

## **Attachment 2**

### **Format for Proposals**

August 14, 2009

1. Proposals will be evaluated in accordance with the evaluation criteria found in Clause 4, Evaluation -- Commercial Items (FAR 52.212-2). This Attachment has been prepared to assist you in preparing a complete technical/business management proposal and cost/price proposal.

2. This Request for Proposal (RFP) is written, solicited and will be awarded in accordance with the provisions of Federal Acquisition Regulation (FAR) Part 12. Interested parties are encouraged to become familiar with FAR Part 12. This will assist in your understanding of the terms and conditions of this solicitation, the instructions which follow, and the source selection process.

3. The Environmental Protection Agency (EPA) is committed to applying "Best Value" principals to this procurement. We will be evaluating technical factors and Past Performance, which will demonstrate an ability to deliver quality products and services. The technical evaluation factors are more important than past performance. The technical and past performance factors are more important than price.

4. If interested, the following information shall be provided in response to this request for proposal, in strict accordance with the following instructions:

(a) The proposal includes a completed and signed SF-1449. The proposal will be signed by someone with the authority to sign for the firm. The Certifications and representations completed, paragraph 3 (Clause FAR 52.212-3.) In addition, paragraph 1, of the Addendum, reflecting the fixed rates.

The EPA requires five (5) complete, paper copy sets, in binders; two (2) with original signatures and three can be copied signatures. In addition, one (1) electronic copy will be provided on a labeled CD. Overly elaborate presentations are not desired.

(b) Specified written information about the firm's capability to perform the proposed contract. Restrict the narrative to 10 pages with a font no small the 12 pitch. The technical and/or business proposal should highlight your firms past experience, in operating research vessels such as those described in the Performance Work Statement. Provide at least 5 Past Performance references which will support your experience. Provide the name of the company/agency, a point of contact, email address, phone number. In addition, you will send to each reference a copy of attachment 3, Client Authorization Letter and attachment 4, Past Performance. The references are to return their completed forms to EPA directly.

## Volume I - Technical Proposal

A. The technical proposal must present the offeror's understanding of the scope of the acquisition and an overall approach to providing the required services. The proposal must be sufficiently detailed and complete to enable the government to arrive at a sound determination that the proposal meets the government's requirements. The contractor should clearly identify in the body of each chapter of their technical proposal how they will accomplish the contract requirements. Failure to include requested information may result in a decrease in technical rating. The offeror must organize the technical volume as follows:

<u>Chapter</u>	<u>Title</u>
1	Title Page, Cover Letter, Table of Contents
2	Technical Experience and Capability
3	Management Organization
4	Management System
5	Past Performance
	Other Information

B. The following are further description of the information that offerors should provide in each chapter.

**Title Page:** State the document number, title, name and RFP number, name of the offeror. Although a cover letter is not required, if the offeror chooses to submit one, place the letter at the beginning of the technical volume after the title page. You must provide a table of contents after the cover letter or title page listing the chapters, sections, subsections, page numbers, etc.

### **Chapter 1: Technical Experience and Capability:**

**Ship Maintenance and Capability:** This section will consider the offeror's administrative capability to adequately perform the requirements in the performance work statement (PWS). Describe the offeror's (and any major subcontractor's) depth of experience and qualifications operating and administering similar type vessels in the following areas:

**Maintenance Approach:** Offerors must provide information regarding their plan for maintenance. This must include their approach to preventative, corrective, and depot maintenance outlining both work to be accomplished and resources to be assigned, including any plans for full-time, dedicated personnel. Offerors must provide a sample maintenance plan for the Lake Guardian and Mudpuppy.

**Dry Dock & Industrial Assistance Shoreside Administration Plan:** Offerors must provide information regarding their plan for managing the dry dock of the Lake Guardian. The plan must include corporate past experience levels for similar ship

overhaul efforts, personnel used including qualifications, etc. Detail your company's ability to avoid cost overruns and/or change orders on major repair/overhauls. Provide a synopsis of the percentage of time that major repair/overhauls have been completed on time. Where schedules were modified from the original schedule, discuss the reasons for the change(s).

**Ship Operational Experience and Capability:** This section must address the offeror's managerial and administrative capability to adequately perform the requirement in the PWS. Describe your (and all major subcontractor's) depth of experience and qualifications operating and administering ships of similar size and/or type vessels in the following areas:

1. Detail of experience in ship operations.

2. Description of how the company will establish organizational controls and procedures to ensure that a safe, hazard-free work and living environment is maintained aboard the ships and that they meet regulatory requirements of the statement of work. This description must include all aspects of implementing the Safety Plan, including inspection, training, and shipboard oversight

**Shipboard Personnel:** The terms and conditions of this contract require critical and sensitive services, and it is essential that contractor maintains the performance of the fleet's mission at all times. Of particular concern is the ability of the firm to fully man the vessels in order to perform in accordance with the PWS in both regular and contingency operations. You should clearly state your proposed manning level in this section.

**Manning:** A firm must explain the level and mix of manning that they will be provide for crewing the ship and boat. A firm must provide brief rationale regarding the rating of crew members offered. A firm must address how they will manage personnel to meet additional personnel requirements. A firm must provide information concerning their approach for hiring, start-up/phase-in, and maintaining qualified personnel to comply with solicitation requirements.

A firm must address how the they will provide personnel from contract award through initial phase-in of all operations and services. Detailed description of the plan to ensure crew members during ROS return to the vessel within one (1) hour notice for weather related emergencies.

**Labor Agreement:** A firm must provide copies of all relevant collective bargaining agreements or other workforce agreements that clearly indicate adequacy of labor supply available to the firm to meet the manning requirements of the Performance Work Statement. Collective bargaining agreements must contain provisions for resolution of labor disputes through binding arbitration coupled with no-strike, no lockout provisions.

Employment agreements and/or signed letters of contingency hire: A firm must provide copies of employment agreements and/or signed letters of contingency hires.

## **Chapter 2: Management Organization**

**Key Personnel:** Addendum, paragraph 7 titled, Key Personnel, requires firms to submit resumes and letters of intent for key personnel. The resumes and letters must contain the following information: Name, current title, length of time in present position, and the time with the company, proposed title/job position, tasks on which proposed employee will work, and authority, functions, and responsibilities for performing the specific tasks. The resume must clearly identify the individual's work experience, training, educational background, membership in professional societies or associations, accomplishments, and the level of effort the employee will devote to this contract. The firm must submit copies of USCG licenses for shipboard key personnel. A firm may submit resumes for additional personnel that a firm considers critical to the success of contract performance. At a minimum, resumes for key personnel must include the following:

1. **Identify/Experience:** Identify the proposed employee by name, current title, length of time in present position, and the time with the company, proposed title/job position, tasks on which proposed employee will work, and authority, functions, and responsibilities for performing the specific tasks. The resume must clearly identify the individual's work experience, training, educational background, membership in professional societies or associations, accomplishments, and the level of effort the employee will devote to this contract. Copies of USCG licenses for shipboard key personnel must also be submitted.

2. **References:** The resumes must include professional references for key personnel. The Government has the right to verify any reference listed in any resume for the purpose of proposal evaluation.

3. **Authentication:** Each resume must be signed by both the employee and an authorized representative of the company.

The firm must submit with the resumes of key personnel, letters of commitment from key personnel stating the intention to work on the resultant contract if awarded to the firm. A firm must submit resumes for current employees with letters of commitment and not currently employed but will accept employment after contract award. The letters of commitment must reflect agreement on salary, benefits, and position.

**Organizational Structure:** A firm must describe and explain their current corporate structure and organization, and that of any major subcontractor, they plan to utilize during the contract. A firm must detail and highlight any proposed changes to their corporate structure and organization, and any major subcontractor's, current organizational structure that will be used to manage the vessels under the proposed

contract. The firm must include organizational charts detailing the duties, functions, and responsibilities of the positions and lines of communications for the overall company as well as for any special team, subsidiary or major subcontractor. Indicate the total number of personnel in each department/division, e.g., management, finance, legal, purchasing, engineering and technical, property administration, human resources, insurance, and clerical support. Indicate the reporting chain of command for the Safety Manager.

A firm must describe the company's relationships with customers and supplier and/or subcontractors, both Government and commercial. A firm must describe procedures in place for ensuring customer satisfaction, cooperation with customers, and handling of customer complaints. A firm must discuss the total number and amounts of any cure notices, contract deductions, penalties, liquidated damages, etc. that have been assessed against the company. Discuss the number, circumstances, and amounts of claims, lawsuits, requests for equitable adjustments, etc. that the company filed against customers and suppliers/subcontractors and the outcome of those claims, lawsuits, etc. firms must describe the types of vessels similar to the Lake Guardian, which were operated by the company.

### **Chapter 3: Management Systems**

#### **A. Property Control**

1. Property Control - The firm must describe the policies and procedures of the department/division that will implement/utilize the property management requirements of the performance work statement.

2. The firm must describe their processes for generating property requirements, the kind and type of approvals they will obtain, both internal and external and how purchasing will support and respond to these requirements.

3. The firm must describe your proposed frequency for updating your property control system and your process for conducting internal property audits, including initiating and completing corrective and preventive actions.

**B. Quality System:** The firm must describe the type of quality system you will utilize in the performance of the proposed contract and demonstrate the ability to meet the requirements of the Performance Work Statement to include the International Safety Management Code (ISM). The firm must identify whether it has achieved certification for its quality system or whether it is pursuing and when they expect certification. The firm must advise whether it has received a Document of Compliance under ISM and whether each ship it currently operates has received a Safety Management Certificate. For firms that have achieved either or both certifications, indicate when recertification is required and any documented major quality system or ISM code that have been identified.

#### **Chapter 4: Past Performance/Experience**

a. The Government will assess each firm's past performance and experience. The assessment will be a subjective, but an unbiased judgment regarding the quality of a firm's past performance. The Government will use its subjective assessment to determine a firm's relative capability and trustworthiness, and thus the relative reliability of the firm's promises. The determination of a firm's best value will be reflective of both the value of the firm's promises and the reliability of those promises as determined, in part, by the results of a firm's past performance. Thus, the Government may value a firm with a superior record of past performance more highly than a firm whose past performance is satisfactory, even though the firm with the satisfactory record made better promises in its proposal.

b. The Government may base its judgment about the quality of a firm's past performance and experience on (1) records of objective measurements and subjective ratings of specified performance attributes, if available, and (2) statements of opinion about the quality of specific aspects of a firm's performance, or about the quality of a firm's overall performance. The Government may solicit information from a firm's customers and business associates; federal, state, and local government agencies; and from any other persons and organizations. The Government reserves the right to limit the number of references to contact and to contact references other than those provided by a firm.

c. The performance attributes which the Government will assess will include, for example: a firm's record of conforming to requirements, including the administrative aspects of performance; the firm's reputation for good seamanship; the firm's record of forecasting and controlling costs; the firm's record for adhering to schedules; the firm's reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and, generally, a firm's reputation for demonstrating a business-like concern for the interests of its customers.

d. The Government intends to award a contract without discussions, as provided by Clause 4, Evaluation – Commercial Items, FAR 52.212-1(g). Nevertheless, the Government may communicate with a firm in order to clarify, verify, or obtain additional information about its past performance. Such communications will not constitute discussions within the meaning of 52.212-1(g) and will not obligate the Government to make a competitive range determination, conduct discussions, or solicit or entertain revised proposals or best and final offers.

e. List up to five (5) contracts of a nature and complexity similar to this proposed contract that you were awarded or performed within the past five (5) years or are currently performing. Provide the following information for each:

Company/Agency Name: \_\_\_\_\_

Company/Agency Address: \_\_\_\_\_

Point of Contact (POC): \_\_\_\_\_

POC Phone Number: \_\_\_\_\_

POC E-Mail Address: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Date of Award: \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Cumulative Amount: \_\_\_\_\_

Prime Contractor [  ] Yes, [  ] No      Subcontractor [  ] Yes, [  ] No

Services Rendered: \_\_\_\_\_

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f. The government will also evaluate the past performance based upon information obtained through the Client Authorization Letters (Attachment 3) and Past Performance Questionnaires (Attachment 4). The firm will send out a Client Authorization Letter with a Past Performance Questionnaire attached. Only 5 are required to be sent and they can be the same as those listed above. A copy of each Client Authorization letter will be included at the end of this chapter. The completed questionnaires should be sent directly to EPA and be received no later than two weeks after the solicitation's close date. The government will utilize the past performance questionnaire (Attachment 4) in developing past performance information.

In the case of a firm without a record of relevant past performance, or for whom past performance is not available, the government will evaluate that firm neither favorably or unfavorably.

**Chapter 5: Other Information:** The government will evaluate the following items as acceptable or unacceptable. The firm must submit:

**Safety Plan:** A firm must submit a Safety Plan with their proposal. The plan must be in accordance with the manual - PWS Attachment 6, titled *Vessel Safety Manual, Revision 1.1*.

**Quality Management Plan:** A firm must submit a Quality Management Plan (QMP) or equivalent documentation with their proposal. The QMP or an equivalent documentation must be in accordance with the format and content listed in:

ANSI/ASQC E4-1994, *Specifications and Guidelines for Environmental Data Collection and Environmental Technology Programs and Great Lakes National Program Office Quality Management Plan* (<http://www.epa.gov/glnpo/qmp/index.html> )

**Other Written Information:** This information will not become part of any resulting contract, unless both the government and the firm agree to include it. A firm shall submit a documentation of insurance, which should cover all possible liabilities. The firm shall provide a current financial statement and a statement of profit and loss for the last completed fiscal year. The firm shall provide documentation of a \$400,000 line of credit. The firm must specify resources available to perform the proposed contract without financial assistance from any outside sources. If sufficient financial resources are not available, submit information about the amount of assistance that would be required from outside sources (i.e., bank loans, letter or lines of credit; etc.).

**Collective Bargaining Agreements:** Current documents that are signed and dated by the parties.

**Insurance:** Firms must explain their procedure for administering claims and obtaining commercial Protection and Indemnity insurance. A firm shall provide written quotations with the proposed insurance policy forms. Except as otherwise noted, the proposed contractor is responsible for the payment of all insurance premiums, additional premiums, deductibles, and any calls, commissions, advancements, assessments, or overspill claims, by the insurers/Protection and Indemnity (P&I). You must submit the following minimum information:

- 1) A sample insurance policy cover note meeting the requirements of this contract.
- 2) Specimen Copy of insurance policy and the current P&I rulebook for basic P&I.
- 3) Identify, address, and telephone number of insurer(s) and insurance broker(s).
- 4) Narrative description of claims operation, including identity and qualifications of claim personnel.

**Other Documentation** (Licenses/Certifications)

**Volume 2 - Price Proposal:** This should be a bound document separate from the technical proposals. The price proposal should not be included within Volume 1. The government will determine the total contract amount by adding the total of the Base period to the total of each Option Period. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

Notwithstanding its plan to award without discussions, the government reserves the right to conduct discussions with firms if necessary.

**Realism:** The government will evaluate proposals to determine cost or price realism. The government will consider a firm's lack of understanding of the complexity and risk in contract requirements, if the offer is unrealistic in terms of either technical approach or unrealistically low or high in price. The government **will not** consider unrealistic offers for award.

Price will not be a numerically weighted factor in the evaluation of proposals, and the importance of price does not bear a linear relationship to the importance of the technical proposal and past performance.

A firm shall provide a pricing proposal which will be evaluated as part of the Government's price analysis. The firm's price proposal must contain the following:

**Section 1** – Complete the solicitation's Addendum to FAR clause 52.212-4, paragraph 2, by inserting your proposed fixed rate prices in the appropriate spaces.

**Section 2** - The firm and any proposed subcontractor must complete and submit the RFP, clause 3 Offeror Representations and Certifications – Commercial Items.

**Section 3** - Submit cost or pricing data or information other than cost or pricing data that supports your proposed prices.