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|---|--------------------------------------|--|--|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |                                      | 1. CONTRACT ID CODE  | PAGE OF PAGES  |
| 2. AMENDMENT/MODIFICATION NO.<br><b>PR-CI-08-10214/0002</b>   | 3. EFFECTIVE DATE<br><b>11/13/08</b> | 4. REQUISITION/PURCHASE REQ. NO.<br><b>PR-CI-08-10214</b>                | 5. PROJECT NO. (If applicable)                             |
| 6. ISSUED BY<br><b>Environmental Protection Agency<br/>Cincinnati Procurement Operations Division<br/>26 W. Martin Luther King Drive<br/>Cincinnati, OH 45268</b> |                                      | 7. ADMINISTERED BY (If other than item 6) CODE<br><b>Not Applicable.</b> |  |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)<br><b>To All Offerors/Bidders.</b>  |                                      | (✓)  | 9A. AMENDMENT OF SOLICITATION NO.<br><b>PR-CI-08-10214</b> |
|   |                                      | ✓  | 9B. DATED (SEE ITEM 11)<br><b>10/30/08</b>                 |
|   |                                      |  | 10A. MODIFICATION OF CONTRACT/ORDER NO.                    |
|   |                                      |  | 10B. DATED (SEE ITEM 13)                                   |
| CODE  | FACILITY CODE                        |  |  |

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers 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 1 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 answer questions received in reference to RFP PR-CI-08-10214 and to modify attachment 7, Technical Evaluation Criteria and attachment 8, Technical Proposal Instructions and extend the due date for proposals to December 9, 2008 at 2:00 PM local time.

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)<br><b>RENITA A. TYUS</b> |                  |
| 15B. CONTRACTOR/OFFEROR<br><br><i>(Signature of person authorized to sign)</i> | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA<br><br><i>(Signature of Contracting Officer)</i>      | 16C. DATE SIGNED |

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PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

## AMENDMENTS TO THE SOLICITATION

**A. The following are EPA's response to questions received in response to RFP PR-CI-08-10214:**

1) **Question:** In the instructions for demonstrating the Management Qualifications of the Program Manager in Attachment 8 page 8 - 3 ,the RFP seems to presume that relevant management qualifications can only have been acquired on contracts with multiple work assignments. This appears to limit the demonstration of management qualifications to a select class of contracts, whereas valid management experience can be obtained in a variety of similar but different contract types. For example, can the management of multiple, concurrent contracts within a coordinated R&D program be used to demonstrate Management Qualifications rather than management of multiple work assignments under a single contract?

**Answer:** Criterion II.A.1. seeks to evaluate managerial qualifications and availability of the proposed Program Manager including experience managing contracts similar in size, type and technical scope as this solicitation. This solicitation anticipates a multi-task, level-of-effort, term type contract which will require the management of multiple on-going projects. Therefore, experience managing such contracts would be considered favorable. Experience managing other contract types may be proposed to demonstrate the qualifications of the proposed Program Manager and will be considered. Attachment 7, Technical Evaluation Criteria, criterion II.A.1 and Attachment 8, Technical Proposal Instructions as they relate to criterion II.A.1 have been amended to clarify both this criterion and the associated proposal instructions.

2) **Question:** Referring to Section L.18, what information is to be submitted, how will it be evaluated, and where in the proposal should this it be included.

**Answer:** The RFP has been modified to delete this provision.

3) **Question:** Since this contract is to be largely performed on site at EPA and involve EPA owned facilities in a significant way, we request that there be a site visit to allow non incumbent competitors the opportunity to review the facilities so that an informed judgment can be made as to the allocation of resources to the contract

**Answer:** A site visit will begin promptly at 10:00 am local time on Wednesday, November 19, 2008. Visitors interested in a site visit should check-in no later than 9:45 AM at the guard desk in building C of the main campus. Visitors will be provided an accompanied tour in order to observe the facility and space to be provided by the Government. The visit is not a preproposal conference, nor is it intended as a question and answer opportunity. Questions specific to the facility must be submitted in writing to the Contracting Officer no later than November 21, 2008 by 4:00 pm local time. Further, this is not an additional opportunity for technical questions related to the Performance Work Statement or the RFP the due date for which is past.

Directions to Research Triangle Park Main Campus are as follows:

Main Campus  
109 T.W. Alexander Drive  
Research Triangle Park, NC 27711

**Raleigh, Raleigh-Durham International Airport, and Points East via Interstate 40**

Take Interstate 40 West toward Research Triangle Park, Durham and Chapel Hill. Take Exit 279A - To Alexander Drive and merge to the right. Proceed to T- intersections (stop light). At T-intersection, turn left onto Alexander Drive Go 0.3 miles and turn left at the entrance sign for the EPA-RTP campus. Pass the National Computer Center on the left; follow signs to Main Campus entrance on the right.

**Chapel Hill and Points West via Interstate 40**

Take Interstate 40 East toward Raleigh. Take Exit 279A - To Alexander Drive. At stop sign, turn right and proceed to T-intersection (stop light). At T-intersection, turn left onto Alexander Drive Go 0.3 miles and turn left at the entrance sign for the EPA-RTP campus. Pass the National Computer Center on the left; follow signs to Main Campus entrance on the right.

The names of all attendees must be provided in advance to the Contracting Officer, as well as the name of the company. Please limit the number of attendees from your company to five. Attendees must be prepared to present some form of government issued photo identification (drivers license, etc) for entry.

You are advised to arrive early, as vehicles will be inspected before entry to the site, and all personnel will be routed through a metal detector. Any brief cases, purses, etc will be x-rayed and may be inspected. In addition, security may request all laptops, cell phones, or other electronic devices be turned on for authenticity.

No weapons of any kind will be allowed on the site, including but not limited to guns (concealed weapon permits are not recognized on Federal property), knives, leatherman tools, and the like. Once cleared through, visitors will gather in the lobby area to await the tour.

4) **Question:** In connection with question (3), we respectfully request that additional time, in the amount of one ( 1 ) week, be provided for completion of the proposal.

**Answer:** The due date for proposals has been extended to December 9, 2008 at 2:00 PM local time.

5) **Question:** EPA's answer to Question 3 is confusing. The RFP, Attachment 9 pages 9-5 and 9-6 provide the allocations of labor hours in accordance with various labor categories, however, there is no delineation of distribution between the EPA on site work and off site ( contractor site ) work. Section 7.0 of the PWS calls for the conduct of off site research which could be interpreted as on site staff being deployed off site or that there are staff permanently located off site. Without the specification of which labor categories and hours are to be allocated to the on/off site work it is impossible to determine the manner in which to allocate them because of the broad and general nature of the PWS. Please provide this distribution of onsite and offsite by labor category/hours, or if all contractor staff are located on site please confirm this.

**Answer:** The PWS requires both on-site and off-site operations. Due to the nature of the requirement, a definite division cannot be determined between the on-site and off-site hours. The workload, nature of the work, and research deadlines dictate which staff are deployed on-site or off-site. The deployment of on-site verses off-site staff during performance of the contract will be done at the discretion of the contractor based upon of the nature of work assignments at any given time and EPA's approval of the contractor's work plans. Offerors are instructed to propose personnel in accordance with the LOE provided in Attachment 9 for each discipline as this level of effort is estimated to approximate the mix that will be required. The actual mix of hours incurred may vary greatly. Under the terms of the proposed contract, the contractor will be reimbursed for actual hours incurred.

6) **Question:** In the original RFP and the amendment # 1 dated November 6, 2008 to the APPCD RFP, the requirement for an "General Security Plan for CBI" has been addressed but there are no instructions in section L or in section M as to what this plan shall include. Can you please clarify the plan requirements for me.

**Answer:** It has been determined that the submission of a "General Security Plan for CBI" is not required. L.27 is hereby deleted from this solicitation and M.2, Evaluation Factors for Award (EPAAR 1552.215-71) has been modified to remove the evaluation factor for the "General Security Plan for CBI". See modified provision below.

7) **Question:** Given that a component of the contract performance is to provide research support to the Decontamination and Consequence Management Division of the National Homeland Security Research Center, do contracts or interests with foreign governments or foreign-owned companies on the part of either the Prime or one of its subcontractors present an actual or potential organizational conflict of interest that should be addressed in the COI plan and the Organizational Conflict of Interest Certification?

**Answer:** An offeror must evaluate their business or financial relationships to access whether any potential or actual organizational conflict of interest exists, including business or financial relationships with foreign governments and foreign-owned companies on the part of either the Prime or its subcontractors. In accordance with L.9, Organizational Conflict of Interest

Notification, (EPPAR 1552.209-70), the prospective offeror must certify, to the best of its knowledge and belief, that it is not aware of *any information* bearing on the existence of any potential organizational conflict of interest. If it cannot, it must provide a disclosure statement with its proposal describing all relevant information concerning past, present or planned interests bearing on whether it (including its chief executives and directors, or any proposed subcontractor) may have a potential organizational COI.

8) **Question:** The cost proposal instructions in Attachment 9 specifies proposals shall be numbered "1 of 5, 2 of 5, etc." on the front cover of the proposal. Should technical proposals also be similarly numbered, and if so, is that numbering required to be on the front cover?

**Answer:** As required by Standard Form 33 (RFP cover page), block 9, offerors are to submit an original and 5 copies. The technical proposals should also be numbered. Offerors are instructed to identify the original and then number the remaining 5 copies as 1 of 5, 2 of 5, etc. The Technical Proposal Instructions under Attachment 8, are amended to clarify this instruction.

#### B. Solicitation Clauses and attachments revised per PR-CI-08-10214

1. The Section L clause entitled "EPA GREEN MEETINGS AND CONFERENCES (EPAAR 1552.223-71) (MAY 2007)" has been deleted.

2. The Section L clause entitled "GENERAL SECURITY PLAN FOR CONFIDENTIAL BUSINESS INFORMATION (CBI)" has been deleted.

3. The Section M clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)" has been modified. The text is as follows:

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government cost or other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price.

(b) Evaluation factors and significant subfactors to determine quality of product or service:

1. Technical Evaluation Criteria: Attachment 7

2. The plan described in Section L, entitled "Subcontracting Plan" will be evaluated as **acceptable or not acceptable**. Notwithstanding the evaluation of an offeror with respect to the technical evaluation criteria and the evaluation of an offeror's cost, an offer that submits a plan that ultimately is unacceptable at the time of award will not be eligible for a contract award.

4. The attachment entitled "TECHNICAL EVALUATION CRITERIA" has been

modified. The text is as follows:

### TECHNICAL EVALUATION CRITERIA

The criteria set forth below will be used to evaluate the offerors' technical proposals submitted to fulfill the requirements of the Performance Work Statement. The offerors shall coordinate their submissions to the instructions included in Attachment 8 and the Definitions of Labor Classifications in Attachment 5 of this solicitation.

| <b>CRITERIA</b>  | <b>WEIGHT</b>       |
|--|---------------------|
| <b>I DEMONSTRATED TECHNICAL CORPORATE EXPERIENCE</b>                             | <b>150 POINTS</b>   |
| <b>II DEMONSTRATED QUALIFICATIONS OF ASSIGNED KEY PERSONNEL AND AVAILABILITY</b> | <b>200 POINTS</b>   |
| <b>III QUALITY OF PROPOSED PROGRAM MANAGEMENT PLAN</b>                           | <b>250 POINTS</b>   |
| <b>IV ADEQUACY OF QUALITY MANAGEMENT PLAN</b>                                    | <b>100 POINTS</b>   |
| <b>V PAST PERFORMANCE</b>  | <b>250 POINTS</b>   |
| <b>VI. PARTICIPATION OF SMALL DISADVANTAGED BUSINESSES</b>                       | <b>50 POINTS</b>    |
| <b>TOTAL</b>   | <b>1,000 POINTS</b> |

#### **I. DEMONSTRATED TECHNICAL CORPORATE EXPERIENCE 150 points**

Demonstrated corporate experience in fulfilling the technical requirements of contracts of similar technical scope, size and contract type (i.e. work assignment, multi-task, level-of-effort term-type contracts which require multiple ongoing projects) to that specified in the Performance Work Statement.

#### **II. DEMONSTRATED QUALIFICATIONS OF ASSIGNED KEY PERSONNEL AND AVAILABILITY 200 points**

A. Demonstrated technical and managerial qualifications (experience, expertise and education) and availability of the Program Manager. 100 points

1. Demonstrated experience in managing contracts similar in size, **contract type (i.e. work assignment, multi-task, level-of-effort term-type contracts which require multiple ongoing projects)** and technical scope as this solicitation, which provide support as described in sections 2.0 through 7.0 of the Performance Work Statement. Provide the availability of the Program Manager proposed for this solicitation. 50 points

2. Demonstrated technical qualifications (experience, expertise and education) and understanding of the technical areas as described in sections 2.0 through 7.0 of the Performance Work Statement. 50 points

B. Demonstrated technical qualifications (experience, expertise and education) and availability of the Safety Officer and Quality Assurance (QA) Officer 100 points

1. Demonstrated technical qualifications (experience, expertise and education) and understanding of the technical area as described in section 1.2 of the Performance Work Statement for the QA Officer. Provide availability for the QA officer proposed for this solicitation. 50 points

2. Demonstrated technical qualifications (experience, expertise and education) and understanding of the technical area as described in section 1.3 of the Performance Work Statement for the Safety Officer. Provide availability for the Safety Officer proposed for this solicitation. 50 points

### **III. QUALITY OF PROPOSED PROGRAM MANAGEMENT PLAN 250 points**

A. Appropriateness of the overall organizational structure which clearly delineates the responsibilities, lines of authority and proposed staff levels. Demonstrated adequacy of the communication mechanisms proposed to ensure effective coordination and timely management of activities. Demonstrated appropriateness of the plan for recruiting, training and retaining qualified personnel for all positions throughout the performance of the contract.

125 points

B. Demonstrated effectiveness of the system proposed to track and monitor cost and performance to ensure performance is within the established budgetary constraints and scheduled deadlines (quick response). Demonstrated understanding of the potential problems associated with performance under a contract of this type (multiple, ongoing projects). Explain the responsibilities, as it relates to the Program Management Plan, of the prime contractor and any subcontractor and/or consultant personnel under the performance work statement.

125 points

### **IV. ADEQUACY OF QUALITY MANAGEMENT PLAN 100 points**

The proposed Quality Management Plan (QMP) shall demonstrate the offeror's ability to meet the quality assurance requirements of the PWS.

QMP elements will be evaluated as follows:

- A. The specific roles, authorities, and responsibilities of management and staff with respect to QA and QC activities  
25 points
- B. The means by which effective communications with personnel actually performing the work are assured  
10 points
- C. The process used to plan, implement and assess the work performed  
40 points
- D. The process by which measures of effectiveness for QA and QC activities will be established and how frequently effectiveness will be measured.  
25 points

## **V. PAST PERFORMANCE** **250 points**

Demonstrated performance on all, or at least five (5), contracts and subcontracts completed during the last three (3) years, and all contracts and subcontracts currently in process, which are of similar technical scope, size, and contract type and relevance to that which is anticipated in this solicitation. Factors for consideration include:

1. Quality of product or service - compliance with contract requirements, accuracy of reports, technical excellence.
2. Cost Control - ability to perform within budget, cost efficiency, provision of current, accurate, complete, timely billing.
3. Timeliness of Performance - meeting milestones, reliability, responsiveness to technical direction, adherence to schedules.
4. Business Relations – effective management, cooperative and proactive behavior, flexibility, responsiveness to problems, problem resolution, and customer satisfaction
5. Compliance with Subcontracting Goals - including those SDB concerns, monetary targets for SDB participation, and notifications submitted under FAR 19.1202-4(b)

## **VI. PARTICIPATION OF SMALL DISADVANTAGED BUSINESSES**

**50 POINTS**

Demonstrated commitment in the use of small disadvantaged business (SDB) concerns as demonstrated by the specificity with which offerors identify SDB concerns to be used in the performance of work under the contract, as well as the complexity and variety of the work the SDB concerns are to perform. Offerors shall provide: (a) proposed targets expressed only as percentages of total proposed contract amount in each applicable North American Industrial Classification System (NAICS) subsector as determined by the Department of Commerce; (b) a

total (expressed only as percentages) for SDB participation by the prime contractor, including joint venture partners and team members; and (c) a total target (expressed only as percentages) for SDB participation by subcontractors.

NOTE: THE OFFEROR'S RESPONSE MUST ALSO BE INCLUDED IN THE COST PROPOSAL. IN THE COST PROPOSAL, OFFERORS SHALL PROVIDE THEIR PROPOSED TARGETS EXPRESSED AS BOTH DOLLARS AND PERCENTAGES OF THE TOTAL PROPOSED CONTRACT AMOUNT FOR (a), (b), and (c) above.

## TOTAL MAXIMUM POTENTIAL POINTS

**1,000 POINTS**

5. The attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

### TECHNICAL PROPOSAL INSTRUCTIONS

1. These technical proposal instructions expand the instructions set forth in the provision in Section L entitled "Instructions for Proposals (LC-15-21)." Technical evaluation of proposals will be based on the Technical Evaluation Criteria in Attachment 7.
2. The Offeror's technical proposal must be prepared as a separate part of the total proposal package, and shall be specific and sufficiently detailed to allow a complete evaluation of the method for satisfying the requirements set forth in this RFP. **The technical proposals shall be numbered. Offerors are instructed to identify the original and then number the remaining 5 copies as 1 of 5, 2 of 5, etc.** All cost or pricing details shall be omitted from the technical proposal.
3. The technical proposal shall comprehensively address each of the factors described in Attachment 7, "Technical Evaluation Criteria", and shall be prepared in exactly the same order, using the same number system for all criteria and subcriteria. Include all material that is to be evaluated under the appropriate individual criterion and subcriterion.
4. Technical proposals shall be limited to a total of 150 single-sided typed pages including contents pages and supporting appendices. Paper size shall be 8 ½" x 11". A piece of paper that has printing on both sides (double-sided) counts as two pages. Type shall use no less than 12 point character size and pages shall have no less than 1" all around margins. Smaller font is acceptable for non-text items such as tables, graphics, and exhibits. Fonts for non-text items shall be at minimum 9 point character size. Any information contained on pages that exceed the page

limit shall not be evaluated. The following items are excluded from the page limitation: letters of transmittal, cover page, table-of-contents, dividers, letters of commitment, resumes and General Security Plan, COI Plan and Quality Management Plan. A foldout page counts as one page. Foldout pages are to be used for non-text items that would be illegible on a 8 ½" X 11" sheet of paper. The offeror's letters of commitment, and resumes should be submitted as tabbed attachments to the technical proposal. Past Performance information does count towards the page limitation. The offeror is strongly urged to be as succinct, clear and concise as possible in writing the technical submission and adhering to the page limitation.

The following instructions apply to the Technical Evaluation Criteria as set forth in Attachment 7.

## **I. DEMONSTRATED TECHNICAL CORPORATE EXPERIENCE**

This criterion is established to evaluate the prime contractor's (and any proposed subcontractors and consultants) corporate technical experience in fulfilling the requirements of the Performance Work Statement.

The proposal will be evaluated with an emphasis on corporate technical experience that is similar, equivalent or otherwise comparable to those areas listed in the Technical Evaluation Criteria, Attachment 7 and the Performance Work Statement, Attachment 1.

In describing corporate technical experience, include a description of the technical scope of the contract, the contract value, contract type, the sponsor, the dates of performance, the role the prime contractor or subcontractor assumed in the overall performance, and any other information that would serve to establish the offeror's technical ability to fulfill the requirements of this RFP.

## **II. DEMONSTRATED QUALIFICATIONS OF ASSIGNED KEY PERSONNEL AND AVAILABILITY**

This criterion is established to evaluate the technical and/or managerial qualifications (education, experience, and expertise) and availability of the proposed Program Manager, Safety Officer and QA Officer, who shall be considered a key personnel under the Key Personnel Clause in Section H of the solicitation.

Technical and/or managerial qualifications must be demonstrated in fields related to the Performance Work Statement requirements.

A. Information related to the proposed Program Manager, in subcriterion A, must include the program manager's name, job title with the Offeror, and percent of time available for this contract, in addition to those items listed under "Technical Qualifications" and "Management Qualifications" below. A commitment letter needs to be provided for the Program Manager if not

already employed by the prime contractor.

**Management Qualifications:**

The proposed Program Manager will be evaluated on Management Qualifications as follows:

- a. Specific experience in managing contracts of a similar size, **contract** type and scope
- b. Number of technical personnel supervised and subcontractor/consultants coordinated under each of the contract(s) described in item a
- c. Number of work assignments, task orders, work orders or other taskings under contract(s) described in item a**
- d. Sponsor of each contract item described in item a
- e. Cost of each contract described in item a
- f. Current project commitments, including percent of time for each project, and duration of each project.

**Technical Qualifications:**

The proposed Program Manager will be evaluated on technical qualifications as follows:

- a. Education, expertise and experience as specified in Attachment 5, Minimum Labor classifications
- b. Specific project experience related to sections 2.0 through 7.0 of the Performance Work Statement
- B. Subcriterion B is established to evaluate the technical qualifications (education, experience, and expertise) and availability of the proposed Safety Officer and QA Officer.

1. Qualifications must be demonstrated in technical fields related to the Performance Work Statement requirements section 1.2 for the QA Officer.

Information related to QA Officer must include name, job title with the Offeror, and percent of time available for this contract, in addition to those items listed under Technical Qualifications. A commitment letter needs to be provided for the QA Officer if they are not already employed by the prime contractor.

**Technical Qualifications:**

The proposed QA Officer will be evaluated on technical qualifications as follows:

- a. Educational, expertise and experience as specified in Attachment 5, Minimum Labor classifications

- b. Specific project experience related to section 1.2 of the performance work statement for the QA Officer.
- c. Current project commitments, including percent of time for each current project and duration of each project

2. Qualifications must be demonstrated in technical fields related to the Performance Work Statement requirements section 1.3 for the Safety Officer.

Information related to the Safety Officer must include name, job title with the Offeror, and percent of time available for this contract, in addition to those items listed under Technical Qualifications. A commitment letter needs to be provided for the Safety Officer if they are not already employed by the prime contractor.

### **Technical Qualifications:**

The proposed Safety Officer will be evaluated on technical qualifications as follows:

- a. Educational, expertise and experience as specified in Attachment 5, Minimum Labor classifications
- b. Specific project experience related to section 1.3 of the performance work statement Safety Officer
- c. Current project commitments, including percent of time for each current project and duration of each project

### **III. QUALITY OF PROPOSED PROGRAM MANAGEMENT PLAN**

This criterion is established to evaluate the quality of the offeror's plan to effectively manage the contract, with the evaluation centered on the specific aspects covered by each of the subcriterion.

For subcriterion A, offerors shall describe the appropriateness of the overall organizational structure which clearly delineates the responsibilities, lines of authority and proposed staff levels. The offeror shall describe the adequacy of the communication mechanisms proposed to ensure effective coordination and timely management of activities between the prime contractor and any subcontractors and/or consultants. The offeror shall describe the plan for recruiting, training and retaining qualified personnel for all positions throughout the performance of the contract.

For subcriterion B, offerors shall demonstrate effectiveness of the system proposed to track and monitor cost and performance to ensure performance is within the established budgetary constraints and scheduled deadline (quick response). If subcontractors/consultants are to be utilized, the system to track and monitor subcontractor costs, hours and performance should also be included. The offeror shall address its understanding of the potential problems associated with

performance under a contract of this type (multiple, ongoing projects). Explain the responsibilities of the prime contractor and any subcontractor and/or consultant personnel on individual teams.

#### **IV. ADEQUACY OF QUALITY MANAGEMENT PLAN**

This criterion is established to evaluate the adequacy of the offeror's plan to effectively manage the quality assurance aspects of the contract with the evaluation centered on completeness and relevance of the offeror's quality management plan. See provision in Section L entitled "Instructions for the Preparation of Quality Management Plan (QMP)" (LC-46-22) and the Section E clause entitled "Higher-Level Contract Quality Requirements (Government Specification)" (FAR 52.246-11).

#### **V. ADEQUACY OF PAST PERFORMANCE**

This criteria is established to evaluate information which the Government will elicit from various entities regarding their contractual experience with the offeror. List of all or at least five (5) contracts and subcontracts completed during the last three (3) years and all contracts and subcontracts currently in process which are similar in technical scope, size, and contract type and relevance to the proposed contract. Refer to Provision L, Past Performance Information (EPAAR 1552.215-75) for a description of the information that must be included for each contract and subcontract. References may be contacted by the Government and used in the evaluation of the offeror's past performance. References contacted and used to evaluate past performance are not limited to those identified by the offeror.

#### **IV. PARTICIPATION OF SMALL DISADVANTAGED BUSINESS**

This criterion is established to evaluate the extent of participation of Small Disadvantage Business (SDB) concerns an offeror proposes to utilize in performance of the contract. In FAR 19.1202-3, factors to be reviewed in the evaluation of SDB participation include: (a) the extent to which SDB concerns are specifically identified; (b) the extent of commitment to use SDB concerns; (c) the complexity and variety of the work SDB concerns are to perform; (d) the realism of the proposal; (e) past performance of offerors in complying with subcontracting plan goals for SDB concerns and monetary targets for SDB participation; and (f) the extent of participation of SDB concerns in terms of the value of the total acquisition. The offeror shall submit

documentation as to demonstrated use of and successful goal compliance related to SDB concerns.