

Amendment 000003
Solicitation Number: N00014-16-R-0014
“Support Services for the Office of Naval Research Corporate Logistics”
Dated: December 16, 2015

The purpose of Amendment 000003 is to amend the solicitation as follows:

1. Revise Section C, paragraph 4.1, as follows:

Option CLINs (0003-0006, 0010-0013, 0017-0020, 0024-0027, and 0031-0034) are identified for supplemental labor service support. The requirements for the supplemental labor service support are outlined in **Section C, paragraphs 3.11 through 3.14 and paragraphs 4.2.11 through 4.2.14**. The supplemental labor service support will be filled on an as needed basis as directed by the COR.

2. Revise Section C, paragraph 5.1.1

The Plan shall contain the following information: labor category; tie-back to tasks in SOW; name of contractor employee (only required in final staffing plan after contract award); current security clearance level (only required in final staffing plan after contract award); and how prime contractor will verify the experience and education of the contractor employee for verification that the employee meets the requirements and experience specified/required for the labor category they are assigned to in **Section C, paragraphs 3.0 and 4.2 of the SOW**. The offeror shall address which labor categories shall be filled by subcontractor or its own employees. The offeror shall also address plans in the event of prime and/or subcontractor withdrawals or addition of resources required, and staffing updates, throughout the period of performance. A table may be used to summarize this information.

3. Revise Section G, paragraph 4, as follows:

a) Personnel provided under this contract are critical to the mission of ONR. The contractor is expected to minimize employee turnover with respect to personnel performing under this SOW. The contractor is responsible for providing temporary coverage in the event of an extended absence of two (2) or more consecutive days.

b) All personnel assigned to a specific labor category identified in **Section C, paragraphs 3.0 and 4.0** shall possess sufficient breadth and depth of applicable experience to provide pertinent support independently. Upon contract award the contractor will be furnished copies of ONR internal guides that are relevant to accomplishing the assigned tasks. Contractor personnel will be afforded the opportunity to become knowledgeable of these internal procedures, and seek clarification on an as needed basis.

c) In the event that contractor personnel are not meeting the requirements in SOW identified in **Section C, paragraphs 3.0 and 4.0** the COR or the Contracting Officer will notify the Contractor of the problem/issues regarding the contractor’s personnel. The contractor will have 30 days to remedy the situation in a manner that is acceptable to the Government. A mutual effort will be made to resolve all problems/issues identified.

4. Revise Section L, paragraph 5.1, as follows:

a. Legal Offer Letter: The legal offer shall indicate the offeror's unconditional agreement to the terms and conditions in this solicitation. It shall state proposal validity through 120 days and shall acknowledge and accept the terms and conditions reflected in any amendments to the solicitation. An authorized official of the company shall sign the offer letter.

b. Each offeror shall complete (fill-ins and signatures) the solicitation sections indicated below using the file (without modification to the file) provided with the solicitation. An authorized official of the company shall sign the SF 33 and all certifications requiring original signature. The Government will also check the contractors Representations and Certifications located in the System for Award Management (SAM) prior to award. An Acrobat PDF file shall be created to capture the signatures for submission.

(1) Standard Form 33 (SF33) – Solicitation, Offer and Award

(2) **Quality Control Plan – Draft in accordance with SOW Section C, paragraph 5.6.**

5. Revise Section L, paragraph 5.2, as follows:

Offerors shall demonstrate an understanding of the technical requirements and risk in implementing those requirements. This will include the Offeror's plans to meet all technical requirements, and the thoroughness in which the proposal addresses each technical requirement. The proposal shall address "Contractor Qualifications and Experience," "Staffing Plan," and "Management Plan" in sufficient detail to permit evaluation in accordance with Section M. Volume II shall cover all contract years. **It is imperative that you fully describe how you will meet the sub-factor requirements. Do not simply copy and paste, rephrase or restate SOW language for the technical volume.** The successful offeror's Staffing Plan and Management Plan shall be incorporated into the contract by reference.

Volume II shall discuss the following:

1. The overall technical requirements and proposed implementation for satisfying the technical requirements contained within the SOW.

2. Contractor Qualifications and Experience: Provide at least two (2) recent (performed within the last three (3) years) examples of contractor qualifications and experience (corporate experience) similar in magnitude and complexity to the work described in the SOW. Describe the work performed and how it relates to your ability to provide the services as stated in the SOW. Failure to clearly articulate how the corporate experience examples correlate to the work to be done in the SOW may result in an unfavorable evaluation. For each example, include the contract number; the name of the contracting officer; contracting officer's representative (COR) or commercial point of contact (POC) and his or her telephone number and e-mail address; the dollar amount of the contract; period of performance of each example and contract tier (i.e. prime or sub). The description of each example of corporate experience shall not exceed one page for each example.

This section is limited to two (2) pages.

3. Personnel Qualifications and Experience: The offeror shall describe its proposed team. In addition, offerors shall detail how the proposed individual meets the "required" education, experience and security requirements identified for that labor category in accordance with **Section C, paragraph 4.2.** Offerors shall complete Attachment Number 9 to summarize personnel qualifications including a list of proposed personnel, the labor category the individual will fall under, the number of hours proposed for each person,

as well as the employers name (Employed by the Prime or Subcontractor). The offeror shall provide resumes for each individual proposed in the base year. A resume for the supplemental labor support positions are not required and will not be evaluated for this source selection. No more than ten (10) resumes will be evaluated for this source selection, one for each labor category identified in **Section C, paragraph 3.0 (The part-time Duplicating Machine Operator and Courier/Driver are envisioned as one (1) FTE spending 50% of their time performing each labor category)**. Resumes are considered a material part of the proposal. Resumes of any personnel not currently employed by the offeror or their subcontractor must contain a statement signed by the individual that use of their resume for this solicitation is authorized. In addition, the offeror must provide signed letters of intent for all individuals not currently employed with them (**not included in page count**). Letter of intent submitted with the technical proposal shall have all cost data redacted.

Each resume shall not exceed two (2) pages for each individual proposed. Resumes shall not exceed twenty (20) pages.

4. Staffing Plan: The offeror shall include a staffing plan which explains how the contract will be staffed. The offeror's staffing plan shall discuss the following:

- a. The Plan must contain the following information: labor category; tie-back to tasks in SOW; name of contractor employee; and how the prime contractor will verify the experience and education of the contractor employee for verification that the employee meets the **requirements and specific personnel requirement qualifications specified in Section C, Paragraphs 3.0 and 4.2 of the SOW**. The offeror shall also address which labor categories shall be filled by subcontractor or its own employees. The offeror shall also address plans in the event of prime and/or subcontractor withdrawals or addition of resources required, and staffing updates, throughout the period of performance.
- b. A strategy to fill vacancies in a timely manner and average time to fill a position, strategy to retain full staffing and incentives used to hire and retain personnel (Secret Clearance for some labor categories).
- c. A strategy on how the offeror plans to quickly adapt to changing mission requirements, priorities and workloads without affecting the ongoing work.

The staffing plan shall not exceed ten (10) pages.

5. Management Plan: The offeror's management plan shall discuss the following:

- a. Effective risk mitigation to include identifying potential risks associated with this requirement and associated, mitigation strategies; cost and schedule monitoring; and proven processes established to correct any issues that arise.
- b. Proposed lines of responsibility, and communication through which this requirement will be managed. The offeror shall propose policies and procedures for managing, directing the effort for productivity, quality, cost control, and early identification and resolution of problems.
- c. Proposed approach for delivering high quality logistic support services as defined in the SOW, to include describing the optimal allocation of resources to meet all performance requirements defined in the SOW.
- d. Address the period of transition from the current contract as well as operations under the new contract

The management plan shall not exceed eight (8) pages.

The Technical volume shall be organized as follows:

TAB 1: Introduction and Technical Capability Response

TAB 2: Contractor Qualifications and Experience

TAB 3: Personnel Qualifications and Experience

TAB 4: Staffing Plan (Offerors shall identify the Point of Contact in this section.)

TAB 5: Management Plan

6. Revise Section M, paragraph 2.3 as follows:

The Government will evaluate the price proposal for completeness, price reasonableness, consistency with the offeror's approach, and any evidence of material imbalances in the proposal. Generally adequate price competition establishes price reasonableness. However, the Government may use current or recent pricing for the same or similar items, commercial published data, Government estimates, or other information deemed appropriate by the Government to establish price reasonableness. Evaluation of the options will not obligate the Government to exercise the option periods.

In accordance with FAR 15.404-1(b)(2), various price analysis techniques and procedures will be employed to ensure the prices being proposed for this requirement are fair and reasonable. To assist in the overall determination of price reasonableness; ONR has established fully burdened labor rates (otherwise referred to as tripwires) applicable to all labor categories under this solicitation. This fully burdened labor rate is \$155 an hour. This rate is inclusive of all indirect rates and fee including any pass through costs applied by the prime offeror. Offerors proposing over this tripwire (base and options) will require higher levels of scrutiny before the Source Selection Authority can make a determination to award to the offeror.

The Government Not to Exceed dollar amounts are provided for ODCs, **Section G, paragraph 18.1.** These amounts provided by the Government will be the amounts the Government will utilize for evaluation. Offerors shall not propose different values for these costs.

Failure to provide detailed pricing may be grounds for proposal nonconformance. While price will not be adjectivally rated, it will be evaluated for price reasonableness. Additionally, a determination will be made if there is any significant performance risk to the Government because of unrealistically low or high prices. If Price information is included in any volume other than Price that volume will not be evaluated.

Offerors are also forewarned that if there are any discrepancies between Section B and the Attachment Number 10 cost proposal, Section B prevails. The discrepancies may impact the cost reasonableness assessment and may impact the offerors eligibility for award.