

SECTION L INSTRUCTIONS TO OFFERORS

Contract Field Teams (CFT)

Labor Augmentation Support Requirements (LASR)

1.0 Program Structure and Objective

The Government plans to award a multiple award indefinite delivery/indefinite quantity (ID/IQ) contract for the Contract Field Teams (CFT) Labor Augmentation Support Requirements (LASR) program. Award will neither be based on the Lowest Price Technically Acceptable (LPTA) nor Tradeoffs. Within the best value continuum, FAR 15.101 defines best value as using any one or a combination of source selection approaches. For LASR, the best value basis for award will be determined by utilizing the Highest Technically Rated Offerors (HTRO) Minimum Technical Threshold Rating (MTTR) approach. HTRO will best achieve the objective of awarding contracts to Offerors meeting the LASR program's primary goals and objectives by providing rapid labor augmentation capability for all levels of maintenance.

CFT will primarily include an awarded set of Contractor maintenance personnel who are provided with Government-furnished special tools, equipment, workspace, and supplies to accomplish modification/maintenance/repair effort on-site at operational Government locations, both in the Continental United States (CONUS) and Outside the Continental United States (OCONUS). The CFT Program accomplishes depot, field and organizational level inspection, maintenance, modification, and repair at operational Government locations worldwide. The program supports requirements for the Active Air Force, Air National Guard and Air Force Reserve components. CFT contracts are also used to support requirements generated by the Army, Navy, Marines, Coast Guard, Federal Aviation Administration (FAA), Department of Homeland Defense and other federal agencies. The CFT Program provides a rapid deployment workforce augmentation capability to field necessary skilled technicians on site anywhere in the world to support the Government's war readiness needs.

This solicitation is subject to a Partial Set-Aside of task orders that the Government estimates will require the contractor to provide less than 100 full-time equivalents (FTEs) of personnel per task order in the CONUS or less than 50 FTEs OCONUS. Only qualifying small businesses will be eligible to compete for set-aside task orders. Task orders larger than the partial set-aside will be available for competition among contractors (large or small) who successfully compete under the non-set-aside portion of this solicitation for the Full and Open Competition Pool

Small Business Choice of Competition. Small Business offerors shall clearly indicate the pool(s) in which they intend to compete on the front page of the RFP. Small businesses may elect to compete in either or both competition pool(s). If a small business elects to compete in the full and open pool, they must submit a separate proposal, to include all volumes, for the Full & Open Competition Pool and meet all the criteria for that pool to be eligible for award. Graduating small businesses with successful performance in the small business pool may become eligible to expand into the full and open pool in accordance with paragraph H-6 in Attachment 2 – H Clause.

1.1 Budget/Funding Information

Funding will be obligated on each task order awarded under the basic contracts. Orders may be fully or incrementally funded as appropriate.

2.0 General Instructions

2.0.1 This section of the Instructions to Offerors (ITO) provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. Any Offeror who submits an incomplete package may be considered ineligible for award. The offer shall be compliant with the requirements as stated in the Performance Work Statement (PWS) and appendices. Non-conformance with the instructions provided in the ITO may result in an unfavorable proposal evaluation.

2.0.2 The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. Offerors shall assume that the Government has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the Offeror's proposal.

2.0.3 Elaborate brochures, documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

2.0.4 The proposal acceptance period is specified in Section B of the model contract/solicitation and is 365 days. The Offeror shall make a clear statement in Section A of the proposal documentation volume that the proposal is valid for 365 days.

2.0.5 In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals.

2.0.6. All or parts of the Offeror's Technical proposal may be added to the contract. Should there be any discrepancies between the technical proposal and the Performance Work Statement (PWS), the PWS will take precedence.

2.1. General Information

2.1.1. Point of Contact

The Contracting Officer (CO) is the sole point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests for clarification may be sent to the CO at the address located in Section A of the model contract/solicitation.

2.1.2. Debriefings

The CO will promptly notify offerors of any decision to exclude them from the competition, whereupon they may request and receive a debriefing in accordance with FAR 15.505 or FAR 15.506. Offerors excluded from the competitive range may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, offerors excluded from the source selection are entitled to no more than one debriefing for each proposal. The CO will notify unsuccessful offerors in accordance with FAR 15.503. Upon such notification, unsuccessful offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

2.1.3. Discrepancies

If an Offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the CO in writing with supporting rationale as well as the remedies the Offeror is asking the CO to consider as related to the omission or error. The Offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussions.

2.1.4. Electronic Reference Documents

All referenced documents for this solicitation are available on the System for Award Management (SAM) website at <https://sam.gov>. Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

2.1.5. Amendments to Solicitation

If this RFP is amended, all terms and conditions that are not amended remain unchanged and in full force and effect. Offerors shall acknowledge receipt of any amendment and provide confirmation upon submission of the Offeror's proposal IAW FAR 52.215-1(b)

2.1.6. Submission, Modification, Revision, and Withdrawal of Proposals

Proposals and modifications to proposals shall be submitted via drop-off (upload) files in DoD SAFE to Contracting Officer at ryan.mccabe.2@us.af.mil.

2.2. Organization/Number of Copies/Page Limits

2.2.1. Title Pages

The Title Page of each volume must show solicitation number, name, address, and telephone number(s) of the Offeror and e-mail address if available.

2.2.2. Proposal Organization Table

The Offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 2.2.2.1 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits in Table 2.2.2.1. The contents of each proposal volume are described in the ITO paragraph as noted in the table below.

Table 2.2.2.1. Proposal Organization

Volume	ITO Paragraph Number	Volume Title	Page Limit
I	3.0	Executive Summary	
	3.2	Offeror Company Information/Cover Letter	1
	3.3	Narrative Summary	5
	3.4	Master Table of Contents	Unlimited
	3.5	Team List (see Attachment 2.0)	Unlimited
II	4.0	Technical	
	2.2.1	Title Page	1
	2.2.3	Proposal Organization Table	Unlimited
	2.2.8	List of Tables and Figures	Unlimited
	2.2.9	Glossary of Abbreviations and Acronyms	Unlimited
	4.3	Factor 1: AS9100D Certification	Unlimited
	4.4	Factor 2: Technical	
	4.4.1	Subfactor 1: HTRO Self-Scoring Matrix	Limited to Template
	4.4.2	Work Samples	Not to Exceed Number in Column C of HTRO Self-Scoring Matrix for Evaluation Criteria
	4.4.3	Relevant Work Sample Narratives	2 Pages Per Contracts (for exception, see Section L 4.5.1)
	4.4.4	Subfactor 2: Small Business Participation Commitment Document	Unlimited
	4.4.5	Cross-Reference Matrix	1
III	5.0	Factor 3 - Past Performance	
	2.2.1	Title Page	1
	2.2.3	Proposal Organization Table	Unlimited
	2.2.8	List of Tables and Figures	Unlimited
	2.2.9	Glossary of Abbreviations and Acronyms	Unlimited
	5.1.1	Consent Letter	Unlimited
	5.1.2	Client Authorization Letter	Unlimited
	5.1.3	Commitment to Perform as Proposed Letter	Unlimited
	5.2	Past Performance Questionnaires (PPQs)	Unlimited

	5.2.3	Organizational Structure Change History	Unlimited
IV	6.0	Contract Documentation	
	2.2.1	Title Page	1
	2.2.3	Proposal Organization Table	Unlimited
	2.2.8	List of Tables and Figures	Unlimited
	2.2.9	Glossary of Abbreviations and Acronyms	Unlimited
	6.1	Small Business Subcontracting Plan	Unlimited
	6.2	Model Contract (Sections A-J)	N/A
	6.2.1	Solicitation/Contract Form	Unlimited
	6.2.2	Special Contract Requirements (Section H)	Unlimited
	6.2.3	Contract Clauses (Section J)	Unlimited
	6.2.4	Representations and Certifications (Section K)	Unlimited
	6.2.5	Exceptions to Solicitation Requirements	Unlimited
	6.3	Other Information Required	Unlimited

2.2.4. Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be considered in the evaluation of the proposal. Page limitations may also be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors. Each page shall be counted except the following: blank pages, title pages, tables of contents, tabs, indexes, glossaries, and those noted in the Proposed Organization Chart as unlimited.

2.2.6. Cross Referencing

The Technical volume shall be written on a stand-alone basis so that its contents may be evaluated without cross-referencing to other volumes of the proposal. Information required for the technical proposal evaluation, which is not found in the Technical volume, will be assumed to have been omitted from the proposal, and will not be considered in the technical evaluation. Cross-referencing within a proposal volume is permitted when its use would conserve space without impairing clarity. The Past Performance evaluation may also utilize information from other volumes as well.

2.2.7. Table of Contents

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

2.2.8. Tables and Figures

Each volume shall include an indexed list of Tables and Figures (as needed).

2.2.9. Glossary of Abbreviations and Acronyms

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

2.3. Page Size and Format

2.3.1. A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Page line spacing shall be 1.5 lines. Except for the reproduced sections of the solicitation document, the text size shall be no less than Arial 12 points. Offerors are prohibited from using other Arial fonts such as Arial Black, Arial Narrow or Arial Rounded MT Bold. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top and bottom and 3/4-inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to Evaluation Notice (ENs). These limitations shall apply to electronic proposals.

2.3.2. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated and shall not exceed 11 x 17 inches in size and may only be used for large tables, charts, graphs, diagrams, and schematics: not for pages of text. Text intended for evaluation within all figures, charts, tables, and graphs, to include imbedded images, shall be no less than Arial 8-pt. These limitations shall apply to both electronic proposals. Any text within figures, charts, tables, and graphs which do not meet this requirement will not be considered in the evaluation. These limitations shall apply to electronic proposals.

2.4. Electronic Offers

All proposals shall be submitted using DoD SAFE, <https://safe.apps.mil/>. All interested offerors must e-mail Ryan McCabe at ryan.mccabe.2@us.af.mil to receive a request code to drop-off (upload) files in DoD SAFE. The Government Point of Contact (GPOC) will send an e-mail to the offeror acknowledging the request for a proposal drop-off code in DoD Safe. The GPOC e-mail acknowledging the request will not be sent to the offeror after close of business hours, weekends, or on nationally observed holidays. If you do not receive an acknowledgement e-mail from either of the GPOCs after 72 hours, you must send another e-mail. E-mails will not be returned after close of business hours, weekends, or on nationally observed holidays.

After the e-mail request for a drop-off code has been sent from the offeror and the offeror has received the acknowledgment e-mail from either GPOC, the offeror will then receive an e-mail from DoD SAFE to drop-off proposals and other requested documents. If the offeror does not receive the e-mail from DoD SAFE the offeror will need to check SPAM and JUNK folders before requesting another drop-off code from the GPOC.

The request for drop-off is only valid for 14 days. If the 14 days has expired and the RFP is still open, the offeror may send another e-mail request for drop-off code to the GPOC e-mail addressee listed above. Be advised that classified information is not allowed on DoD SAFE. Any files containing CUI/PII/PHI must be encrypted prior to uploading or by checking the "Encrypt every file" box. The offeror is allowed to drop-off

one or more files (up to 8GB total). The offeror may select the box 'Send me an e-mail when each recipient picks up the files' for documentation purposes. The GPOC will receive an automated e-mail containing the information the offeror has entered and instructions for downloading the file(s). The GPOC will have 7 days to retrieve the files submitted in the drop-off. DoD SAFE does not guarantee delivery of documents within a specified time period under 4 hours.

All electronic documents and files submitted shall contain the volume number and title. Use separate files to permit rapid location of all portions, including subfactors, required plans, exhibits, appendices, and attachments, if any. The Offeror shall submit volumes I through IV in electronic format. Each volume shall be submitted as a separate file. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Word 365, MS Excel 365, MS-Power Point 365, and Adobe PDF. Note PDF files must be searchable and able to copy and paste. For amendment purposes to the proposal, the "original" proposal shall be clearly identified.

2.5 Distribution

2.5.1 Once the Offeror has uploaded the Offeror's proposal in its entirety to DoD SAFE, the Offeror shall take a screen shot (Print Screen function) of the Offeror's DoD SAFE upload confirmation screen showing all the uploaded files included in the proposal submission. The Offeror shall notify Ryan McCabe (CO) by email that the files have been uploaded and provide a copy of the DoD SAFE completed upload confirmation screen shot. If the proposal files are uploaded in their entirety prior to the proposal closing date and time, and the Offeror has notified Ryan McCabe the files have been uploaded (notification is to include the DoD SAFE upload confirmation screen shot has also been provided), the proposal will be considered timely, even if the files are not accessible to the CO in DoD SAFE until after the proposal closing date and time. If the Offeror fails to notify Ryan McCabe by email, the files will be considered timely if they are accessible in DoD SAFE prior to the closing date and time. However, they will be considered late proposals, if they are not accessible until after the proposal date and time.

Email address is as follows:

Ryan McCabe: ryan.mccabe.2@us.af.mil

3.0 Volume I – Executive Summary

3.1 Organization

All volumes shall be organized according to Table 2.2 above.

3.2 Offeror Company Information/Cover Letter

The Offeror shall provide a Cover Letter with all of the following company information: Name, Address, Cage Code, Unique Entity Identification Number (UEI), System for Award Management (SAM.gov) registration date, proposal validity statement, and

Contracting and Technical POCs (name, email address, and phone number). The proposal validity statement shall be valid through 270 calendar days from the proposal due date. The Offeror shall be registered in SAM.gov at the time of proposal submission, through contract award and for the duration of the acquisition. If the Offeror's SAM.gov registration expires prior to the proposal validity date, the Offer shall assert its intent to renew the registration in the Executive Summary.

3.3 Narrative Summary

The Offeror shall provide a concise narrative summary of the entire proposal. Salient features should tie in with Section M Evaluation Factors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the proposal.

3.4 Table of Contents

A master table of contents of the entire proposal.

3.5 Team List

A Team List of the Offeror's primary Point of Contacts.

4.0 Volume 2 – Technical

4.1 General

The Technical Volume should be specific and complete. Legibility, clarity and coherence are very important.

4.2 Format and Specific Content

4.2.1 Volume Organization

The Technical Volume shall be organized according to the following general outline:

- (1) Title Page
- (2) Proposal Organization Table
- (3) List of Tables and Figures
- (4) Glossary of Abbreviations and Acronyms
- (5) AS9100D Certification
- (6) Self-Scoring Matrix
- (7) Work Samples
- (8) Relevant Work Sample Narratives
- (9) Small Business Participation Commitment Document
- (10) Cross-Reference Matrix

4.3 Factor 1 – AS9100D Certification

The Offeror's proposal will first be evaluated by their ability to meet an initial technical standard by providing a current AS9100D certification as a prime contractor. This is a prerequisite for HTRO scoring validation. Offeror's who fail to provide the required current AS9100D certification as a prime contractor will not receive further evaluation.

4.4 Factor 2 – Technical

4.4.1 Subfactor 1 – HTRO Self-Scoring Matrix

The Offeror's proposal will be evaluated utilizing the HTRO Scoring Matrix (Attachment 6). The Offeror shall only provide relevant pages of documents used to fully validate Offeror Self-Scores. Using the instructions provided below, the Offeror shall provide, as specifically as possible, the actual evidence used to substantiate the Offeror's HTRO Score. All the requirements specified in the solicitation are mandatory. By submitting a proposal, the Offeror represents that it will perform all the requirements specified in the solicitation. The Offeror shall provide the Attachment 2.2, Cross-Reference Matrix that matches proposal volume and paragraph numbers, with corresponding Solicitation section and paragraph numbers.

4.4.2 Work Samples

The Offerors shall submit work samples (contracts/orders) which demonstrate their past technical experience in the required elements listed within the HTRO Scoring Matrix. Offerors are limited to the number of work samples permitted for each work criteria to demonstrate the maximum score. Work samples demonstrating technical experience for multiple required elements in the HTRO Scoring Matrix are only required to be submitted once. Offerors shall identify which evaluation criteria is supported. Relevant work sample narratives need to explain how aspects of the work sample are relevant to specific elements in the HTRO Scoring Matrix. Future performance periods on an existing contract do not demonstrate past technical experience and shall not be utilized as work samples, nor be factored into the total point value of a submitted sample. An acceptable work sample is defined as either a contract, or a task order under a master IDIQ contract (FAR 16.501-1), on which the Offeror performed for at least six months with those six months taking place within the last five (5) years of release date of the LASR solicitation. A Multiple Award IDIQ or a Single Award IDIQ contract by itself is not an acceptable work sample. An Offeror may choose to use data from Subcontractor contracts/task orders as part of its work samples elements listed as "Prime Only" require the offeror to have performed in the role of the prime contractor to be eligible to receive points.

4.4.3 Relevant Work Sample Narrative

For each work sample, the Offeror shall provide a narrative explaining what aspects of the contract/order is deemed relevant to the proposed effort, which evaluation criteria in the HTRO Self-Scoring Matrix is supported, and to what aspects of the proposed effort they relate. Specifically, the narrative should focus on similarities to the Factor 2 HTRO Scoring-Matrix, Recency, Relevancy, and Performance Quality, as defined in Section M, paragraphs 2.4.1 through 2.4.4, and should be tailored to the proposed portion of effort. Categorize the relevant information into the specific technical factor used to evaluate the proposal. The narrative may include a discussion of efforts accomplished by the Offeror to resolve challenges encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having challenges or issues does not

automatically equate to an Unacceptable rating since the problems encountered may have been on a more complex program, or an offeror may have subsequently demonstrated the ability to overcome the challenges encountered. The Offeror shall clearly demonstrate management actions employed in overcoming challenges and the effects of those actions, in terms of improvements achieved or challenges rectified. This may allow the Offeror to achieve an Acceptable rating. For example, submittal of quality performance indicators or other management indicators that clearly support that an offeror has overcome past problems is required. The Offeror is requested to limit the narrative to a maximum of two (2) pages. In an effort to reduce administrative burden, the Offeror may exceed the requested page limit, if determined necessary to fully describe relevancy in instances where multiple evaluation criteria are supported. For example, submittal of a work sample that covers four (4) evaluation criteria may have a relevant work sample narrative that exceeds the maximum of two (2) pages to fully describe relevancy.

4.4.4 Subfactor 2: Small Business Participation Commitment Document (SBPCD)

Provide an approach for Small Business Commitment. As a minimum, the approach must demonstrate the offeror's commitment to small business utilization during the performance of the contract. In addition, the Offeror shall submit a completed Small Business Participation Commitment Document (SBPCD) (ITO Attachment 3.0). Lastly, the offeror shall describe how the offeror will comply with CDRL A001 Small Business Subcontractor Report-Small Business Participation Report-Basic (PWS paragraph 6.2.2)

NOTE: The SBPCD differs from the subcontracting plan* requirements IAW FAR 19.7. Also, work to be performed directly by a small business prime offeror shall be evaluated as Small Business Participation. Small business prime offerors shall include their information in the provided SBPCD template as required. *The subcontracting plan will only be required within the Contract Volume per Section L paragraph 6.2.

4.4.5 Cross-Reference Matrix

Offerors shall enter information that links their self-scores to the substantiating information included in their proposal in the Cross-Reference Matrix, Instructions to Offerors Attachment 2.2. Please see attachment for instructions.

5.0. Volume III, Factor 3 – Past Performance

5.1 General

5.1.1 Each offeror shall submit a Past Performance volume with its proposal, containing Past Performance Information (PPI) IAW the format contained in Attachment 1.1 of the ITO. The Past Performance volume shall include a team list, which includes the prime contractor, all significant subcontractors, teaming partners and/or joint venture partners proposed to perform the work outlined in the solicitation. The requirement of submitting

work samples in Volume II shall be used to validate past performance. Offerors shall not provide additional work samples not identified in Volume II. For the Past Performance evaluation, the Government will use data provided by the offeror in the Past Performance volume, as well as data obtained from other sources.

5.1.1 Attachment 1.4 Consent Letter. This letter shall be executed and signed by each subcontractor, teaming partner, and/or joint venture partner. The letter authorizes the release of adverse past performance information to the Offeror so the Offeror can respond to such information.

5.1.2 Attachment 1.5 Client Authorization Letter. For each identified effort for a commercial customer, the Offeror shall submit a client authorization letter (Attachment 1.5) authorizing release to the Government of requested information on the Offeror's performance.

5.1.3 Attachment 1.6 Commitment to Perform as Proposed Letter. This letter shall be executed and signed by the Prime contractor and each Subcontractor. The letter states that, in the event a contract is awarded to the Prime Contractor, the Prime Contractor and Subcontractor (to include teaming partners, and/or joint venture partners) commit to joint contract performance as described in the proposal. A separate letter shall be completed for each subcontractor separately. If the signed commitment is not fully executed by both parties and provided with the Past Performance Proposal, the subcontractor references will not be evaluated or considered. In the event the signed letter is not submitted with the initial proposal, but is later submitted during the evaluation, the subcontractor references will be considered at that point.

5.2 Past Performance Questionnaires (PPQs)

5.2.1 As soon as practicable, offerors shall complete Section 1 of the attached Past Performance Questionnaire (Attachment 1.2) and e-mail it and the Performance Questionnaire Letter (Attachment 1.3) to all points of contacts (POCs) the offeror has listed in the Past Performance Information Form (PPIF) (Attachment 1.1). The POCs will complete the questionnaires and forward them by e-mail, directly to the Contracting Officer, (Attention: Ryan McCabe). The email address for questionnaires is: ryan.mccabe.2@us.af.mil. RESPONDENTS TO THE QUESTIONNAIRES SHALL NOT SEND THE COMPLETED INFORMATION SHEETS BACK TO THE OFFEROR. Offerors shall not follow-up with respondents to ensure they have completed the questionnaires. The PPET will conduct such follow-up with any POC as necessary.

5.2.2. Affiliate companies, sister companies, teaming arrangements, joint venture agreement, etc., will be considered, provided that sufficient documentation is included in the proposal. The Prime contractor must demonstrate that the affiliate will perform

significant and critical aspects of the contract if awarded. Proposal documentation should include a copy of the signed arrangement such as documented affiliation, a copy of the teaming agreement, a copy of the joint venture agreement, etc. If the required information is not included in the proposal, the proposed affiliate companies, sister companies, joint venture companies, etc. will not be evaluated or considered.

If subcontractor experience is submitted for consideration as part of the proposal, the offeror should include a commitment signed by offeror and subcontractor certifying that if a contract is awarded resulting from the proposal, the parties commit to joint performance as proposed. If the signed commitment is not fully executed by both parties and provided with the Past Performance Proposal, subcontractor references will not be evaluated or considered.

5.2.3 Organizational Structure Change History

Many companies have acquired, been acquired by, or otherwise merged with other companies and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant past efforts or between the conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what Past Performance is relevant to this acquisition. To facilitate this relevancy determination, offerors shall include a "roadmap" describing all such changes in the organization of the offeror's company. A pamphlet or other commercial document describing such reorganizations may suffice. As part of this explanation, show how these changes impact the relevance of any efforts you identify for Past Performance evaluation/performance confidence assessment. Since the Government intends to consider PPI provided by other sources as well as that provided by the offeror(s), the "roadmap" should be both specifically applicable to the efforts identified, yet general enough to apply to efforts on which the Government receives information from other sources.

6.0 Volume IV: Contract Documentation

6.1 Small Business Subcontracting Plan

Provide a Small Business Subcontracting Plan that adequately responds to each of the requirement elements of FAR clause 52.219-9(d) paragraphs (1) through (11) and DFARS clause 252.219-7003 (or DFARS 252.219-7004 if the offeror has a comprehensive subcontracting plan) and a Small Business Subcontracting Plan reflective of and consistent with the commitments offered in the Small Business Participation Plan. Identify the percentage of total subcontracted dollars to be performed with each of the following small business socioeconomic categories: Small Disadvantaged, Women-Owned, HUBZone, and Service-Disabled Veteran-Owned. Successful Offerors' Small Business Subcontracting Plans will be incorporated in each

applicable Contractor's CFT ID/IQ contract. (PWS 4.8) (Applicable only to other than small businesses only).

6.2 Model Contract/Representations and Certifications

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The offeror's proposal shall include a signed copy of the Model Contract, including Sections A through J.

6.2.1 Solicitation/Contract Form (Section A)

Complete blocks 12 through 18 which includes the Offeror's signature and offer date within the Standard Form (SF) 33, Solicitation/Contract (SF33). A wet signature by the Offeror on the SF33 constitutes an offer, which the Government may accept.

6.2.2 Section H - Special Contract Requirements

All Unique Contract Requirements are described in the special clauses in Section H of the RFP. The Offeror shall provide required information to complete special clauses as required.

6.2.3 Contract Clauses (Section I)

All other contract clauses are listed in Section I of the RFP. The Offeror shall provide required information to complete clauses as required.

6.2.4 Representations, Certifications, and other Statements of Offerors (Section K)

The offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) website at <https://www.sam.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representation and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items are correct.

6.2.5 Exceptions to Solicitation Requirements

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table 6.3. Offerors are cautioned the Government could determine any identified exceptions to be unacceptable, which would make the proposal ineligible for award.

Table 6.2.5.1 - Solicitation Exceptions

<i>Solicitation Document</i>	<i>Page/ Paragraph</i>	<i>Requirement/ Portion</i>	<i>Rationale</i>
<i>PWS, Model Contract, ITO Attachments, etc.</i>	<i>Applicable Page and Paragraph Numbers</i>	<i>Identify the requirement or portion to which exception is taken</i>	<i>Describe why the requirement can/will not be met</i>

6.3 Other Information Required

6.3.1 Ombudsman

An Ombudsman has been appointed to hear concerns from Offerors or potential Offerors during the proposal development phase of this acquisition. The Ombudsman for this acquisition is Ms. Susan Heath, AFSC/PZC, located at Tinker AFB. This does not diminish the authority of the program director or CO, but communicates Offeror concerns, issues, disagreements, and recommendations to the appropriate Government personnel. When requested, the Ombudsman shall maintain strict confidentiality as to the source of the concern. The Ombudsman does not participate in the evaluation of proposals or in the source selection process; interested parties are invited to call Ms. Susan Heath, AFSC/PZC at 405-736-3273.

6.3.2 Authorized Offeror Personnel

Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

6.3.3 Government Offices

Provide the mailing address, telephone and fax numbers and facility codes for the cognizant Contract Administration Office, DCAA, and Government Paying Office. Also, provide the name and telephone and fax number for the Administrative Contracting Officer (ACO).

6.3.4 Company/Division Address, Identifying Codes, and Applicable Designations

Provide company/division's street address, county and facility code; CAGE code; SAMS ID; TIN; size of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed at any other location(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

ITO ATTACHMENT 1.1

Past Performance Information (PPI) for Offerors

Downloading the PPI Tool

The PPI Tool can be downloaded by performing the following steps (if you are unable to download the Tool, contact the CO for assistance):

1. Access the <https://www.sam.gov> website.
2. Find the solicitation posting.
3. Locate, download, and open the “PPI_Tool_Download_Instruction” Word document which will contain an embedded ppi.toolaccdb file.
4. Right-click on the ppi_tool.accb icon. Select Copy. Paste the ppi_tool.accb icon to a location on your computer. Right-click on the newly pasted ppi_tool.accdB icon and rename the file name as the prime contractor + RFP number + file extension. (e.g. XYZCompanyFAXXXX21RXXXX.accdB).

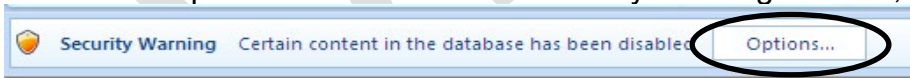
If the copy/paste function does not work, select the ppi_tool.accdB icon and drag it to a location on your computer desktop and rename the file name as the prime contractor + RFP number + file extension. (e.g. XYZCompanyFAXXXX21RXXXX.accdB).

Note: PPI Tools saved in Microsoft Office versions 2007 and greater will be saved with “.accdb” file extension.

Entering information in the PPI Tool

After selecting and saving the tool, enter information by performing the following steps:

1. Open the saved PPI Tool.
2. Select the “Options” button from the “Security Warning” banner, if applicable



3. The “Security Alert” pop-up screen displays.



Figure 1: Security Alert Pop-up

Note:

- Files saved using Microsoft Office 2010 will have the “Enable Content” button on the “Security Warning” banner and therefore will not get a Security Alert pop-up.
 - If a "read only" file is opened, in order to populate data in the file, click "Save As" in the "Read-Only" message bar. Enter the filename as the prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.accdb).
4. Select the radio button “Enable this content” and then click “OK.” A setup pop-up screen displays.

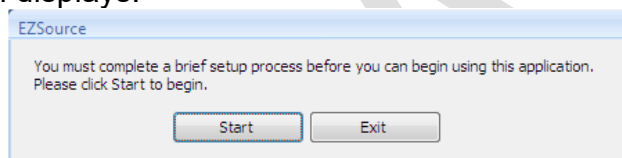


Figure 2: Setup Pop-Up

5. Select the “Start” button. The “Application Setup” screen displays.

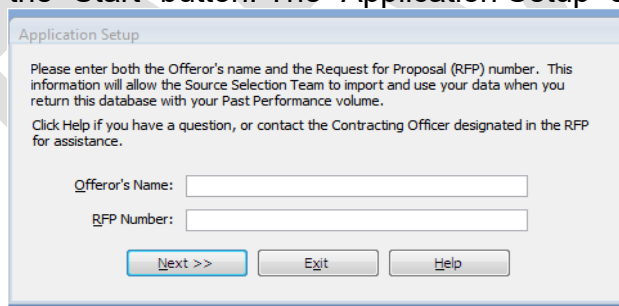


Figure 3: Application Setup Screen

Note: Once the Offeror's Name and RFP Number have been entered they can be edited by selecting the “Edit Offeror And RFP Number” button from the “Contractor's Menu”

6. Enter the Offeror's Name and RFP Number and then click the “Next” button. The application setup continues.

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

Application Setup

How will you be entering your Past Performance data? Selecting the appropriate option below will tailor this application to your situation.

☒ The Offeror Prime will be entering Past Performance data for all subcontractors.

☐ The Prime and individual subcontractors will each enter their own Past Performance data

<< Back **Next >>** Exit Help

Figure 4: Continue the Application Setup

- Choose the appropriate option by selecting the corresponding radio button and then click the “Next” button. The “Contractor’s Menu” displays.

Contractor's Menu

Complete each step in the order indicated. Create one form as the prime only. The Business Relationship document is used for identifying the offerors and their partners and subcontractors.

STEP #1: SET UP BUSINESS RELATIONSHIPS

STEP #2: ENTER PAST PERFORMANCE INFORMATION

STEP #3: PRINT REPORTS

STEP #4: SUBMIT

EDIT OFFEROR AND RFP NUMBER

All Records Complete? ☒

Business Relationships: N/A

Past Performance: N/A

Exit

Help

Figure 5: Contractor's Menu

8. Click the “Step 1: Set up Business Relationships” button

STEP #1: SET UP BUSINESS RELATIONSHIPS to create a business relationship, if applicable, for each business entity before proceeding throughout the PPI Tool (refer to Addendum to FAR 52.212-1 of the RFP for detailed instructions). Identify all prime and sub-prime organizations and categorize them according to the appropriate role in the proposed acquisition. The “Business Relationships” screen displays.

Business Relationships

Click New to add a new Business Relationship. Double-click an item from the list to edit/delete an existing Business Relationship.

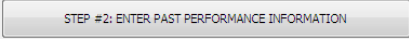
Sort By: **Offeror's Name**

COMPLETE	OFFEROR'S NAME	CONTRACTOR'S NAME	ROLE	% WRK	PLACE OF WORK

Figure 6: Business Relationships

9. Click the “New” button to create a business relationship for the proposed acquisition. An additional “Business Relationships” screen displays.

Figure 7: Enter New Business Relationship

10. Complete the fields as follows (fields marked on the screen with an asterisk ‘*’ are required):
- Contractor’s Name: Self-explanatory
 - Role in Proposed Acquisition: Choose one of the four options – Prime, Sub, Joint Venture, or Other (Explain). An explanation comment box will display when you select “Other.”
 - Place of Work: Location where contractor will perform work.
 - Percentage of Work: Identify percentage of work contributed by specified business entity
 - Responsibilities: Detail proposed responsibilities of specified business entity.
11. Select one of the buttons at the bottom of the screen.
- Add – Saves the current business relationship and allows for the addition of a new one.
 - Close – Cancels the current business relationship without saving.
- Note:** In order to edit or delete an existing business relationship in the list, double-click on it.
12. Select the “Close” button on the “Business Relationships” screen after all of the business relationships has been added.
13. Click the “Step 2: Enter Past Performance Information (PPI)” button
-  to enter the Past Performance Information. The “Past Performance” screen displays.

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

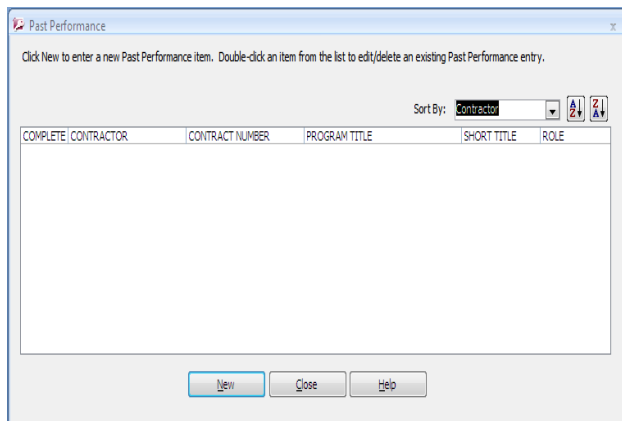


Figure 8: Past Performance

14. Click the “New” button to enter Past Performance Information for the proposed acquisition. An additional “Past Performance” screen displays.

15. Complete the fields on each of the tabs as follows (fields on the screen marked with an asterisk ‘*’ are required):

- Contract Information Tab

Figure 9a: Enter Past Performance Information – Contract Information Tab

- Contractor: Select from the dropdown the appropriate business entity.
- Cage Code: Self-explanatory.
- Contract Number: If you don’t have a contract number, enter “N/A.”
- Program Title: Enter full name of program.

- Contr Agency/Customer: Enter servicing contracting agency and customer (office symbols suffice).
- DUNS Number*: Self-explanatory
 - NOTE: On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID.
- Delivery Task/Order: If the order is provided as a stand-alone reference, enter the task/call/delivery/purchase order number.
- Contract Type: Enter Firm-Fixed-Price (FFP), Cost Plus Fixed-Fee (CPFF), Indefinite Delivery/Indefinite Quantity (ID/IQ), LH, Blanket Purchase Agreement (BPA), Cost Plus Incentive-Fee (CPIF), Cost Plus Award Fee (CPAF), etc. For additional clarification, click the question mark button.
- Short Program Title (i.e. Acronym): Enter abbreviated title for the program or enter "N/A."
- Contract Dollar Value:
 - Original: Input total contract dollar value, with all options if applicable, in the amount originally awarded on the referenced contract.
 - If ID/IQ or BPA, provide total ceiling.
 - If stand-alone task/call/delivery/purchase, provide amount of the individual contract.
 - Current: Input total contract dollar value, with all options if applicable, as the contract stands at time of PPI submission.
 - If ID/IQ or BPA, provide total ceiling.
 - If stand-alone task/call/delivery/purchase, provide amount of the individual contract.
 - Explain the differences in Contract Value, if applicable: Enter an explanation of the difference between the original contract dollar value and the revised value as of the time of PPI submission.
- Period of Performance (mm/dd/yy)
 - Start Date: Input start date of contract.
 - Original End Date: Input original end date based on award.
 - Current End Date: Input end date, as the contract stands at time of PPI submission.
 - Explain the differences in Period of Performance, if applicable: Enter an explanation of the difference between "Original End Date" and "Current End Date."
- Program Details Tab

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

Past Performance

Please refer to Section I instructions in the RFP for other required information not marked with an asterisk. This form will allow you to add an incomplete record, but all fields marked with an asterisk (*) are required for final submission.

Contract Information **Program Details** POC & Key Individuals

IMPORTANT NOTE: Carefully review the specific requirements/criteria of Sections I and M to ensure that you comply with the Past Performance requirements of this solicitation.

*Brief Description of Effort as: ☒ Prime ☐ Sub ☐ Joint Venture ☐ Other (Explain):

Explain how your performance on this contract is relevant for each applicable factor or subfactor, as instructed under Past Performance in Section M of the RFP. Include any unique aspects that demonstrate relevancy in this effort. Provide evidence to support such relevance and the ability to perform the requirements as described in the RFP.

Reference Work Samples and Relevant Work Sample Narratives as provided in Volume II - Technical.

Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting, if applicable:

Identify whether a subcontracting plan was required by the contract you are submitting. If one was required, identify in percentage terms the planned versus achieved goals during contract performance. Explain why goals were not met, if applicable:

Save Close Delete Help

Figure 9b: Enter Past Performance Information – Program Details Tab

- Brief Description of Effort as:
 - Select Prime, Sub, Joint Venture, or Other (Explain). An explanation comment box will display when you select “Other.”
 - Provide a brief description of the service provided and actual work performed under this contract reference.
 - ****If applicable: Provide information on performance problems encountered on the identified contracts. At a minimum, briefly describe the problem experienced, actions taken to alleviate the problem, and whether or not the problem was satisfactorily overcome.****
- Include in the second block “Reference Work Samples and Relevant Work Sample Narratives as provided in Volume II – Technical” in the second block on the Program Details Tab (as shown in the image above).
- Compliance with FAR 52.219-8, Utilization of Small Business Concerns. Leave this section blank.
- Subcontracting Plan. Leave this section blank.
- POC & Key Individuals Tab

Past Performance

Please refer to Section L instructions in the RFP for other required information not marked with an asterisk. This form will allow you to add an incomplete record, but all fields marked with an asterisk (*) are required for final submission.

Contract Information Program Details **POC & Key Individuals**

Key Individuals

Click here to specify any key individual or individuals who participated in this program and who are proposed to support the instant acquisition. Also indicate their roles for both acquisitions. Double-click an item from the list to edit or delete an existing key individual.

Name	Office	Phone	Fax	Email

< >

New

Customer Points of Contact

Click the point of contact that you would like to add, edit, or delete.

Program/Site Manager	Contracting Officer	Admin POC

Save Close Delete Help

Figure 9c: Enter Past Performance Information – POC & Key Individuals Tab

- **Key Individuals:** Click the “New” button to specify any key individual or individuals who participated in this program or who may support the proposed acquisition. Also indicate their roles for both acquisitions, previous and current. To edit or delete an existing key individual, double-click an item from the list.

Note: In accordance with FAR 15.305(a)(2)(iii), relevant contract efforts performed by from key personnel may be evaluated. If you wish to include the past performance of individual key personnel, select the “New” button for each individual and fill out the necessary information.

- **Customer Points of Contact:** Click the “Program/Site Manager,” “Contracting Officer” or “Admin POC” button for the point of contact that you would like to add, edit, or delete.

Note: For government contracts provide current information on Program Manager, Contracting Officer, and Admin POC, if available. For commercial contracts provide points of contact fulfilling these same roles, if available.

16. Select from the buttons at the bottom of the Past Performance screen:

- **Save** – Saves the Past Performance Information and displays the “Contract Information” tab on the Past Performance screen.
- **Close** – Closes the Past Performance screen. If there were any updates, a pop-up window displays asking to save before closing.

- **Delete** – Deletes the current PPI record. A pop-up window displays, select “Yes” to delete the record or “No” to close the window without deleting the record.

Note: In order to edit or delete an existing PPI record in the list, double-click on it.

17. Select the “Close” button on the “Past Performance Information” screen after all of the PPI records have been added.

Printing Reports and Submitting PPI Tool

NOTE: In order to save the Business Relationships and PPI Reports, use the instructions included in this section and follow the prompts within the PPI Tool.

In order to print the Business Relationships and PPI reports, perform the following steps:

1. Click the “Step 3: Print Report” button . A pop-up

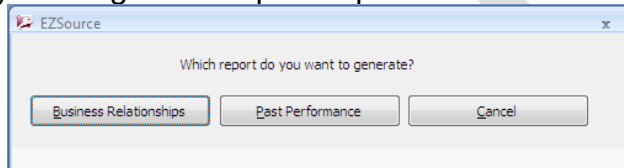
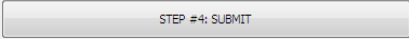


Figure 10: Select Report to Print

2. Select separately each of the two options, “Business Relationships” or “Past Performance.” The Business Relationships and Past Performance documents will print separately; combine the two to create your Past Performance Volume.

In order to submit the Business Relationships and PPI, perform the following steps:

3. Click the “Step 4: Submit” button . The “Submission Instructions” screen displays.

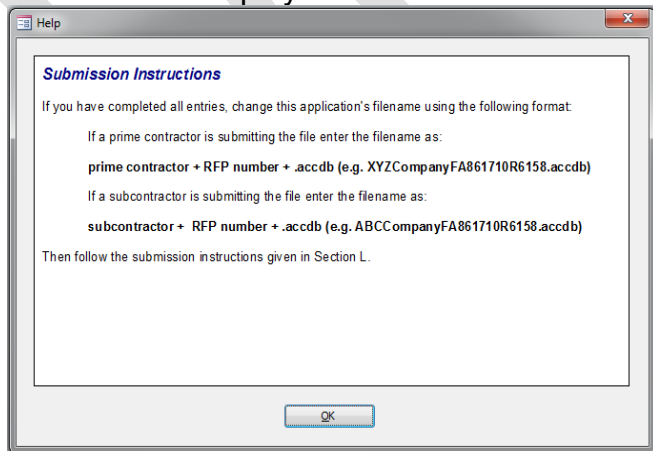


Figure 11: Submission Instructions


- Follow the submission instructions. Pages generated from this tool shall be used in the submission of the past performance volume as outlined in this RFP.

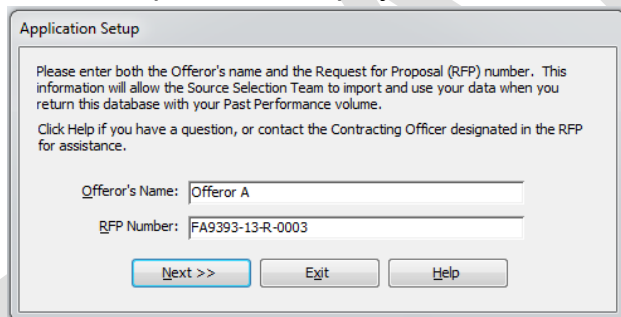
Note:

- Submit an electronic copy of the saved PPI database file with your proposal. If a prime contractor is submitting the file enter the filename as:
 - prime contractor + RFP number + file extension (e.g. XYZCompanyFA861710R6158.accdb)
 If a subcontractor is submitting the file enter the filename as:
 - subcontractor + RFP number + file extension (e.g. ABCCompanyFA861710R6158.accdb)
- Once the file is saved to a location that is marked as “Read-only,” it must first be saved to the desktop in order to read/edit the file.

Editing Offeror and RFP Number

In order to edit the Offeror name and/or the RFP number identified during start-up, perform the following steps:

- Click the “Edit Offeror and RFP Number” button . The “Application Setup” screen displays.



Application Setup

Please enter both the Offeror's name and the Request for Proposal (RFP) number. This information will allow the Source Selection Team to import and use your data when you return this database with your Past Performance volume.

Click Help if you have a question, or contact the Contracting Officer designated in the RFP for assistance.

Offeror's Name:

RFP Number:

Figure 12: Change Name and RFP Number - Application Setup

- Update the Offeror's name and/or RFP number.

Click the “Next” button  twice to return to the “Contractor's Menu”.

OfferorOfferorOfferor

ITO ATTACHMENT 1.2

PAST PERFORMANCE QUESTIONNAIRE

WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE INFORMATION IAW FAR 3.104

SECTION 1: CONTRACT IDENTIFICATION

- A. Contractor: _____
- B. Cage Code of contractor contract was awarded to: _____
- C. Contract number: _____
- D. Contract type: _____
(If multiple types (i.e. Firm-Fixed Price with Time & Material), list percentage and dollar amount of Firm-Fixed Price portion)
- E. Was this a competitive contract? Yes ____ No ____
- F. Period of performance: _____
- G. Initial contract cost: \$ _____
- H. Current/final contract cost: \$ _____
- I. Reasons for differences between initial contract cost and final contract costs:

- J. Description of service provided:

SECTION 2: CUSTOMER OR AGENCY IDENTIFICATION

- A. Customer or agency name: _____
- B. Customer or agency description (if applicable):

- C. Geographic description of services under this contract, i.e. local, nationwide, worldwide, other Commands:

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

SECTION 3. EVALUATOR IDENTIFICATION

- A. Evaluator's name: _____
- B. Evaluator's title: _____
- C. Evaluator's phone/fax number: _____
- D. Evaluator's email: _____
- E. Number of years evaluator worked on subject contract: _____

SECTION 4: EVALUATION

Please indicate your satisfaction with the contractor's performance by placing an "X" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

CODE

PERFORMANCE LEVEL

- G GREEN/SATISFACTORY – During the contract period, contractor performance is meeting (or met) all contract requirements. For any problems encountered, contractor took effective corrective action.
- R RED/UNSATISFACTORY – During the contract period, contractor performance is failing (or fail) to meet most contract requirements. Serious problems encountered. Corrective actions were either ineffective or nonexistent. Extensive Customer oversight and involvement was required.
- UK UNKNOWN - Unknown performance rating due to lack of sufficient information to assign a rating.

Factor 2 HTRO Self-Scoring Matrix

	G	R	UK	N/A
S1. Did the contractor adequately administer the contract as a Prime Contractor in the last five (5) years with FTEs.				
S2. Did the contractor adequately administer the contract as a Prime Contractor in the last five (5) years with at least one (1) FTE at multiple geographic locations.				
S3. Did the contractor adequately transition FTEs within 30 days and within the last five (5) years CONUS.				
S4. Did the contractor adequately transition FTEs within 30 days and within the last five (5) years OCONUS.				
S5. Did the contractor adequately maintain a top secret or secret facility clearance.				
S6. Did the contractor provide adequate services for direct fixed wing scheduled and unscheduled engine maintenance for one (1) to two (2) aircraft in the last five (5) years.				
S7. Did the contractor provide adequate services for direct fixed wing scheduled and unscheduled engine maintenance for more than two (2) aircraft in the last five (5) years.				
S8. Did the contractor provide adequate services for direct rotary wing scheduled and unscheduled aircraft maintenance including the V-22 Osprey in the last five (5) years.				
S9. Did the contractor provide adequate services for direct drone/unmanned piloted scheduled and unscheduled aircraft maintenance in the last five (5) years.				
S10. Did the contractor provide adequate services for scheduled and unscheduled maintenance of aircraft engines, modules, shop replaceable units, quick engine change components and other subassemblies.				
S11. Did the contractor provide adequate services for direct wheeled and track vehicle maintenance activities in the last five (5) years.				
S12. Did the contractor provide adequate services for aviation support equipment maintenance activities in the last five (5) years.				
S13. Did the contractor provide adequate services for direct scheduled and unscheduled maintenance of radar/radio equipment ground stations.				
S14. Did the contractor provide adequate services for direct scheduled and unscheduled maintenance of low observable and other specialty coatings.				

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

S15. Did the contractor provide adequate services for direct scheduled and unscheduled maintenance of weapons and munitions, and/or associated support equipment.				
S16. Did the contractor provide adequate services for intermediate and depot level maintenance actions to include modification activities (TCTOs & Mods).				
S17. Did the contractor provide adequate services for ground operating procedures (GOP) development activities IAW 8210.1C in the last five (5) years.				
S18. Did the contractor provide adequate services for flight operating procedures (FOP) development activities IAW 8210.1C in the last five (5) years.				

2. Please discuss each and every response for which you indicated R/U (Red/Unsatisfactory) in response to the questions above (use additional sheets, if necessary).

3. Government Contracts Only: Has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes ___ Default ___ Convenience ___ Pending Terminations ___
No ___

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).

SECTION 5: NARRATIVE SUMMARY

What were the contractor's most positive aspects in the performance of the contract?

What were the contractor's most negative aspect in the performance of the contract?

Would you have any reservations about soliciting this contractor in the future or having them perform one of your critical and demanding programs?

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

Please provide any additional comments concerning this contractor's performance, as desired.

Evaluator's Signature

Date

Thank you for your prompt response and assistance!

Please return this completed questionnaire to:

:

DEPARTMENT OF THE AIR FORCE

AFSC/PZIEB ATTN: Ryan McCabe

7701 Arnold Street Rm 200

Tinker AFB OK 73145-3020

ryan.mccabe.2@us.af.mil

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

**ITO ATTACHMENT 1.3
SAMPLE QUESTIONNAIRE COVER LETTER**

LETTERHEAD

(Date)

FOR OFFICIAL USE ONLY

SUBJECT: Present/Past Performance Questionnaire for the Contract Field Teams (CFT) Labor Augmentation Support Requirements (LASR) Solicitation Concerning Contract Numbers(s) (CONTRACT AND ORDER NUMBER (IF APPLICABLE) TO BE EVALUATED). The effort was performed by (SPECIFIC ENTITY THAT PERFORMED THE WORK) under (CAGE CODE).

- (a) We are currently responding to AFSC/PZIEB Contract Field Teams, Tinker Air Force Base, Oklahoma, Request for Proposal (RFP) FA8108-24-R-B001 for the CFT LASR requirement. This acquisition is being conducted as a Higher Technically Rated Offeror (HTRO) Minimum Technical Threshold Rating source selection. The RFP specifically requires that we, as an Offeror, send the attached questionnaire to several points of contact (POC) on recent and relevant efforts that we (or a proposed team member) have performed. As such, please take a few moments of your time to fill out the attached questionnaire.
- (b) DO NOT RETURN THE COMPLETED QUESTIONNAIRE TO US. The information contained in the completed Present/Past Performance Questionnaire is considered sensitive and cannot be released to us, the Offeror. The completed Present/Past Performance Questionnaire should be sent directly to the Government not later than (DATE TO BE INSERTED BY OFFEROR). The questionnaires should be e-mailed to the following address: ryan.mccabe.2@us.af.mil
- (c) If you have any questions regarding the source selection, contact the Contracting Officer, Ryan McCabe. If you have questions regarding the clarification of contract number, POC or program title on the questionnaire, please contact (CONTRACTOR'S POC AND PHONE NUMBER FOR PAST PERFORMANCE ISSUES).
- (d) Thank you for your timely assistance.

Sincerely,
(TITLE AND NAME OF COMPANY OFFICIAL)

Attachment: Present/Past Performance Questionnaire

NOTE: Offeror to insert information where there is (italics text surrounded by parentheses) in the sample letter.

ITO ATTACHMENT 1.4

SUBCONTRACTOR/TEAMING PARTNER CONSENT FORM FOR THE RELEASE OF PAST AND PRESENT PERFORMANCE INFORMATION TO THE PRIME CONTRACTOR

Past performance information concerning subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor's or teaming partner's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor/teaming partner past and present performance information to the prime during exchanges. In an effort to assist the Government's Past Performance Evaluation Team (PPET) in assessing your past performance relevancy and confidence, we request the following consent form be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent forms should be submitted as part of your Past Performance Volume.

SAMPLE CONSENT LETTER

Dear (Contracting Officer)

We are currently participating as a (subcontractor/teaming partner) with (prime contractor or name of entity providing proposal) in responding to the Department of the Air Force, AFSC/PZIEB, Tinker AFB request for Proposal FA8108-24-R-B0001 for the Contract Field Teams (CFT) Labor Augmentation Support Requirements (LASR).

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name:

Address:

ITO ATTACHMENT 1.5
SAMPLE CLIENT AUTHORIZATION LETTER

In an effort to assist the Government's Past Performance Evaluation Team (PPET) in assessing your past performance on recent and relevant commercial contracts, we recommend that the following letter be sent to your points of contact for those commercial efforts that you identify in your Past Performance Volume:

SAMPLE CLIENT AUTHORIZATION LETTER

(for commercial contracts)

Note: This should be placed on company letterhead

Client Authorization Letter

Dear (Commercial Client/Customer)

We are currently responding to the Department of the Air Force, AFSC/PZIEB Request for Proposal (RFP No. FA8108-24-R-B001) for the Contract Field Teams (CFT) Labor Augmentation Support Requirements (LASR) program.

The Government is placing increased emphasis on past performance in order to obtain best value in source selections. They are requesting that clients of companies who submit proposals in response to their RFP for the program/effort identified above be identified and that their participation in the validation process be requested. Therefore, in the event you are contacted for information on work we have performed on (list program); you are hereby authorized to respond to those inquiries.

We have identified Mr./Ms. (Name) of your organization as the point of contact based on their knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to Ryan McCabe, Contracting Officer, ryan.mccabe.2@us.af.mil.

ITO ATTACHMENT 1.6

SUBCONTRACTOR/TEAMING PARTNER COMMITMENT TO PERFORM AS PROPOSED LETTER

The Prime Contractor and Subcontractor shall complete and sign the letter. A separate letter is required for each subcontractor/teaming partner, etc.

SAMPLE COMMITMENT TO PERFORM AS PROPOSED LETTER

Commitment to Perform as Proposed.

In the event a contract is awarded resulting from the proposal submitted by XXXX (prime contractor), Prime contractor XXXX and Subcontractor XXXX hereby commit to joint performance as described in the proposal.

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name
Prime Contractor

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name
Subcontractor

**ITO ATTACHMENT 2.0
PROPOSED TEAM LIST**

TEAMING LIST

Offeror (Prime) Contractor:

CAGE Code:

DUNS Number:

Designation Codes:

Joint Venture: JV

Informal Joint Venture: IJV

Prime/Sub: PS

Mentor/Protégé: MP

Subs/Teaming Contractor:

Designation Code:

CAGE Code:

DUNS Number:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ITO ATTACHMENT 2.2 CROSS REFERENCE MATRIX

For prospective offerors: In the table below, offerors shall complete the “Technical Proposal Location” columns for each factor. Offerors shall indicate the paragraph number within Volume II which addresses the corresponding requirement. For example, Factor 1, offerors shall indicate the location within the Volume II Technical Proposal which addresses the requirement. Include this matrix as part of Volume II.

Cross Reference Technical Requirements	Instructions to Offerors	Evaluation Factors for Award	Technical Proposal Location (Indicate Page & Paragraph Number)	
Factor 1: AS9100D Certification				
AS9100D Certification Document	4.3	2.2		
Factor 2: Technical				
Subfactor 1: HTRO Self-Scoring Matrix	Instructions to Offerors	Evaluation Factors for Award	Technical Proposal Work Sample Location (Indicate Page & Paragraph Number)	Technical Proposal Work Sample Narrative Location (indicate Page & Paragraph Number)
Category 1	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 2	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 3	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 4	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 5	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 6	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 7	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 8	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 9	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 10	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 11	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 12	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 13	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		

ATTACHMENT 4 - INSTRUCTIONS TO OFFERORS (ITO)

Category 14	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 15	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 16	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 17	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 18	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 19	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 20	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Category 21	4.4.1, 4.4.2, 4.4.3	2.3.1, 2.3.2		
Subfactor 2: Small Business Participation Commitment Document (SBPCD)	Instructions to Offerors	Evaluation Factors for Award	Technical Proposal Location (Indicate Page & Paragraph Number)	
SBPCD	4.4.4	2.3.3		

ITO ATTACHMENT 3.0
SMALL BUSINESS PARTICIPATION COMMITMENT DOCUMENT (SBPCD)

1. Prime Contractor Size:

Indicate the applicable size and socioeconomic categories -- all that apply:

☐ ☐ Other than Small Business

or

☐ ☐ Small Business also categorized as a

☐ ☐ Small Disadvantaged Business (SDB)

☐ ☐ Woman-Owned Small Business (WOSB)

☐ ☐ Historically Underutilized Business Zone (HUBZone) Small Business

☐ ☐ Service-Disabled Veteran Owned Small Business (SDVOSB)

2. Small Business Participants *

** Changes must be pre-approved by Contracting Officer per: (insert required clause which should be written as a 'special contract requirement' if a canned clause does not fit for SBPCDs)*

Company Name	Business Category(ies) (SB, WOSB, SDB, VOSB, SDVOSB)	Product(s)/Service(s) to be Provided	NAICS Code	Nature of Commitment