

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE OF PAGES	
AMENDMENT NO. PR-HQ-08-11696/0001	EFFECTIVE DATE 05/20/09	SOLICITATION NO. PR-HQ-08-11696	
BY CODE		TERED BY (If other than item 6) CODE	
Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		Not Applicable.	
NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	SOLICITATION NO.
To All Offerors/Bidders.			PR-HQ-08-11696
		✓	SEE ITEM 11) 04/23/09
			IFICATION OF CONTRACT/ORDER
			ED (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.

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.

(✓)	CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE ORDER NO. IN ITEM 10A
	THE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in payment date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	Specify type of modification and authority)

NOTE: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

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

The purpose of this amendment is to:

- (1) correct/revise the proposal instructions provided under RFP Attachment #3; and
- (2) extend the proposal submission deadline to 3PM ET; June 4, 2009.

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.

NAME AND TITLE OF SIGNER (Type or print)		NAME/TITLE OF CONTRACTING OFFICER (Type or print)	
		DENNIS J. BUSHTA	
CONTRACTOR/OFFEROR	SIGNED	DATE SIGNED	
_____ (Signature of person authorized to sign)		(SIGNED) _____ (Signature of Contracting Officer)	05/20/2009

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

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

AMENDMENTS TO THE SOLICITATION

1. The attachment entitled "INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS" has been modified. The text is as follows:

A. FORMAT AND CONTENT

Each offeror shall submit a written proposal in response to the solicitation. Written proposals shall consist of three separate volumes, including: (1) the offer; (2) the technical proposal; and (3) the price proposal. The entire written proposal must be received at the place and time specified; including the signed and completed solicitation (on Standard Form 33) and any amendments. Each offeror shall five (5) sets (i.e., 1 clearly marked original, plus 4 copies of each volume, in accordance with the requirements and limitations set forth in this document. The following table summarizes the format and content requirements for the written proposal.

VOLUME	TITLE	SECTIONS / CONTENT	LENGTH AND # OF COPIES
I	OFFER	(see Section B below)	Length N/A; Submit 2 hard copies
II	TECHNICAL PROPOSAL	1. Technical Capability / Approach · <u>Attachments</u> Sample Work Plans (2) 2. Management Plan 3. Personnel Qualifications 4. Past Performance 5. Corporate Experience 6. Utilization of Small Disadvantaged Business (SDB) Concerns 7. Conflict of Interest (COI) Plan	TECHNICAL PROPOSAL COPIES: Submit 5 hard copies and 1 electronic copy * 40 page (20 dbl-sided) limit 20 page (10 dbl-sided) limit (for each plan) 30 page (15 dbl-sided) limit 12 page (6 dbl-sided) limit for summary description; 4 page (2 dble-sided) limit for each resume. Minimum of 5 and maximum limit of 10 Past Performance Questionnaires (references); 4 page (2 dbl-sided) limit on past performance summary. 12 page (6 dbl-sided) limit 12 page (6 dbl-sided) limit No applicable page limit
III	COST/PRICE PROPOSAL	(see Section D below)	Length N/A; Submit 5 hard copies and 1 electronic copy *

*Note: Acceptable formatting for submission of electronic copies include: (1) WordPerfect, MS Word, and/or Portable Document Format (PDF) for text related documents; and (1) Excel or Lotus123 for spreadsheet documents.

In accordance with Section L Provision 52.215-1, *Instructions to Offerors-Competitive Acquisition*, paragraph (e)(4) the Government intends to evaluate proposals and award contracts without discussions with offerors (except clarifications as described in FAR 15.306(a)). Nevertheless, the Government reserves the right to

conduct discussions with offerors in the competitive range if the Contracting Officer later determines them to be necessary. Offerors are advised to closely read the proposal instructions and the evaluation criteria before preparing the proposal.

The company name of the offeror should appear at the top of each page in Volumes II and III. Also, the *title page* of Volumes II and III should contain the following:

- Document number and title (example: Volume II - Technical Proposal; Volume III - Cost Proposal)
- The service nomenclature (i.e, title of the procurement) and solicitation number of the RFP,
- The full company name and address of the offeror
- The offeror's position regarding disclosure of proposal data in accordance with the provisions entitled "Restrictions of Disclosure and Use of Data in Proposals".
- A table of contents identifying the major sections of the proposal and showing the location by volume and page references.

The technical proposal (Volume II), and the cost proposal (Volume III) submitted shall be sufficiently detailed to enable the Government personnel to make a thorough evaluation of the proposals to arrive at a sound determination as to whether the offeror will be able to perform in accordance with the requirements of the RFP. The information provided in the written proposals should provide information that addresses the evaluation factors in Section M and that permits the Government to evaluate proposals in accordance with those factors.

Proposals shall sufficiently demonstrate the manner in which the offeror will comply with the applicable requirements of the solicitation. Clarity and completeness are essential, and ambiguous statements such as, "the offeror understands the issues and can or will comply with the requirements of the RFP," is considered inadequate. Likewise, brochuremanship is not desired. It is mandatory that offerors include in both their cost and technical proposals, a clear explanation of how the individuals or categories proposed correspond to the labor categories included in the cost proposal instructions. It is the contractor's responsibility to demonstrate clearly (in their cost proposal), pricing methodology that accurately reflects costs—proposing the individuals cited to an extent consistent with the level of effort usage expectations for the personnel who are to be technically evaluated.

The proposal shall be prepared on standard-size, 8 ½" x 11", 100% recycled paper, single spaced, with foldouts as required. Each offeror shall utilize Times New Roman 12 point type (or equivalent). Type size shall not be smaller than 15 characters per inch. Reduction may be used only for tables and figures; but must be legibility maintained. If foldout pages are used, they shall not exceed 11" x 17". Each foldout shall count as two pages toward the page count of the appropriate volume. Margins shall not be less than one-inch at the top, bottom, and sides, excluding page numbers. In the event that an offeror exceeds the specified page limit, the Government will remove the excess pages from the back of the volume, and they will not be evaluated. No cost information shall be submitted in any other volume other than the cost volume (and as proposed under the sample work assignments contained in the technical proposal).

B. OFFER INSTRUCTIONS (VOLUME I)

The volume shall be composed of two (2) completed, original signed and dated copies of the solicitation set and any amendments issued. This volume shall not be bound in a three-ring binder. The loose leaf

solicitation sets shall be individually wrapped in either paper or biodegradable plastic. Only the following shall be included in this volume:

1. RFP Section A, Standard Form (SF) 33, “Solicitation, Offer, and Award,” blocks 12 through 18;
2. RFP Section B and H, “Estimated Cost and Fixed Fee,” “Option to Extend the Term of the Contract–Cost Type Contract”, and “Option for Increased Quantity–Cost Type Contract” with the Offeror’s insertions of the its proposed prices in the appropriate blank spaces for each contract line item on which the Offeror is making a proposal.
3. RFP Section H, “Key Personnel,” with the Offeror’s insertions of its proposed key personnel in the appropriate space;
4. RFP Section K, “Representations, certifications, and other statements of Offerors or quoters.”
5. Organizational Conflict of Interest Certification, Submit a completed certification in accordance with Section K certification. This document shall be structured in accordance with the minimum requirements described in Attachment 5 of the RFP.
6. Statement, Briefly (not to exceed 1 page) state your agreement to all the terms and conditions of the contract resulting from this solicitation, which consists of RFP sections A through K, including all documents, exhibits and other attachments that are incorporated therein by reference and made a part thereof, or provide an explanation for any exceptions.

**Note: Offerors should not reproduce the entire contents of RFP Sections B through K. Only include those items necessary to evaluate the proposal.*

The submission of these items in accordance with all RFP instructions will, if the Government accepts the offer, contractually bind the Government and the successful offeror to the terms and conditions of the contract (i.e., RFP Sections A through K). If an Offeror intends to make an alternate proposal of terms and conditions that differ from or supplement those contained in the contract, the offeror must state those alternate terms and conditions in a letter attached to the offer. By making an alternate proposal the offeror may, either intentionally or inadvertently, render its proposal unacceptable, unless the RFP expressly states that the Government will entertain an alternative proposal with regard to a specific terms or conditions of the request for proposals. In the absence of discussions, the Government will give offerors no opportunity to modify their proposals to eliminate deficiencies.

C. TECHNICAL PROPOSAL INSTRUCTIONS (VOLUME II)

These instructions are provided for the development of a clear and readable technical proposal, which should be regarded as a separate or readily detachable part of the total proposal package. All cost or pricing details (other than those included in the sample work assignments) must be omitted from this part of the total proposal. Offerors are urged to prepare a technical proposal which is specific and sufficiently detailed to allow a proper evaluation of your methods for satisfying the requirements set forth in the Statement of Work. The technical proposal shall comprehensively address each of the technical evaluation factors described in Section M of the RFP. Include all material that will be evaluated under the stated criterion and subcriterion.

Resumes and consultant letters of commitment, referenced in more than one criterion, need only be attached once as an appendix or attachment. The term “offeror” as used in the technical proposal instructions and the technical evaluation criteria shall mean the prime contractor and any proposed subcontractors or consultants.

Offerors are encouraged to use quantitative and graphical methods whenever possible and appropriate to portray facts through the use of charts, lists, matrices, diagrams, tabulations, etc. Any exception or conditional assumption taken with respect to the requirements of the RFP shall be fully explained. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussion.

Content and Organization

Offerors are advised to supply all information in the sequence and format specified below. The offeror's proposal and supporting documentation must provide sufficient basis for a proper evaluation. The proposals should be placed in 3-ring binders with dividers clearly indicating the following sections:

- Preface (Cover Letter, Title Page, Table of Contents)
- Technical Capability / Approach
- Management Plan
- Personnel Qualifications
- Past Performance
- Corporate Experience
- Utilization of Small Disadvantaged Business (SDB) Concerns
- Conflict of Interest Plan
-

Preface - Cover Letter, Title Page, Table of Contents:

See paragraph A of this attachment, “Format and Content”, for Title Page and Table of Contents instructions.

Section 1 - Technical Capability / Approach

Offerors will be evaluated relative to their demonstrated technical ability and approach in satisfying the requirements outlined in the Statement of Work (SOW) and Request for Proposal (RFP). Evaluations will take into account the offeror's knowledge, capability and understanding of the tasks outlined in the SOW, the degree to which the Request for Proposal (RFP) requirements have been analyzed, evaluated, and synthesized into approaches, plans and techniques that, when implemented, should result in excellent and effective performance under the contract and creativity and clarity.

Attachment(s): Sample Work Plans

The purpose of the sample work assignments (see Attachment #2) is to provide an illustration of how the offeror would approach accomplishing typical tasks under the proposed contract. For each sample work assignment, the offeror shall provide a sample work plan that describes its proposed strategy for accomplishing the objective and tasks. The work plan should list the tasks to be performed, the method for accomplishing the task, the schedule, and the staffing necessary to perform the work. The staffing plan should indicate the labor classification of the staff who will perform the work. The work plan should also include an estimate of the total labor hours, the hours for each labor

category, and an estimate of the other direct costs. The sample work plans shall not exceed 20 pages (for each of the two work assignments) and will be evaluated under Technical Criterion I under RFP Section M. - “EVALUATION FACTORS FOR AWARD”

Section 2 - Contract Management Plan

Offerors will be evaluated on the demonstrated effectiveness of their proposed management plan, which must explain the overall approach to planning and performing the activities presented in the Statement of Work; and fulfilling all administrative requirements applicable to the proposed contract—including but not limited to: (1) the management of subcontractors (where applicable); (2) the roles and responsibilities of personnel; (3) the ability to resolve potential problems arising during contract performance; and (4) administrative controls and procedures to ensure timely, high-quality, cost effective performance under the proposed contract.

Offeror’s shall submit an organizational chart and staffing plan which describes the overall organizational structure, and clearly delineates overall responsibilities, lines of authority, proposed staff levels (including the Key Personnel), and span of control mechanisms. Offerors should also address the communication mechanism proposed to ensure effective coordination and timely management of activities to be conducted under the contract, including a discussion of how communications will be instituted and maintained to ensure effective interaction with any subcontractors, EPA Project Officer, and Work Assignment Manager(s). In addition, this section should address the procedures proposed for securing and handling Confidential Business Information (CBI), including appropriate facilities and furnishings for securing CBI.

Section 3 - Personnel Qualifications

The offeror shall provide a summary description for all personnel. Resumes shall be submitted for all proposed key and proposed senior level (P3 and P4) personnel. Resumes are not required for proposed junior level personnel. Proposed personnel will be evaluated on the extent to which they demonstrate the appropriate education, technical and policy knowledge and expertise of the programs, issues, and task areas described in the SOW. In addition, they will be evaluated on their experience in relevant project management, possession of substantive, relevant knowledge within their respective subject areas of expertise, technical diversity, and availability of the key personnel and other contractor/subcontractor personnel who will work on the contract. The organizational chart described in the previous section will serve as a cross-reference for resumes.

(I) ***Summary Description for Personnel (15 page limit)***: The offeror shall provide a summary description of qualifications for all proposed personnel as indicated below:

- ***Key Personnel and Senior Level Personnel (P4 and P3)***: The offeror shall provide a concise description of the qualifications of the Key and Senior Level personnel proposed to staff the contract. Offerors need only provide succinct descriptions for Key and Senior Level Personnel, since resumes are required for these individuals.
- ***Junior Level personnel (P2 or lower)*** - The offeror shall describe the qualifications of Junior Level personnel proposed to staff the contract. Since resumes are not required for these

individuals, offerors may expand on these descriptions as they deem appropriate.

(II) ***Resumes for Key Personnel and Senior Level Personnel (P4 and P3)***: The offeror shall provide resumes for the Program Manager, Assistant Program Manager, and Senior Level personnel proposed to staff the contract. Resumes shall be uniform in format, but are not to exceed three pages each. All resumes shall be signed by the individual and a corporate official certifying the accuracy of the information contained therein. Resumes shall include brief discussions on how the individual's work experience will help the Contractor meet the requirements as described in the SOW and indicate how the individual fits within the labor categories proposed by the Contractor. In addition, all resumes for proposed personnel must provide, at a minimum, the following information:

- Degrees held by each individual and/or other pertinent education. Include date(s), degree(s), and respective college or university education in which the degree(s) were received.
- Names, years of experience, training, unique qualifications, positions held (beginning with the present position and working backwards), and tenure with the firm. If the individual is a pending employee, signed Commitment Agreements between the individual and offeror are to be inserted behind the resumes in the technical proposal.

Section 4 - Past Performance

Offeror's shall complete and submit Past Performance Questionnaires, which will be used to elicit information from at least five (5), and at most ten (10) previous clients (federal, state, local or commercial). Past performance evaluations will be based on information obtained from responses to the Past Performance Questionnaires; and information obtained by contacting the references provided by the offeror. In addition, the Government may use past performance information obtained from sources other than those identified by the offeror. The following qualitative factors will be assessed in evaluating past performance:

- quality of product or service
- timeliness of performance
- effectiveness of management (including subcontractors)
- initiative in meeting requirements
- responsiveness to technical direction
- responsiveness to performance problems
- cost control (i.e., compliance with cost estimates)
- customer satisfaction
- overall performance

Offerors with no past performance history (or for which past performance data is not available) will not be evaluated favorably or unfavorably on past performance for those reasons. Every attempt will be made to ascertain meaningful past performance information on which the offeror's prior performance can be evaluated.

- (I) The offeror shall complete the top portion of page one of the Past Performance Questionnaire and shall send one copy of the questionnaire directly to the client company's (or agency's) Program Manager (or other corporate representative). This should be done within seven days after release of the solicitation. The offeror shall request the client's Program Manager (or other corporate representative) to complete the questionnaire and forward it to the following address no later than ten (10) days after the proposal due date for this solicitation:

Dennis J. Bushta, Contracting Officer
Program Contract Service Center
US Environmental Protection Agency (Mail Code: 3803R)
1200 Pennsylvania Avenue
Washington, DC 20460

Questionnaires that have not been submitted by the above date will not be considered in the evaluation of past performance, but late questionnaires will not render the entire proposal late as defined in FAR 15. The offeror should provide a list of clients who are expected to submit a completed questionnaire.

- (II) Past Performance Summary - Offerors should prepare a summary statement of the information contained in their Past Performance Questionnaires that discusses how their past performance relates to the requirements of the SOW. This narrative may not exceed three pages in length and should outline the highlights of the offeror's previous experience and their overall qualifications for effectively meeting the requirements of the SOW.

Section 5 - Corporate Experience

The offeror should provide information on their corporate experience in performing and managing work similar in scope, dollar value, size, and complexity to the multi-tasked, multi-disciplinary requirements specified in the SOW. The offeror should demonstrate its corporate experience in providing high quality products and services similar to those described in the SOW, in performing these tasks concurrently and based on immediate or short lead time tasking, and in resolving problems similar in nature to the ones expected to occur in the performance of this requirement.

The offeror should provide information regarding corporate experience in the summary sheet format described below on a maximum of twelve (12) recent projects or contracts performed within the past *five* years as either a prime contractor or a subcontractor for commercial or government clients which demonstrate its ability to successfully perform the requirements described in the SOW which are of similar scope, complexity, and magnitude to this solicitation. The summary sheets shall provide a brief description of how the project is relevant to the SOW, and a description of controls or systemic improvements put in place to resolve previous or present problems to ensure that such problems do not affect future performance on the proposed contract. Each corporate experience summary sheet must not exceed two pages in length (pages in excess of two will not be evaluated or considered) and should follow the following format in supplying the information described.

SUMMARY SHEET (SAMPLE FORMAT)	

Client Company and Address:	ABC Company 1212 Main St. Washington, DC 12321
Reference Name and Title:	Dr. John Williams Director of Project
Reference Phone Number/Email:	(202) 555-4343 email: jwilliams@abc.com
Relevant SOW Area:	Review of Fate and Transport Studies
Brief Description of Project: In approximately 300 words or less, describe project (For example: As a subcontractor to Analysis Inc., who was the prime contractor for USDA (contract xyz 5768-95), provided analytical and statistical support for a two-year project working with state governments...)	
Synopsis of Relevancy: In approximately 300 words or less, explain how this experience relates to the tasks identified in the SOW.	
Controls, Improvements, and Other Relevant Issues: In approximately 300 words or less, explain any controls or systemic improvements that were developed to resolve previous or present problems and to ensure that such problems do not affect future performance.	

Section 6 - Utilization of Small Disadvantaged Business (SDB) Concerns

Under this section, offerors will be evaluated on the extent of participation of Small Disadvantaged Business (SDB) concerns in the performance of the contract, under the applicable North American Industry Classification System (NAICS) industry categories. As part of this evaluation, offerors will be evaluated on: (1) the extent to which SDB concerns are specifically identified to participate in the performance of the contract; (2) the extent of the commitment to use SDB concerns in the performance of the contract (enforceable commitments will be weighed more heavily than nonenforceable commitments); (3) The complexity and variety of the work the SDB concerns are to perform under the contract; (4) the realism of the proposal to use SDB concerns in the performance of the contract; and (5) the extent of participation of SDB concerns, at the prime contractor and subcontractor level, in the performance of the contract (in the authorized and applicable NAICS Industry Subsectors in terms of dollars and percentages of the total contract value.

Section 7 - Conflict of Interest Plan

See the Section L clause SUBMISSION OF ORGANIZATIONAL CONFLICT OF INTEREST PLAN, and the Section M clause EVALUATION OF CONFLICT OF INTEREST PLAN. .

D. COST/PRICE PROPOSAL INSTRUCTIONS

All information relating to cost or pricing must be included in this volume of the proposal. In addition to submitting hard copies, offerors are to provide one electronic copy of its Cost/Price proposal costs, using acceptable spreadsheet formatting (i.e., Excel or Lotus 123) inclusive of all calculation formulas and/or factors used). The cost volume of the proposal will present the offeror's understanding of the RFP's requirements and the offeror's ability to organize and perform efficiently. As described in Section M, the evaluation will be based on the cost reasonableness and completeness of the cost proposal. Proposals submitted on a basis other than Cost-Plus-Fixed-Fee will be ineligible for award, unless otherwise authorized

by the Placement Contracting Officer (PCO)

In accordance with FAR 52.215-1, the Agency intends to make contract award without discussions. As such, cost proposals should provide a level of detail sufficient for cost analysis/evaluation purposes without the need for additional correspondence or communication. In evaluating costs, the Agency may request clarifications concerning information contained in the cost proposal, and/or correction of minor omissions or errors that do not alter the offer. Accordingly, failure to provide sufficient cost details, supporting documentation, and required cost schedules may result in the rejection of the offer if the Government awards on initial proposals. If the Contracting Officer determines that an offeror's initial proposed costs are unreasonable, the Contracting Officer may make cost adjustments in accordance with FAR 15.404-1 (d)(2)(ii) to determine cost realism. Finally, these instructions apply to both the prime contractor as well as subcontractors. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors.

The cost proposal shall be organized as shown in the table below; with each section titled and tabbed for easy identification.

COST/PRICE PROPOSAL (VOLUME III) OUTLINE	
SECTION	TITLE
Preface	Cover Letter, Title Page, Table of Contents
1	Proposed Costs and Pricing
2	Price Assumptions and Rationale
3	Exceptions

Preface - Cover Letter, Title Page, Table of Contents

See paragraph A of this attachment, "Format and Content", for instructions.

Section 1 - Proposed Costs and Pricing

Adequate price competition is expected to exist, and this action is therefore exempt from the requirement for submission of "cost or pricing data" as described under FAR 15.403. In submitting the cost and pricing proposal, offerors must include an index, appropriately referenced, of all the pricing data and information accompanying or identified in the proposal. Any information submitted must support the price proposed. Include sufficient detail or cross-references to clearly establish the relationship of the information provided to the price proposed. Support any information provided by explanation or supporting rationale as needed to permit the Government to evaluate the documentation. Again, such information is not considered cost or pricing data, and will not require certification in accordance with FAR 15.403-1.

In the cost proposal, the offeror must certify that all proposed personnel (including proposed subcontractor personnel) meet the qualifications specified in the RFP. In the cost proposal, offerors shall demonstrate that the labor rates for the individuals identified in the technical proposal are included in the labor rate calculations in the cost proposal. Those individuals included in the technical proposal must be included in the cost

proposal in a magnitude consistent with the significance of their role in the technical proposal. For example: an individual included in the technical proposal with significant expertise and credentials, who is being included to respond to technical criteria, should likewise be included in the cost proposal at a level of effort reflecting the potential anticipated usage of that individual, so that a correlation of expertise and cost is evident.

Offerors shall submit: (1) Standard Form 1448; and (2) a summary spreadsheet illustrating the total cost and fee proposed for each block of hours below. .

1. Base Period, Base Level of Effort (LOE)
2. Base Period, Optional LOE
3. Option Period 1, Base LOE
4. Option Period 1, Optional LOE
5. Option Period 2, Base LOE
6. Option Period 2, Optional LOE
7. Option Period 3, Base LOE
8. Option Period 3, Optional LOE
9. Option Period 4, Base LOE
10. Option Period 4, Optional LOE
11. Aggregate, All Periods, All LOE

Section 2 - Pricing Assumptions and Rationale

The offeror shall submit any information, rationale, and assumptions necessary to determine the reasonableness of your costs/prices, including, the nature and amount of any contingencies included in the proposed price. As such, offerors shall, at a minimum, address the following areas:

A. Direct Labor Hours

The direct labor hours (level-of-effort) appearing below are for professional labor only. These hours do not include management at a level higher than the program management or clerical support staff. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable man-hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contact will not be allowed.

For the purposes of evaluation, offerors are required to propose the LOE hours listed below. These labor mix percentages represent the Government’s estimate based upon historical data from similar requirements and do not guarantee the actual mix of labor that will be experienced during contract performance. The labor (or P-Level) categories used in the labor mix estimate are provided as a frame of reference only. As such, offerors are encouraged to submit their own labor categories and descriptions in order to allow innovative approaches to the Statement of Work tasks.

<u>Labor Category</u>	<u>Period</u>	<u>Labor Hours Base Qty.</u>	<u>Labor Hours Optional Qty.</u>
P-4	Base	8,600	4,900
	Option I	8,600	4,900

	Option II	8,600	4,900
	Option III	8,600	4,900
	<u>Option IV</u>	<u>8,600</u>	<u>4,900</u>
	Total	43,000	24,500
P-3	Base	12,800	7,300
	Option I	12,800	7,300
	Option II	12,800	7,300
	Option III	12,800	7,300
	<u>Option IV</u>	<u>12,800</u>	<u>7,300</u>
	Total	64,000	36,500
P-2*	Base	13,600	7,800
	Option I	13,600	7,800
	Option II	13,600	7,800
	Option III	13,600	7,800
	<u>Option IV</u>	<u>13,600</u>	<u>7,800</u>
	Total	68,000	39,000

**If applicable to an offeror's proposed labor categories, P-1 labor is to be included within the total labor hour quantity estimates identified for the P-2 category above.*

(i) **Labor Rates:** Indicating the types or categories of labor being proposed together with labor hours for each category, indicating rate of compensation. State the number of any additional direct labor (new hires) will be required during the performance period of this acquisition. Please include supporting schedules indicating types or categories of labor, together with labor hours for each category and rate of compensation. Indicate the method used in computing the labor rate. If individual labor rates are proposed, give employee names. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge, in accordance with your normal accounting treatment, are to be shown separately from that of technical effort. The Contractor should provide their policies and procedures related to uncompensated overtime. The direct labor hour mix and personnel proposed as part of the cost proposal shall be the same as proposed in the technical proposal. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date). The offeror shall include the date of the payroll from which hourly rates were obtained. State whether any additional direct labor (new hires - Program Managers and Project Leaders) will be required during the performance period of this acquisition. If so, state the number required and for which labor categories.

(ii) **DEFINITION OF LABOR CLASSIFICATIONS:** Offerors shall use the following labor classifications in preparing their technical and cost proposals:

1. Professional Levels

(a) Level 4 - Plans, conducts and supervises projects of major significance, necessitating advance knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title:	Project Leader, Chief Engineer
Normal Qualifications:	Ph.D. Degree or equivalent; and
Experience:	10 years or more

(b) Level 3 - Under general supervision of project leader, plans, conducts and supervises assignments normally involving smaller or less important projects. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, design or equipment where necessary. Operates with same latitude for unreviewed action or decision.

Typical Title:	Project Engineer, Group Leader
Normal Qualifications:	Masters Degree or equivalent; and
Experience:	6 to 12 years

(c) Level 2 - Under supervision of senior or project lead, carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment coordinates the activities of juniors or technicians. Work assignments are varied and require some originality and ingenuity.

Typical Title:	Engineer, Analyst
Normal Qualifications:	B.S. Degree or equivalent; and
Experience:	3 to 8 years

(d) Level 1 - Lowest or entering classification. Works under close supervision of senior or project leader. Gathers and correlated basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required.

Typical Title:	Junior, Associate
Normal Qualifications:	B.S. Degree or equivalent; and
Experience:	0 to 3 years

2. Experience/Qualifications Substitutions:

(a) Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four (4) years will be an acceptable substitute for a B.S. Degree.

(b) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a Masters

Degree.

(c) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling four (4) years or a Masters Degree plus two (2) years of either additional experience or graduate level study in the proposed field of expertise will be acceptable substitute for a Ph.D. Degree.

(d) Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.

B. Summary of Proposed Staffing

Offeror(s) shall provide a table containing proposed staffing information. If inconsistencies exist between personnel data submitted in the technical proposal and personnel data provided in the cost/ price proposals, technical factors/subfactors may be downgraded. Offerors are cautioned to consider carefully the award criteria in Section M, which states, in part: "The Government will also evaluate proposals to determine contract cost or price realism. Cost or price realism relates to an offeror's demonstration that the proposed cost or price provides an adequate reflection of the offeror's understanding of the requirements of this solicitation, i.e., that the cost or price is not unrealistically low or unreasonably high."

C. Indirect Costs (Overhead, General and Administrative expenses)

Offerors are required to provide a schedule of their indirect rates and explain the allocation bases. Include all rates which the offeror maintains in its accounting records which may be used during performance of this contract. Identify indirect rates which a Government audit agency has approved for forward pricing, and provide a copy of Rate Agreements. If not approved, state the basis of the proposed rate (e.g., previous year's actual, current fiscal year-to-date, business plan, etc.). Provide historical rate information, rationale, and other factors used to develop the proposed indirect rates which are utilized to cost the proposal. Also, provide actual expense pool amounts, allocation bases, and rates which have been submitted to the Defense Contract Audit Agency (DCAA) or other cognizant Government audit office, in your overhead rate proposal for establishing final indirect rates. Cost ceilings may be required under this contract for the prime or one or more subcontractors. Offerors should review the situations described in FAR 42.707 (b)(1) to determine whether or not ceilings should be utilized and, when appropriate, propose ceilings.

Note: The Government reserves the right to adjust an offeror's or its subcontractor's estimated indirect costs for evaluation purposes based on the Agency's judgement of the most probable costs up to the amount of any stated ceiling.

The offeror shall furnish the name and address of the Government agency and the name of the reviewing official if their rates have been recently accepted by a Government agency.

D. Escalation

Indicate whether current rates or escalated rates are used. If escalation is included, state the actual, historical for the past three (3) years, and method of calculation. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date). The offeror shall include the date of the payroll from which hourly rates were obtained.

E. Other Direct Costs

Labor will not be reimbursed as an Other Direct Cost (ODCs). ODCs may consist of travel, audio/visual, reproduction/copying, supplies, postage/courier, communications, and other miscellaneous expenses. For evaluation purposes, offerors in the full and open competition are required to propose the following other direct costs for the base period and each option period. Fee is not permitted on ODCs.

Period	Base Qty. ODC Ceilings
-----	-----
BASE Period	\$52,500
Option Period I	\$52,500
Option Period II	\$52,500
Option Period III	\$52,500
Option Period IV	\$52,500

Period	Optional Qty. ODC Ceilings
-----	-----
BASE Period	\$30,000
Option Period I	\$30,000
Option Period II	\$30,000
Option Period III	\$30,000
Option Period IV	\$30,000

The amounts above are exclusive of any applicable indirect cost and fee. Identify the major other direct cost items that would be a direct charge under your accounting system on any resulting contract. Specify how your company accounts for program management costs, such as meetings, reporting and other duties inherent in doing business with EPA.

F. Consultant Services and/or Subcontracts

Identify any contemplated consultants. State the amount of service, in direct labor hours, estimated to be required and the consultant's quoted daily or hourly rate. Consultants are part of the level of effort. When the cost of a subcontract is substantial (10 percent of the estimated contract value or \$10,000, whichever is less), include details of subcontract costs in the same format as the prime Contractor's costs. For evaluation purposes, include a cost or price analysis of the subcontract costs in accordance with FAR 15.404-3(b). Subcontracts are evaluated as part of the overall level of effort.

G. Fee

Proposed fee amounts must not exceed the statutory limitations on fee as stated in FAR 15.404-4(c) (4)(i).

H. Divisions, Subsidiaries, Parent or Affiliated Companies

If other divisions, subsidiaries, a parent or affiliated company will perform work or furnish materials under the proposed contract, please provide the name and location of such affiliates and your intercompany pricing policy. Separately identify costs and supporting data for each such entity proposed.

I. Equipment

EPA does not anticipate furnishing any equipment to the Contractor under this procurement except under unusual circumstances. Identify existing Government-owned property in the possession of the offeror which the offeror proposes to be used in the performance of the contract, and the Government agency which has cognizance over the property.

J. Facilities Capital and Cost of Money

If you intend to claim facilities capital and cost of money as a cost element of your proposal, you must complete and include form CASB-CMF in your cost proposal. Form CASB-CMF is not required of offerors who submit the form to support forward pricing rate agreements or who otherwise make annual submissions of the form to U.S. EPA or a cognizant administrative or auditing office.

K. General Financial and Organizational Information

In accordance with section L provisions, offerors shall submit financial statements, including a balance sheet, a statement of profit and loss and cash flow, for the last completed fiscal year and current year-to-date. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

Section 3 - Exceptions

This section shall consist of any exceptions the offeror has to the terms or conditions of the solicitation. Offerors are reminded that exceptions to the solicitation are discouraged because they may result in the proposal being determined to be a nonconforming counteroffer. Any exceptions to the terms or conditions of the solicitation shall only be addressed in the event discussions are held. Offerors should be aware that the appropriate time to request clarifications or exceptions to the terms and conditions of the contract as set forth in the RFP is during the proposal preparation stage before proposals are submitted.

Note: Offerors may submit written questions within 15 calendar days during the proposal preparation period. Only written questions will receive a response. It is required that each question should include the document name, document date, specific page, paragraph, clause or other definitive citation requiring clarification.