

Source Selection Board (SSB) Recommendation Memorandum

SUBJECT: Solicitation HQ0034-10-R-0116; Professional Engineering Support for the Director, Systems Engineering

- Ref:
- a) RFP for solicitation HQ0034-10-R-0116
 - b) HQ0034-10-R-0116, Amendment 0001
 - c) HQ0034-10-R-00116, Amendment 0002
 - d) Vendor Evaluation Summary of October 13, 2010
 - e) Past Performance Memorandum of October 21, 2010
 - f) Price Evaluation Memorandum of November 4, 2010
 - g) Source Selection Plan for HQ0034-10-R-0116 of August 30, 2010

OVERVIEW

The purpose of solicitation, HQ0034-10-R-0116, reference (a), and its amendments, references (b) and (c), is to competitively award no less than three and no more than five Blanket Purchase Agreements for one (1) base year and four (4) options years. The solicitation was released September 1, 2010 and written proposals were due on September 27, 2010. Amendment 0001 addressed questions from potential offerors and the due date for proposals was extended to September 29, 2010 by Amendment 0002. Proposals required a technical approach, personnel experience, management approach, past performance and price proposal. Six offers were received. (b)(5)

(b)(5)

(b)(5)

Evaluations commenced upon receipt and the results are presented in references (d), (e) and (f). The Vendor Evaluation Board (VEB) conducted evaluations of the offerors' Technical Approach and Technical Capabilities. Contract Specialists evaluated past performance and price proposals; the findings of these evaluations are presented in reference (e) and (f).

The following memorandum documents the Vendor Evaluation Board's (VEB) technical evaluations of the offerors' proposals. This memorandum also documents the evaluation of the Past Performance and Price factors and the analysis leading to the VEB's best value determination. This report highlights the technical strengths, weaknesses and deficiencies of the proposal as assessed by the VEB against the non-price evaluation factors expressed in the RFP. The Instructions to Offerors and Evaluation Factors for Award are provided below for reference purposes.

TECHNICAL EVALUATION PROCESS

The Vendor Evaluation Board (VEB) evaluated written proposals from October 4 through October 12, 2010. The VEB was chaired by (b)(6). The Past Performance and Price factors were not evaluated by the VEB.

The VEB agreed the evaluations and determinations were consistent with the requirements and methodologies delineated in references (a) and (g); in particular, the "Submission Requirements and Evaluation Factors" contained in the RFP (reference (a)) and the Source Selection Plan (reference (g)) provides the Definitions and Standards of Rating. These standards are provided below in full text.

"EVALUATION OF OFFERORS

The Washington Headquarters Services, Acquisition and Procurement Offices (WHS/A&PO) intends to make award of between three (3) to five (5) multiple award

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Blanket Purchase Agreements (BPAs) against existing GSA Federal Supply Schedule Professional Engineering Services (PES) contracts utilizing streamlined acquisition procedures. Orders placed against the BPAs may be Firm Fixed Price or Time & Materials using both Firm Fixed Price and Time & Materials CLINs. The requirements of BPA Call Order 0001 are provided as a continuation of the Performance Work Statement (PWS) of this RFP. Each offeror will provide a price proposal for Call Order 0001, and this pricing data will be evaluated for purposes of Call Order 0001 award and shall contribute to the best value determination for the multiple BPA awards. This solicitation will be released electronically only. This electronic version of the RFP is the official version for this acquisition. No hard copy of this solicitation will be issued. Offerors will be sent any and all applicable revisions to this solicitation electronically. Offerors must submit their proposals in both soft and hard copy. **Soft copy proposals will be submitted via attachments to e-mail.** There is a 10 MB limit for all electronic submissions via e-mail. The 10 MB size limitation applies to a single e-mail. Offerors may submit multiple e-mails but all e-mails from an individual offeror must be received before the closing time for proposals.

Text and graphics portions of the electronic copies shall be readable by MS Office 2000, and MS Excel 2000. All price information shall be in files separate from Technical Approach, Management Approach, Personnel Experience, and Past Performance. Soft copy proposals may be used for contract formation purposes. Hard copy proposals may be delivered using the US Postal Service, a commercial delivery service, or by hand delivery. Hard copy proposals will be used for evaluation purposes. We will **NOT** accept any CD hard copies or any removable media devices. Both soft and hard copy proposals are due by the date and time in paragraph 1.3 below.

SUBMISSION REQUIREMENTS AND EVALUATIONS FACTORS

EVALUATION FACTORS

2.1 Factor 1 Technical Approach to Call Order 0001

The Offeror shall submit their technical approach to accomplish the requirements of Call Order 0001. Describe in sufficient and succinct detail the means and methods expected or envisioned to be utilized in providing quality delivery of services and deliverables for all work performed under this Call Order 0001. The technical approach is limited to twenty (20) pages.

Note: This is not a hypothetical task. It will be awarded upon establishment of the BPAs.

2.2 Factor 2 - Personnel Experience for Call Order 0001

The Offeror shall, after considering the requirements of Call Order 0001, develop a list of key personnel for that call order and submit resumes for those individuals. Resumes are limited to two (2) pages for the person proposed and shall describe the

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individual's specific experience as it relates to the requirements of Call Order 0001. This shall include the identification, the specific responsibilities and accomplishments, and the dates of involvement for each project supported. The resume shall also identify all formal education (e.g., college, training courses, etc.), the dates attended, and degrees or certifications earned. The offeror shall submit resumes for a sampling of non-key personnel. The response to this factor is limited to twenty (20) pages.

The Key Personnel clause that will be utilized for Call Order 0001 is shown below. A similar clause will be included in any subsequent task orders.

"Key Personnel

(a) The Contractor shall notify the Contracting Officer prior to making any changes in personnel assigned to key positions. The key positions are defined as:

- (1) (List positions, not individuals, that are considered key.)
- (2)
- (3)

(b) During the first year of performance, the Contractor shall make no substitutions of key personnel unless illness, death, or termination of employment necessitates the substitution. The Contractor shall notify the Contracting Officer as soon as possible after the occurrence of any of these events and provide the information required below. After the first year period, the Contractor may propose substitutions. The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. The Contractor shall, prior to making any substitution permanent, demonstrate to the satisfaction of the Contracting Officer that the qualifications of the proposed substitute personnel are equal to or better than the qualifications of the personnel originally identified for the position. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on proposed substitutions.

(End of Clause)"

2.3 Factor 3 – Management Approach to Call Orders Awarded Pursuant to the BPA

The Offeror shall describe their overall workload management plan for the BPA. The plan shall include a discussion as to how the Offeror will assure the quality of deliverables (e.g., what internal performance metrics they will use). The Offeror shall describe its management approach for managing subcontractor requirements and its overall plan for the distribution of work to meet WHS socio-economic program business goals. In addition, the Offeror shall describe the extent to which management procedures will ensure rapid replacement of individuals, should the need

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arise during the performance period of any call order. The response to this factor shall not exceed ten (10) pages.

2.3.1 Subfactor 1 - Management Approach. The Offeror shall submit their management approach for effectively managing a multitask BPA. The Offeror shall also describe a management plan for this contract and include a detailed discussion as to how the Offeror will ensure all work performed produces quality deliverables and their interaction with government personnel regarding feedback on quality. Discuss what proactive measures or processes will be employed to avoid Government interruption if performance concerns arise. The Offeror shall also describe the means it will employ to ensure contractor staff availability in the event that the contract requires rapid stand-up procedures and to deal with general turnover of contractor staff.

2.3.2 Subfactor 2 - Quality Control (QC). The Offeror's quality control program is the means by which it assures itself that its work complies with the requirements of the RFP. The Offeror should describe their procedures to identify, prevent and ensure non-recurrence of defective services. The Government will evaluate the effectiveness of the Offeror's approach to an integrated and cost-effective program, including the methodology and quality control mechanisms used to manage the effort, procedures for problem resolution, and the establishment and enforcement of performance standards.

2.3.3 Subfactor 3 - Subcontracting Approach - Offerors shall present a Subcontracting Approach containing the offerors strategy for achieving or exceeding WHS Small Business Goals utilizing socio-economic program businesses as set forth below. For purposes of BPA evaluations, the offeror shall provide historical data pertaining to the DoD's socioeconomic goals. Specifically, the offeror shall illustrate its previous use of socio-economic program businesses in the form of subcontractor or teaming arrangements under previous acquisitions with a federal agency or private industry. For purposes of Call Order 0001 evaluations, the offeror shall provide its plan for utilization of socio-economic program businesses in accordance with WHS Subcontracting Goals provided below. The Subcontracting approach should contain a list of subcontractors/partners/team members and their socio-economic status.

WHS Subcontracting Goals

Small business	41%
Small-disadvantaged business	15%
Woman-owned small business	6.5%
HUB Zone	4.5%
Service-Disabled Veteran-Owned Small Business	3%

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2.4 Factor 4 – Past Performance

2.4.1 Relevant Project Summaries. The Offeror shall identify up to three (3) contracts or projects most relevant to this BPA (not specifically Call Order 0001) they have performed (completed or ongoing), and complete and submit summaries as described below.

Multi-division or regionalized firms should submit contracts or projects performed by the division/business segment that would, if selected, provide support to DSE. Contracts or projects performed by other divisions/business segments may be considered but are considered less relevant than contracts or projects performed by the local division.

For the three (3) relevant contracts or projects selected, the Offeror shall summarize the following information, not to exceed two (2) pages for each contract or project (the response to this factor shall not exceed six (6) pages):

- Identify the customer, and provide the name, title/ role, phone number, email address of a customer POC that is knowledgeable of the Offeror's performance on the contract or project.
- Describe the nature of the contract or project and the specific tasks performed by the Offeror. Also identify if the Offeror was the prime contractor or a subcontractor on the contract or project.
- Describe the relevance to this requirement.
- Describe the role, if any, that the proposed personnel played in the performance of the contract or project. If the individual was assigned to the contract or project on a less than full time basis, describe the degree of their involvement.
- Describe cost and schedule performance (include explanations for any cost and/or time growth experienced, if applicable).
- Provide the date the Past Performance Questionnaire was requested and to whom it was sent (see below).

2.4.2 Past Performance Questionnaires. The Offeror shall initiate the Past Performance Questionnaires for each of the three (3) contracts or projects selected above. The Offeror shall complete blocks 1 through 7 on the form. The Offeror shall request that the owner's representative most knowledgeable of the contract or project complete block 8 on the form and submit the Past Performance Questionnaires directly to the WHS/A&PO POC identified on the form no later than the proposal due date. Offerors are responsible for ensuring that the telephone numbers provided for the owner's representative indicated on each Relevant Project Summary are accurate and that the representative is aware that the WHS Acquisition & Procurement Office may be contacting them regarding the questionnaire and the Offeror's past performance.

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It is recommended that Offerors follow-up with their past performance points of contact to ensure that the questionnaires are completed and submitted by the proposal due date.

Factor 5 - Price

1) For the BPA, the Offeror shall provide either:

a) A schedule of all prospective labor categories, showing labor rates for all proposed labor categories for the BPA, and discounts offered for specific categories, for each year of performance. The Offerors shall also show the profit, overhead, or any other direct or indirect costs, if they are not included in the labor rate;

or

b) A "blanket" discount that shall apply to their established GSA Schedule rates for each year of performance, again showing the profit, overhead, or any other direct or indirect costs, if they are not included in the labor rate.

2) For the attached Call Order, the Offeror shall prepare a firm-fixed price proposal for the TWS. It is noted that other supporting labor, while not identified under Call Order 0001, may be required under future Call Order requirements, and of such a nature as to fall within the broad scope of the PWS. The BPAs will be established against GSA Federal Supply Schedule 871, also known as PES. The labor categories included in the PWS are comparable to those found under SIN 871-1 (Strategic Planning for Technology Programs/Activities), SIN 871-2 (Concept Development and Requirements Analysis), 871-3 (System Design, Engineering and Integration), and CLIN 871-6 (Acquisition & Life Cycle Management). Included in this solicitation to establish multiple BPAs is a solicitation for Call Order 0001 that the Government intends to award to a BPA awardee. The Government requests that pricing information and labor rates be included for the Offeror's response to Call Order 0001. The Call Order 0001 pricing information will be used by the Government for the evaluation of Factor 5. As such significant discounts against the PES schedule rates are strongly encouraged. Thereafter, throughout the period of performance, the Government intends to evaluate overall price on a best value basis for each call order. For planning purposes assume award of the BPAs on or about the November 30, 2010, and the Call Order 0001 on or around the same date.

The Government intends to award Multiple BPAs from this solicitation to the responsible Offerors whose proposals conforming to this solicitation will be the most advantageous to the Government, price and other factors considered.

Note that the government intends to evaluate each call order separately throughout the period of performance of the BPAs, and that award of each call order will be made to the BPA awardee offering the best value in each instance. Therefore it is possible that a BPA awardee may be awarded this first Call Order 0001, or may receive a BPA and not win the award of Call Order 0001 or any other future Call Order awards.

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1) For Call Order 0001, the Offeror shall provide overhead, or any other direct or indirect costs, if they are not included in the labor rate;

and;

2). A firm-fixed price proposal for each period of performance (CLINs 0001, 1001, 2001, 3001 & 4001) for Call Order 0001, as presented under the Performance Work Statement (PWS) and specifically Section 5: Call Order 0001 Task Work Statement (TWS). The price proposal shall identify all labor categories, the number of hours for each labor category, labor rates, and any materials or supplies to be used in TWS 0001. A "blanket" discount that shall apply to their established GSA Schedule rates is strongly encouraged. The Offeror shall utilize \$200,000.00 NTE as the amount proposed for Call Order 0001 travel for each period of performance (CLINs 0002, 1002, 2002, 3002 & 4002) for TWS 0001. The order will be structured with firm-fixed price CLINs for execution of the effort and time and materials CLINs for any travel or other unanticipated requirements. For clarification purposes, invoicing shall occur on a monthly basis for equal installments of the total firm fixed price for the base year and any subsequent option years.

Call Order 0001 will have a period of performance of a one-year (12 months) base period with four one year options.

2.5 Disclosure Form(s), per the instructions in the OCI clause, are to be submitted at the due date and time set for receipt of proposals. The Form(s) will not count toward page limitations and should be submitted with the Technical Approach, Personnel Experience, Management Approach, and Past Performance. Offerors shall address actual or potential OCIs that may affect the BPA and Call Order 0001. Offerors are encouraged to submit the Form(s) to the Contracting Officer as early as possible if they believe an actual or potential OCI may exist, but as stated above, no later than the proposal due date and time.

EVALUATION METHODOLOGY

Basis for Award.

EVALUATION FACTORS FOR AWARD

The Government intends to evaluate offers and establish a minimum of three (3), but no more than five (5) Blanket Purchase Agreements (BPAs) without discussions. Therefore the Offeror's initial proposal should contain the best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if determined by the Contracting Officer to be necessary. The Government may reject any or all proposals if such action is in the public interest; accept an other than the lowest cost/priced proposal; and waive informalities and minor irregularities in proposals received. The vendor evaluation will be conducted in accordance with the Federal Acquisition Regulation (FAR) Sub-Parts 8.4 and 12.6, with the intention

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to award a minimum of three (3), but no more than five (5) BPAs against existing GSA Federal Supply Schedule contracts utilizing streamlined acquisition procedures.

The Government will establish a minimum of three (3), but no more than five (5) BPAs from this solicitation to the responsible Offerors whose proposal conforming to this solicitation will be most advantageous to the Government, price and other factors considered.

1.1 Factor 1 – Technical Approach to Call Order 0001

The evaluation will consist of assessing the adequacy of the Offeror's approach in accomplishing the requirements of the PWS for Task Order 0001.

1.2 Factor 2 – Personnel Experience for Call Order 0001

The evaluation will consist of assessing the depth and relevance of the experience of the Offeror's proposed Key Personnel and proposed, sample non-key personnel for their intended positions.

1.3 Factor 3 – Management Approach to Call Orders Awarded Pursuant to the BPA

The evaluation will consist of assessing the adequacy of the Offeror's approach to managing the overall workload of all task orders issued under the BPA, including its approach towards Quality Control. The evaluation will also assess the Offeror's ability to provide rapid replacement of individuals with the required clearances, and the Offeror's depth of personnel possessing the appropriate security clearances that would be available for assignment to meet the requirements of multiple TWS. The evaluation will assess the adequacy of the Offeror's proposed methodology to assist DSE with providing policy and guidance that supports Service adoption of engineering best practices; supporting the review and inclusion of appropriate engineering requirements and specifications in Request For Proposals (RFPs); and providing independent engineering assessment to inform acquisition milestone decision makers.

The evaluation will also assess the adequacy of the Offeror's plan for utilization of small businesses in terms of establishing realistic and meaningful goals for each category, and providing effective means to enhance overall small business participation in all categories. This evaluation will further consider the Offeror's record of utilizing small businesses in assessing their plan for the BPA.

1.4 Factor 4 – Past Performance

The Offeror's past performance will be evaluated based on one or more sources of information including but not limited to past performance questionnaires, project descriptions, past performance information contained in various government databases and other sources. The Government reserves the right to obtain and utilize information obtained by the Government from sources other than those identified by the Offeror. The evaluation will consider the extent of the Offeror's ability to meet

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project quality, performance, schedule, customer satisfaction, and will consider noted concerns or areas for improvement.

1.5 Factor 5 – Price

The Offeror's price proposal will be evaluated to determine if it is realistic, complete, and reasonable. As part of its evaluation, the Government will consider not only the labor rates and discounts offered for the BPA Base Period and Option Periods, but the specific labor mix, hours, and other costs associated with Task Order 0001. The price evaluation may consider, but is not limited to, the following, or a combination of the following:

Comparison to other offerors

Comparison to the Independent Government Cost Estimate

Comparison to available DCAA audits

Comparison to other historical data

PROPOSAL EVALUATION RATINGS

1.1 Evaluation Factors and Methodology. All proposals shall be evaluated in accordance with the factors (See Appendix C) and method established in the VEP and the RFP to ensure that the evaluation will be a structured process employing equitable measures. VEB Evaluators will assess proposals based on how well the Offerors address the factors and requirements outlined in the RFP, using the instructions in this plan. Evaluators will assess each written proposal and the associated past performance information (See Appendices C & D) and utilize the evaluation criteria established for this evaluation to assign a rating (See paragraph 3.2 below) and prepare a narrative description of the rationale to support their findings. All VEB Members shall adhere to a consistent review strategy for each responsive Offeror. All final notes and rationale shall be concise, thorough, based on the factors stated in the RFP and of such sufficiency to support a sound recommendation to the VEA.

1.2 Evaluation Ratings.

1.2.1 Excellent (E) – The proposal exceeds the stated requirements. The response is complete in terms of basic content and level of information the Government seeks for evaluation. There is a high probability of success and negligible risk that the Offeror would fail to meet the quantity, quality, and schedule requirements. There are no deficiencies or significant weaknesses, but there may be minor weaknesses that need not be corrected to make award.

1.2.2 Acceptable (A) – The proposal meets the stated requirements. The response is complete in terms of basic content and level of information the Government seeks for evaluation. There is a reasonable probability of success and little risk that the Offeror would fail to meet the quantity, quality, and schedule requirements. There are no deficiencies, but the proposal may have weaknesses that present some risk of unsuccessful performance. Weaknesses need not be corrected to make award.

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1.2.3 Marginal (M) – The proposal fails to meet stated requirements. The response is considered incomplete or inadequate in terms of level of information the Government seeks for evaluation. There is a low probability of success based on the present information. There are deficiencies and/or a combination of significant weaknesses that constitute a deficiency and thereby increase the risk of unsuccessful performance to an unacceptable level. Noted deficiencies and significant weaknesses may be corrected through discussions or proposal revisions.

1.2.4 Unacceptable (U) – The proposal significantly fails to meet the stated requirements. What was submitted lacks essential information or is conflicting and unproductive. The degree of risk is so high that there is no reasonable likelihood of success; regardless of price. Or, deficiencies are so major or extensive that a major revision or complete rewrite of the proposal would be necessary.”

DISCUSSION OF THE TECHNICAL EVALUATION

(b)(5)

(b)(5)

TECHNICAL FACTOR 1 - Technical Approach to Call Order 0001

(b)(5)

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Solicitation HQ0034-10-R-0116
Professional Engineering Support for the Director, Systems
Engineering

43 Pages Withheld (Pages 11-53)
Pursuant to
5 USC § 552, Exemption (b)(5)

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(b)(5)

PRICE

The following table summarizes the offerors prices.

(b)(5)

(b)(5)

(b)(5)

(b)(5)

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(b)(5)

[Redacted]

(b)(5)

(b)(6)

(b)(5)

award of a BPA is recommended for this firm

(b)(5)

(b)(5)

(b)(5)

(b)(5)

SAIC

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(b)(5) Based on (b)(5)
(b)(5) an award of a BPA is recommended for this firm.

(b)(6)

(b)(5) an award of a BPA is recommended for this firm.

Call Order 0001 Discussion

Following the recommendation to award BPAs to (b)(6) this section will reflect on the award of Call Order 0001. (b)(5)

(b)(5)

(b)(5)

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(b)(5)

(b)(5) it is recommended that Call Order 0001 be awarded to DAC.

RECOMMENDATION FOR AWARD

Based on the proposal evaluations and determinations presented herein, it is recommended that BPAs be awarded to DAC, HPTI and SAIC. Further, it is recommended that Call Order 0001 be awarded to DAC. All remaining assumptions included in the apparent successful offeror/s proposal are acceptable and do not contradict any terms or conditions of the solicitation.

(b)(6)

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Source Selection Board

(b)(6) _____ Date

(b)(6) _____ Date

(b)(6) _____ Date

Please provide comments here (Office of General Counsel):

(b)(6) _____ Date