from the competitive range or otherwise excluded from the competition before award may request a debriefing by submitting a written request to the CS within three (3) business days after receipt of the notice of exclusion from the competitive range. The Government shall make every effort to debrief unsuccessful Offerors as soon as practicable.

Post-award Debriefings:
Offerors may request a debriefing by providing a written request to the CS within three (3) business days after receipt of the Contract Specialist’s notification. To the maximum extent practicable, debriefings will be conducted within fifteen (15) business days of the Offeror’s request.

Intent to Award without Discussions:

The Government reserves the right and intends to award without discussions. If, during the evaluation period, it is determined to be in the best interest of the Government to hold discussions, the discussions will be held with only those Offerors determined to be in the competitive range.

L2. Volume I – ID/IQ Proposal Documentation

1. Required Form: SF 33

   Offerors are required to complete and submit SF33 as part of its proposal along with any amendment receipt acknowledgement(s). Completion of SF 33 Blocks 12 through 18 is required. Signature and date by the Offeror on the SF 33 Blocks 17-18 constitutes an offer, which the Government may accept.

   Validity Statement

   The proposal shall be valid for at least 180 calendar days. In addition, the Offeror shall make a clear statement that the proposal will be valid for the duration of the acceptance period.

2. Volume Organization:

   As identified below, the Offeror shall submit each section in a separate document and shall be organized in the following order:

Section 1	Table of Contents List of Table and Drawings Glossary of Abbreviations and Acronyms RFP Cross-Reference Matrix

3. Company Information:

   Provide the company's street address, county, and facility code; Commercial and Government Entity (CAGE) Code; Data Universal Numbering System (DUNS) number; Taxpayer Identification Number (TIN); and size of business (large or small).

4. Authorized Offeror Personnel:

   Provide the name, title, telephone number, and e-mail address of the company and division points of contact regarding decisions made with respect to the Offeror's proposal. Additionally, identify those individuals authorized to negotiate with the Government and who can obligate the Offeror contractually.

5. Teaming Arrangements:

   IAW FAR Subpart 9.6, proposal submissions shall clearly specify the prime contractor in the Volume itself. A contractor team arrangement is defined when two or more companies form a partnership or joint venture to act as a potential prime contractor; or a potential prime contractor agrees with one or more other companies to have them act as its subcontractors under a specified Government contract or acquisition program. The Offeror shall provide a matrix of all proposed subcontractors/team members and the specific area(s) within the SOO for which they will be utilized. The matrix shall clearly identify the CAGE and DUNS for each team member.

6. Government offices:

   Provide the mailing address, telephone, and facility codes for the cognizant Contract Administration Office, Defense Contract Audit Agency (DCAA), and Defense Contract Management Agency (DCMA).

7. Security Requirements:

   Provide information relative to Offeror's facility clearance and the contact information for the Offeror's security office. Information relative to subcontractor security requirements shall be included. Offeror's shall complete and submit Attachment 2, Department of Defense (DD) Form 254- Contract Security Classification Specification.

8. ~~Cost/Price Summary:~~

~~The Offeror shall complete and provide Attachment 8, Cost/Price Summary.~~

9. Exceptions to Terms and Conditions:

Exceptions taken to the terms and conditions of the solicitation, or to any of its formal attachments, including the TOs, shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. The Offeror shall provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of the table below. Failure to comply with the terms and conditions of the solicitation may result in the Offeror being removed from consideration for award.

Exception No.	Reference	Requirement	Rationale
#	Solicitation or Attachments, and Section	Identify the requirement or portion to which the exception is taken	Justify/explain the basis for exception and impact on contract

10. Representatives, Certifications, and Other Statements of Offerors (Section K):

The Offeror is responsible for ensuring that all representations, certifications, acknowledgements, and statements required by the provisions in this solicitation are current at the time of proposal and provided in www.sam.gov.

11. Pre-Award Organizational Conflicts of Interest (OCIs):

If the Offeror has a potential OCI, they shall be submitted to the CS and CO not later than seven (7) calendar days after the RFP issuance. If the submission involves or affects a teaming partner, the affected teaming partner shall be carbon copied on the submission. Relevant information regarding possible OCIs will not be treated like a separate evaluation factor. The OCI statement shall concisely describe all relevant facts concerning any past, present, or planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed under the proposed contract and bearing on whether the Offeror has a possible organizational conflict of interest. Additionally, Offerors shall submit a written statement that identifies all known DTRA contracts and/or subcontracts that it or any of its teaming partners, a description of the work it is executing under its contract and/or subcontract, whether the contract and/or subcontract poses a conflict or a potential conflict with the execution of the requirements within this solicitation, and, if necessary, a viable mitigation plan.

If there are no potential OCIs, the Offeror shall include a statement to certify that: "To the best of its knowledge, it is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract."

12. Contractor Systems:

IAW DFARS 252.242-7005, the Offeror shall have the following business systems: approved[1] Accounting and **~~Property Management~~ Purchasing** systems and adequate or acceptable[2] Estimating and **~~Purchasing~~ Property Management** systems. Without DCMA approval of business systems at the time of award, the Offeror will be ineligible for award. Note that an approved Earned Value Management System and Material

[1] Reference FAR 16.104, DFARS 242.7502 and FAR 45.105
[2] Reference FAR 15.207-5, DFARS 215.407-5-70, FAR 44.201

Management System are not required ~~at the time~~. The approved business systems are required at the time of award as a matter of responsibility.

13. Additional Information:

The Contracting Officer may require further relevant information from an Offeror and may, at his/her discretion, permit an Offeror to clarify errors or omissions in relevant information or in a statement required by the Proposal Certification above. Refusal to provide a statement required, refusal to provide further relevant information required by the CS/CO, or the misrepresentation of any relevant information will result in disqualification of an Offeror from further consideration for award under this solicitation.

L3. Volume II – ID/IQ Mission Capability

1. General Information:

This volume shall describe the Offeror's capability to satisfy the SOO. The proposal shall be prepared simply and economically, providing straightforward, concise delineation of the management and technical approaches to perform the contract. Particular capability strengths or unique approaches should be emphasized. Asserted capability and/or intent to meet the requirements must be supported by detailed descriptions of approach, its successful application in past projects, and personnel qualifications to support the approach. The Government will not assume that an Offeror possesses any capability unless specified in the proposal. Offerors are reminded that, according to Section L, General Instructions, paragraph (4), the Offeror is responsible for providing sufficient detail to enable the Government to evaluate the proposal. All the requirements specified in the SOO are mandatory and the Offeror must demonstrate its ability to deliver the full spectrum of goods and services. By submitting a proposal, the Offeror is representing that its firm is capable and committed to performing all the requirements specified in the solicitation.

2. Volume Organization:

As identified below, the Offeror shall submit each section in a separate document and shall be organized in the following order:

Section 1	Table of Contents List of Table and Drawings Glossary of Abbreviations and Acronyms RFP Cross-Reference Matrix
Section 2	Management Approach Technical Approach

3. RFP Cross-Reference Matrix (RCRM):

The Offeror shall fill out an RCRM indicating where the proposal addresses the solicitation requirements. The purpose of the RCRM is to show critical interrelationships and dependencies among the documents. The matrix ensures that all requirements are addressed, requirements do not conflict, and proposal sections are internally consistent. ~~This matrix only applies to Volume II.~~ This information shall be provided in the format and content of the table below.

Solicitation	Proposal		Solicitation	Proposal
Solicitation Section/Paragraph	Proposal Volume/ Section/Paragraph		Solicitation Section/Paragraph	Proposal Volume/ Section/Paragraph

4. Management Approach:

The Offeror shall submit a comprehensive and detailed Management Approach for managing projects arising from this ID/IQ contract vehicle and the SOO. The Offeror shall include a Management Approach that discusses how the Offeror will provide for maximum flexibility to innovatively and cost-effectively manage mission execution. Specifically,

a. The Management Approach shall address the SOO Sections 3.1 and 3.2 to discuss the Offeror's approach to assemble, leverage, and integrate highly qualified teams and/or performers for discrete projects requiring specialized expertise throughout the entire period of performance and to maximize participation in TO opportunities. The Offeror shall provide a description of the business relationship or teaming partner arrangement(s).

b. The management approach shall address the SOO Sections 3.3 through 3.7 and Section 4 and describe the processes and techniques that demonstrate the Offeror's ability to effectively and efficiently perform program management and logistics objectives.

c. The management approach shall describe how the Offeror will continuously and accurately identify, assess, mitigate, monitor, and report risks relating to performing work in foreign countries including but not limited to: (1) lack of formal agreements and protections and (2) recipient state licensing, permitting, site access, and certification. The Offeror shall describe its plan to provide for routine communication of issues, corrective actions, and status reports to the Government.

5. Technical Approach:

The Offeror shall describe its capability and capacity in meeting the objectives referenced in the SOO Section 2. The Offeror shall include the capabilities of any team members and/or other intended subcontractors. The proposed teaming structure, team member roles and responsibilities should be discussed or clearly delineated. The Offeror's discussion of its teaming structure shall be consistent with the teaming arrangement matrix submitted in Volume I, Proposal Instructions.

L4. Volume III – ID/IQ Past Performance

1. Volume Organization:

Volume III is limited to PPQs and Consent Letters. No Executive Summary or other supplemental documents shall be submitted and will not be considered for evaluation. As identified below, the Offeror shall submit each section in a separate document and shall be organized in the following order:

Section 1	Table of Contents Description of Team
Section 2	Past Performance Questionnaires (PPQs)

2. Description of Team:

The Offeror shall submit a consent letter, executed by each team member authorizing release of adverse past performance information to the Offeror, so the Offeror can respond to such information. For each teaming partner identified effort for a commercial client, the Offeror shall submit a client authorization letter, authorizing release to the Government of requested information on the Offeror's performance.

3. Past Performance Questionnaire (PPQ):

The Offeror (and/or its team members) shall submit PPQs for each of the topics listed below. The same contract number may be used for each PPQ but a separate form must be completed for each topic. A maximum of 14 PPQs may be submitted and shall be submitted on the forms provided in Section J, Attachment 4.

	Topic	Max Quantity
1	Executing Design-Build, Equipping and Training	2
2	Implementing Command & Control	2
3	Implementing Bio-Security and Safety Enhancements	2
4	Developing and/or Executing Bio-Surveillance Plans	2
5	Securing and Eliminating CBNRE Materials	2
6	Enhancing Physical Security Systems	2
7	Executing Overseas Project Management[3]	2
	Total	14

Recency

If applicable, the references provided shall be within five (5) years of proposal submission in response to the subject solicitation.

Ratings

The Offeror shall utilize best efforts to obtain PPQs and ensure submission to the Government.

Relevance

When completing Attachment 4, Item 5, the Offeror shall provide a detailed description of work per topics listed above. This description shall illustrate how the Offeror's experience on the referenced contract(s) relates to the scope of the proposed effort on this solicitation. Each Past Performance reference should be valued at $2M or greater.

L5. Volume IV – Task Order 0001 (QASP Reporting)

1. Volume Organization:

As identified below, the Offeror shall submit each section in a separate document and shall be organized in the following order:

Section 1	Table of Contents Glossary of Abbreviations and Acronyms RFP Cross-Reference Matrix
Section 2	Reporting Statement
Section 3	Price

2. Reporting Statement:

The Offeror shall provide an affirmative statement indicating that it will comply with the reporting requirements and that it will abide by the 50% task order participation threshold identified in the SOO with reference to the Quality Assurance Plan (QASP).

3. Price:

All price information shall be addressed ONLY in Volume IV, Section 3 for price only. The task order will be FFP. TO 0001 will be issued to every contract holder under this ID/IQ with the intent of providing a payment mechanism for carrying out the performance reporting requirements under the SOO. As provided in Section J,

[3] Projects in one or more of the following countries: Afghanistan, Armenia, Azerbaijan, Cambodia, Cameroon, China, Ethiopia, Georgia, Guinea, India, Iraq, Jordan, Kazakhstan, Kenya, Lao PDR, Lebanon, Liberia, Malaysia, Moldova, Pakistan, Philippines, Senegal, Sierra Leone, Singapore, South Africa, Tanzania, Thailand, Tunisia, Turkey, Uganda, Ukraine, Uzbekistan, and Vietnam.

Attachment 5, the Contractor shall submit CDRL A001, Bid Report, on a quarterly basis. The Contract Line Item Number (CLIN) and Period of Performance (PoP) is as follows:

Item No	Type	PoP	Qty	Unit Price	Total
CLIN 0001	FFP	April 2018 –April 2023	20		
CLIN 0002 – opt	FFP	April 2023 – April 2026	12		

L6. Volume V – Task Order 0002 (Senegal)

1. General Information:

The Offeror shall describe its practical application of the processes, procedures, and approaches to perform the SOW which is included in Attachment 6, TO 0002 SOW.

2. Volume Organization:

As identified below, the Offeror shall submit each section in a separate document and shall be organized in the following order:

Section 1	Table of Contents Glossary of Abbreviations and Acronyms RFP Cross-Reference Matrix
Section 2	Management Approach Technical Approach
Section 3	Past Performance
Section 4	Price

3. Management Approach:

The Offeror shall provide a detailed description of its processes and techniques that demonstrate the Offeror's ability to effectively and efficiently perform the tasks specified in the TO 0002 SOW ~~paragraph 2.1~~ and to ensure the successful execution of the TO through:

a. A staffing plan that demonstrates a team with relevant skills and capabilities to efficiently execute the requirements of this contract. Describe the roles and responsibilities, how the team will be managed, and how communications will flow within the contractor team. Resumes (limited to 2 pages and will not count towards the overall page limitations) may be submitted for ~~key~~ members of the team.

b. An approach that is structured to be Value-Added Tax (VAT) exempted. If the contractor is relying on the United States and Government of Senegal Status of Armed Forces Agreement (SOFA) agreement to obtain a VAT exemption for this project, then the Contractor shall provide a practicable approach in executing VAT exemption mechanism or process, and demonstrate an understanding of local processes in implementing the VAT exemption mechanism, so as to not to delay the execution of the technical tasks.

4. Technical approach:

The Offeror shall provide a detailed description of its approach to executing the technical requirements specified in Items 0002, 0003, 0004, and 0005 of the SOW. The Offeror's approach shall demonstrate an understanding of the project and how to ensure successful completion of the tasks, such that biosecurity and biosafety measures are enhanced in Senegal's National Public Health Laboratory. The contractor shall provide a logically sequenced schedule (down to 3 sublevels).

5. <u>Past Performance:</u>
The PPQs and past performance references submitted at the ID/IQ level will flow down and be used to assess the past performance of the Offeror for this TO requirement. Specifically, PPQs and references provided for the following topics referenced in Volume III, Paragraph 3, will be used for the Past Performances evaluation for this TO: Implementing Bio-Security and Safety Enhancements; Developing and/or Executing Bio-Surveillance; and Executing Overseas Project Management.
6. <u>Price:</u>

All price information shall be addressed <u>ONLY</u> in Volume V, Section 4 for price only. All labor rates shall be rounded to the nearest dollar. All price information, including all supporting documentation and references shall lend itself to review and analysis by the Government and shall be submitted in Microsoft Excel and Adobe PDF format. Offerors shall include formulas and working links to the maximum extent practicable. Do not hide columns or rows. The Offeror shall propose the CLIN structure and clearly identify the duration for each CLIN.

Narrative shall include:

<u>Assumptions:</u>
The Cost Narrative shall identify all assumptions derived by the Offeror relating to estimated costs and shall reference the applicable paragraph and page number in the technical and management sections of the proposal that provides a corresponding discussion of the particular assumption.
The Offeror shall provide a cost narrative that identifies all derived assumptions relating to estimated costs.
(1) In the SOW, Item 0004, assume the Contract kick-off will take place in Lorton, VA.
(2) In the SOW, Item 0002, assume a total of 40 SOPs.
<u>Inconsistencies:</u>
A cost proposal is presumed to represent an Offeror's best effort to respond to the solicitation. Any inconsistency, whether real or apparent, between promised performances and cost shall be explained in the cost narrative. For example, if the intended use of new and innovated techniques is the basis for an abnormally low estimate, the nature of these techniques and their impact on cost should be explained. If unexplained, any significant inconsistency that indicates a requirement misunderstanding may be grounds for proposal rejection or adjustment of the most probable cost. The burden of proof as to cost credibility rests with the Offeror.
<u>Government Furnished Property (GFP)/ Government Furnished Equipment (GFE):</u>
Assume no GFP or GFE will be provided for this TO.

L7. Volume VI – Task Order 0003 (Philippines)

1. <u>General Information:</u>

The Offeror shall describe its practical application of the processes, procedures, and approaches to perform the SOW which is included as Attachment 7, TO 0003 SOW.

2. <u>Volume Organization:</u>

As identified below, the Offeror shall submit each section in a separate document and shall be organized in the following order:

Section 1	Table of Contents List of Tables and Drawings Glossary of Abbreviations and Acronyms RFP Cross-Reference Matrix
Section 2	Management Approach Technical Approach
Section 3	Past Performance
Section 4	Cost/Price

3. Management Approach:

The Offeror shall provide a comprehensive plan that demonstrates the Offeror's understanding of the requirements specified in the SOW through:

c. Identification of a cohesive project team that reflects relevant skills and experience necessary to perform the requirements of the SOW. The roles and responsibilities shall be clearly identified for each team member and shall demonstrate how the team will work with in-country stakeholders to execute the TO. Also, the Offeror shall discuss communication plans and how the team will communicate with DTRA and its stakeholders. Resumes (limited to 2 pages and will not count towards the overall page limitations) may be submitted for members of the team.

a. Describing the approach and ability to mobilize in-country and comply with all local laws and regulations. Additionally, the Offeror shall demonstrate its ability to do business in the host country through an understanding of the geo-political positions, construction laws and permitting processes.

~~b. Inclusion of all applicable local taxes that the USG can expect to encounter for the duration of this project with respect to the Offeror's approach for associated foreign tax considerations. The Contractor shall list and explain what each tax is, its applicability to this TO, level of risk (low/medium/high) and estimate the cost for each expected tax. The Contractor shall apply best efforts to avoid VAT incurrence.~~

4. Technical Approach:

The Offeror shall describe its ability to execute the technical requirements for the SOW in Items 0002, 0003 and 0004. For this TO, the Offeror shall provide a comprehensive plan to coordinate and integrate interagency cooperation among and with NCWS partners. The Offeror shall identify all risks associated with the Technical Approach and submit a risk matrix using the format below:

Risk Factor	Impact	Risk Level	Mitigation	POC
Specific Risk & Rationale *Examples:* Operations regulatory compliance, use of non-host country national, licensing, schedule delays	Specific impact to scope, cost, or time. *Examples:* Scope change or scope creep, additional $60K, or delay of 6 months.	Low, Medium, or High	Low, Medium, or High	Identify who is responsible for mitigating the risk.

5. Past Performance:

The PPQs and past performance references submitted at the ID/IQ level will flow down and be used to assess the past performance of the Offeror for this TO requirement. Specifically, PPQs and references provided for the following topics referenced in Volume III, Paragraph 3, will be used for the Past Performances evaluation for this TO: Executing Design-Build, Equipment and Training; Implementing Command & Control Implementation; and Executing Overseas Project Management.

6 Cost/Price:

All cost/price information shall be addressed ONLY in Volume VI, Section 4 for price only. The Offeror shall complete and submit Attachment 9 (also referred to as Attachment 14), TO 0003 Cost Summary Template. All labor rates shall be rounded to the nearest dollar. All cost/price information, including all supporting documentation and references shall lend itself to review and analysis by the Government and shall be submitted in Microsoft Excel and Adobe PDF format. Offerors shall include formulas and working links to the maximum extent practicable.

The Offeror shall provide a detailed cost proposal for accomplishing the SOW requirements. The cost proposal shall include at a minimum: labor hours, labor categories, indirect costs (to include base and percentage used in calculation), other direct costs, General and Administrative, and fee for both the prime and subcontractors.
The cost summary shall be itemized by Work Breakdown Structure (WBS), Contract Line Item Number (CLIN), and cost elements. All cost/price information, including all supporting documentation and references shall lend itself to review and analysis by the Government and shall be submitted in Microsoft Excel and Adobe PDF format. Offerors shall include formulas and working links to the maximum extent practicable. Do not hide columns or rows.
Narrative shall include:
Assumptions:
The Cost Narrative shall identify all assumptions derived by the Offeror relating to estimated costs and shall reference the applicable paragraph and page number in the technical and management sections of the proposal that provides a corresponding discussion of the particular assumption.
The Offeror shall provide a cost narrative that identifies all derived assumptions relating to estimated costs.

(1) In the SOW, Item 0004, assume that the Equipment Training is for 20 people.
(2) In the SOW, Item 0004, assume that the Workshop Training is for 75 people. Of the 75 total participants, assume 25 local participants and 50 traveling participants. Travel support shall be included and translators are not required.
(3) In the SOW, Item 0003, assume 12 months of payments.
(4) In the SOW, Item 0001, assume two (2) PMRs to take place CONUS.
(5) In the SOW, Item 0002, assume the building is operable, but in disrepair. All utility systems do not comply with local building code and power is not adequate to support air conditioning. Structure is stable and assume no structural renovations are required.
(6) In the SOW, Item 0004, assume 10 travelers per class with full travel support.
(7) In the SOW, Item 0003, assume one additional quantity of the equipment noted in Appendix B is required.
(8) Assume that DTRA will have a VAT exemption agreement in place at time of award. No VAT shall be incurred under the contract, however, the Contractor shall be responsible for coordinating and establishing a process to effect the VAT exemption.
(9) In the SOW, Item 0003, assume NCWS will peform maintenance after Transfer of Property as required by user manuals in order to maintain the required warranty. The Contractor shall be responsible for maintenance prior to the Transfer of Property.

Inconsistencies:
A cost proposal is presumed to represent an Offeror's best effort to respond to the solicitation. Any inconsistency, whether real or apparent, between promised performances and cost shall be explained in the cost narrative. For example, if the intended use of new and innovated techniques is the basis for an abnormally low estimate, the nature of these techniques and their impact on cost should be explained. If unexplained, any significant inconsistency that indicates a requirement misunderstanding may be grounds for proposal rejection or adjustment of the most probable cost. The burden of proof as to cost credibility rests with the Offeror.
Government Furnished Property (GFP)/ Government Furnished Equipment (GFE):
Assume no GFP or GFE will be provided for this TO.

(End of Summary of Changes)