L1 SECTION L - PART 1

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L1.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

Solicitation of Provisions Incorporated by Reference (FAR 52.252-1)(FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

http://www.arnet.gov/far

http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

(End of provision)

L1.1.1 Federal Acquisition Regulation (FAR) (48 CFR Chapter 1)

CLAUSE NUMBER	DATE	TITLE
52-204-6	OCT 2003	Data Universal Numbering System (DUNS) Number
52-211-14	SEP 1990	NOTICE OF PRIORITY RATING FOR DEFENSE USE [Insert DO-C9]
52.215-16	JUN 2003	FACILITIES CAPITAL COST OF MONEY
52.222-24	FEB 1999	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION
52.237-1	APR 1984	SITE VISIT
52.247-4	APR 1984	INSPECTION OF SHIPPING AND RECEIVING FACILITIES

L1.1.2 NASA FAR Supplement (NFS) (48 CFR Chapter 18)

CLAUSE NUMBER	DATE	TITLE
1852.222.73	APR 2002	SAFETY AND HEALTH PLAN
1852.231.71	MAR 1994	DETERMINATION OF COMPENSATION REASONABLENESS
1852.233.70	OCT 2002	PROTESTS TO NASA

L1.2 LISTING OF PROVISIONS NOT INCORPORATED BY REFERENCE

L1.2.1 Instructions to Offerors – Competitive Acquisition (FAR 52.215-1)(MAY 2001)

(a) *Definitions*. As used in this provision-
"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.
"In writing," "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.
"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.
"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.
"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations*. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) *Submission, modification, revision, and withdrawal of proposals*.
- (1) Unless other methods (*e.g.*, electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.
- (2) The first page of the proposal must show-
- (i) The solicitation number;
- (ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);
- (iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) *Submission, modification, revision, and withdrawal of proposals*.

(i) Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and-

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.
(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date*. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) *Restriction on disclosure and use of data*. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall-

(1) Mark the title page with the following legend:
This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with-the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and
(2) Mark each sheet of data it wishes to restrict with the following legend:
Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) *Contract award*.
(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
(2) The Government may reject any or all proposals if such action is in the Government's interest.
(3) The Government may waive informalities and minor irregularities in proposals received.
(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.. The Government reserves the right to conduct discussions if the Contracting officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.
(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.
(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.
(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.
(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.
(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:
(i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
(iv) A summary of the rationale for award.
(v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

L1.2.2 Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data (FAR 52.215-20)(OCT 1997)(ALTERNATE 3)(OCT 1997)

(a) *Exceptions from cost or pricing data*.

(1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following paragraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) *Identification of the law or regulation establishing the price offered*. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) *Commercial item exception*. For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include-

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), *e.g.*, wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

(b) *Requirements for cost or pricing data*. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(c) Submit the cost portion of the proposal via the following electronic media: electronic spreadsheet format (electronic templates will be provided with the RFP).

(End of provision)

L1.2.3 Type of Contract (FAR 52.216-1)(APR 1984)

The Government contemplates award of a cost plus fixed fee contract resulting from this solicitation.

(End of provision)

L1.2.4 Service of Protest (FAR 52.233-2)(AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Lisa Rea Phillips
NASA Johnson Space Center
Mail Code: BJ4
2101 NASA Rd 1
Houston, TX 77058

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L1.2.5 Preproposal/Pre-Bid Conference (NFS 1852.215-77)(DEC 1988)

(a) A preproposal/pre-bid conference will be held as indicated below:

Date: March 4, 2004

Time: 9:30 AM registration

Location: NASA JSC Bldg. 111 (For more information, refer to contact in L1.2.7)

A maximum of two (2) participants from each company may attend. Please provide the company name and name of the attendees to Ann Bronson at (281-483-9442) by March 1, 2004.

The web site for this solicitation is http://jsc-web-pub.jsc.nasa.gov/bd01/cms

QUESTIONS REGARDING INFORMATION PRESENTED AT THE PREPROPOSAL/PREBID CONFERENCE MUST BE PRESENTED IN WRITING and should be submitted to the point of contact listed in section L1.2.7 by March 11, 2004. Oral questions will not be accepted.

(b) Attendance at the preproposal/pre-bid conference is recommended; however, attendance is neither required nor a prerequisite for proposal/bid submission and will not be considered in the evaluation.

(End of provision)

L1.2.6 Proposal Page Limitations (NFS 1852.215-81)(FEB 1998)

(a) The following page limitations are established for each portion of the proposal submitted in response to this solicitation.

Volume	Proposal Section	Page Limit
I	Mission Suitability	95
II	Past Performance	N/A
III	Cost/Price	N/A

(b) The proposal text shall be printed on non-glossy white 8 ½-inch x 11-inch paper with at least one-inch margins on all sides. The metric standard format most closely approximating the described standard 8 ½-inch x 11-inch size may also be used.

(c) All pages in each volume shall be numbered sequentially.
(d) Except for the Cost Proposal Volume, all volumes shall be prepared and submitted using a standard (i.e. not compressed) Arial font with single-spaced 12 point text printed on both sides of the sheet.
(e) Each side of the sheet, tab, or divider containing proposal material will be counted as a page.
(f) Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations.
(g) Tables, charts, graphs, plans, figures, diagrams and schematics shall be used wherever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than 10 point, be uncomplicated, legible, and appropriate for the subject matter.
(h) Foldout pages may only be used for large tables, charts, graphs, plans, figures, diagrams, and schematics, not for pages of text. Foldouts shall be counted as two pages against the page limitations, shall be printed on one side only, shall not exceed 11 inches x 17 inches, with at least one-inch margins on all sides and fold entirely within the volume.
(i) Offerors shall clearly mark and identify each of the pages subject to the page limitations.
(j) Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.
(k) If final revisions are requested, separate page limitations will be specified in the Government's request for that submission.
(l) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

(End of provision)

L1.2.7 Communications Regarding this Solicitation (JSC 52.215-105)(DEC 1999)

Any communications in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative:

Name: Ann Bronson
Phone: (281-483-9442)
(collect calls not accepted)

Address: NASA Johnson Space Center
Attn: Ann Bronson
Mail Code: BJ2
2101 NASA Parkway
Houston, TX 77058-3696

Email: camssec@ems.jsc.nasa.gov

Information regarding this solicitation may be found online at

http://jsc-web-pub.jsc.nasa.gov/bd01/cms

QUESTIONS REGARDING THIS SOLICITATION MUST BE PRESENTED IN WRITING and should be submitted to the above address within 10 days of the RFP issue date in order that answers may be obtained and disseminated in a timely manner, since it is not expected that a proposal submission date can be extended. Oral questions are not desirable due to the possibility of misunderstanding or misinterpretation.

NOTE: Any written communications shall include mail code BJ2 on the envelope to expedite processing.

(End of provision)

L2 SECTION L - PART 2

INSTRUCTIONS FOR PROPOSAL PREPARATION AND DELIVERY

NOTE TO OFFERORS: For a better and more complete understanding of this part of Section L, you should also refer to Section M. The instructions in this part of Section L are directly related to the evaluation factors set forth in Section M.

L2.1 INTRODUCTION

As detailed in paragraph 3 below, submit your proposal in three volumes.

Volume	Proposal Section
I	Mission Suitability
II	Past Performance
III	Cost/Price

It is NASA's intent, by providing the instructions set forth below, to solicit information that will demonstrate the Offeror's competence to successfully complete the requirements specified in the SOW, to determine its capability to successfully accomplish that effort defined in the SOW, and to permit a competitive evaluation of its proposal. These instructions are not, however, all-inclusive; and you should therefore include in your proposal any further discussion you believe to be necessary or useful in demonstrating your ability to perform the work.

Generally, the proposal should:

a) Demonstrate an understanding of the overall and specific requirements of the proposed contract.
b) Convey the company's capabilities for transforming understanding into accomplishment.
c) Present in detail, the plans and methods for so doing.
d) Present, as requested below, the costs associated with so doing.

Provide 1 original, 5 hard copies and two electronic copies on compact disk of Volumes I through III to NASA by the due dates listed in the table below. In addition, copies of Volume III Cost/Price information must be provided to the DCAA per instructions in Section L2.6 by the due date below.

Volume	Initial Proposal Due In Response to RFP
II – Past Performance	May 3, 2004
I – Mission Suitability	May 17, 2004
III – Cost/Price	May 17, 2004

Your proposal must provide information responsive to the outlines and content requirements in paragraphs L2.4, L2.5, and L2.6 below along with rationale for proposed approach. This information is essential for the Government to conduct a fair and uniform evaluation of proposals per the evaluation factors and sub-factors provided in Section M.

Services and property to be furnished by the Government for use on the proposed Contract are as set forth in Section G and Section J.

L2.2 PERIOD COVERED BY PROCUREMENT

This solicitation covers a period of 5 years. For contracting purposes, this total period is as follows:

Anticipated Dates	Duration	Contractual Coverage
12/01/04 – 12/31/04	31 Days	Phase In
01/01/05 – 12/31/06	2 Years	Base Period
01/01/07 – 12/31/07	1 Year	Option 1
01/01/08 – 12/31/08	1 Year	Option 2
01/01/09 – 12/31/09	1 Year	Option 3

Cost proposals shall include all 5 years of the procurement including phase-in.

The option periods identified above will be exercised only if the requirements of FAR 17.207(c) have first been met. The Government is not obligated to exercise any option if it determines for any reason that doing so is not in its best interest; in other words, the selected contractor will not have the right to have the contract continued.

L2.3 PROPOSAL DELIVERY INSTRUCTIONS

Due to heightened security measures in force at the Johnson Space Center (JSC), and to ensure timely proposal submission, the following procedures shall be followed.

Offerors shall deliver their proposals to the Johnson Space Center (JSC), 2101 NASA Parkway, Houston, TX 77058-3696 no later than 2:00 PM on the designated due date in Section L2.1. Each offeror should notify the contracting officer one day in advance of the proposal delivery. Any attempt by an offeror to deliver a proposal on a weekend or on a Federal holiday shall be coordinated through the Contracting Officer at least 48 hours prior to the planned delivery date.

The following instructions for submission of proposals are designed to ensure proposal data is adequately protected against potential improper disclosure while concurrently ensuring the physical security of JSC. The delivery process may require an hour or more for packages to be screened through security and subsequently transported and delivered by the offeror at the designated building while being accompanied by an employee of the U. S. Government (civil service point of contact). Proposals must be hand delivered to comply with security requirements and to ensure that your proposal data is not compromised. As used herein, the term “non-Government personnel” refers to all personnel not employed directly by the U.S. Government, and includes employees of Government contractors.

To expedite delivery, each box containing proposal information shall be clearly marked with the following information:

> “Proposal Data – SEB Sensitive -- DO NOT OPEN
>
> Submitted by ***[Offeror’s Identity]*** in response to RFP NNJ04050170R
> Box ___ of ___.
>
> Civil Service Points of Contact:
>
> Name: Ann Bronson
> Phone: 281-483-9442
>
> Name: Shelia Powell
> Phone: 281-244-5621

To deliver a proposal to JSC, offerors shall do so by first entering JSC at Gate 4. Offerors are advised that entry through any other gate could result in excessive delays or searches of vehicle contents by non-Government personnel. Anyone delivering a proposal, including persons having authorized access to JSC, may be subjected to searches or delays when attempting to enter through a gate other than Gate 4. Gate 4 can be reached by traveling east on Bay Area Boulevard from Interstate Highway I-45. Turn right off of Bay Area Boulevard at Space Center Boulevard and enter the Johnson Space Center at the first entrance on the right. Gate 4 is open from 6:00 a.m. local time. Upon entering the site, offerors will encounter a security guard posted at Gate 4. Offerors shall advise the guard posted at Gate 4 that they are delivering a proposal and should receive instructions to proceed to a security checkpoint (Post 12). Since all incoming freight is screened, to avoid delays offerors are encouraged to limit vehicle contents to the proposal being delivered.

The time when the offeror arrives at Post 12 with the proposals will determine the official proposal submission time. The cutoff time for proposal submission at the guard gate is 2:00 PM local time on the due date designated in paragraph (b) of this provision. Upon arriving at the security checkpoint (Post 12) each offeror should verify with the guard that an authorized civil service point of contact has been requested to accompany the offeror for the remainder of the delivery process. Upon arrival of the civil service point of contact, the packages will be screened before being loaded back onto the offeror’s vehicle for delivery at the designated building. Offerors will be security-screened and receive a temporary visitor’s badge requiring that they be escorted at all times while on site at JSC. The delivering offeror representative must be a U.S. citizen; foreign nationals and non-resident aliens will not be allowed access within JSC. Offerors are responsible for transporting proposals from the security checkpoint to the final delivery building and may be requested to offload the proposal material upon arrival at the designated building.

L2.4 OUTLINE AND CONTENT OF VOLUME I – MISSION SUITABILITY

Your proposal Volume I will consist of 15 sections as described below.

Development of your technical understanding proposal sections should be based upon "best practices" that you identify. Current procedures provided in the RFP reference library may be used but are not necessarily required to be followed when answering. Recommended deviations to current procedures should be noted and explained.

Sections 14 and 15 of the offeror's proposal Volume I including the Management Plan, Quality Plan, Phase-in Plan, and Safety and Health Plan are excluded from page count limitations.

L2.4.1 Technical Understanding and Resources: Volume I, Sections 1 – 13

Standard Labor Categories (SLC) applicable to this contract are provided to facilitate a consistent evaluation among offerors. Table L2 addresses the recommended qualifications and experience levels of SLCs that are to be used for proposal and evaluation purposes. Relevant experience, when explained, may be considered as substitution for recommended education qualifications. When describing the proposed labor necessary to accomplish the SOW, only the SLCs provided in Table L2 below should be used. Offerors may include other additional labor categories that cannot be easily or logically mapped to those provided in Table L2. Job descriptions similar to the ones listed in Table L2 shall be provided for the additional other categories.

An Independent Government Estimate (IGE) has been performed and is included in Table L3 and Table L4. The IGE is the government's estimate of the resources required to perform this effort and is not intended to influence your proposed estimates. The offeror is responsible for determining if the IGE is appropriate or if modifications are required based on the proposed technical and management approach. It is important that offerors understand the IGE does not include application of any indirect expenses such as material handling or general and administrative expenses, nor does it include fee.

L2.4.1.1 Statement of Work (SOW) Fulfillment: Volume I, Sections 1 through 10

Describe your approach to accomplishing the SOW. An outline of the SOW is included here as Table L1. Format sections 1 – 10 of Volume I of your proposal corresponding to SOW tasks and sub-tasks as shown in Table L1.

Include only top-level statements here for the Management, Quality, and Safety & Health Plan sections. You are later required to provide more detailed information for these plans by DRD.

For each section 1 – 10 of your proposal Volume 1 shown in Table L1:

For the following parts a) through d), individually address all corresponding tasks and sub-tasks. For example, section 6 of your proposal will individually address the requirements of SOW sections 3.2, 3.2.1, 3.2.2, and 3.2.3.

For the following parts e) and f), provide only composite quantities for each proposal section that include resources required for all tasks and sub-tasks. For example, section 6 of your proposal will address all NLRs and labor resources for SOW sections 3.2, 3.2.1, 3.2.2, and 3.2.3 as summarized quantities at the 3.2 level.

a) State how you will accomplish the SOW in enough detail to show that you understand the requirements.
b) Include innovative approaches, efficiencies, or cost savings and provide substantiation.
c) Discuss applicable policies, procedures, and operational techniques.
d) List any risks you identify to accomplishing the SOW and how these risks will be mitigated.
e) Quantify and justify by narrative the amounts for types of Non-Labor Resources (NLRs) required. The IGE for NLRs is included in Table L4.
f) Quantify proposed labor resources in terms of Full Time Equivalents (FTEs) using applicable Standard Labor Categories (SLCs) in Table L2. Follow the format of the template in Table L5 and provided with the RFP as the file *46 Section L Technical_Resources_Templates.xls.* Justify the skill mix proposed by corresponding narrative. The labor Independent Government Estimate (IGE) is included here in Table L3.

Table L1: CAMS Statement of Work Outline

Your Proposal Volume I section	Should Correspond to Requirements in SOW section
	1.0 INTRODUCTION 1.1 Background 1.2 Special Terminology 1.3 Acronyms 2.0 MANAGEMENT
1	2.1 General
2	2.2 Phase-In
3	2.3 Quality
4	2.4 Safety, Health, and Environmental Compliance
	3.0 TECHNICAL
5 5 5	3.1 Calibration Lab Equipment and Facilities 3.1.1 Maintenance 3.1.2 Equipment and Work Area Cleaning
6 6 6 6	3.2 Logistics and Records 3.2.1 Local Pick-up and Delivery of Customer Instrumentation 3.2.2 Material Control – Shipping and Receiving 3.2.3 Calibration and Metrology Record Keeping and Scheduling
7	3.3 Technical Representation
8 8 8	3.4 Metrology 3.4.1 Reference Standards and Working Standards 3.4.2 Working Groups
9 9 9 9 9 9	3.5 Calibration of Customer Provided Instrumentation 3.5.1 Calibration Inventory and Expected Workload 3.5.2 Calibrations Performed in the Calibration Lab 3.5.3 Calibrations Performed "In Place" 3.5.4 Calibrations Conducted by Outside Suppliers 3.5.5 Customer Instruments Requiring Repair
10	3.6 Oversight of User-Operated Calibration Laboratories

Table L2: Standard Labor Categories (SLCs) for this effort

SLC	**Job Description Guidelines**
Project Manager	Serves as the Contractor's primary contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Includes first line supervision for subcontracts if applicable. Shall be responsible for the overall contract fulfillment and performance. Reports on metrology operations to NASA management on a weekly and monthly basis. Should be co-located with calibration laboratory operations personnel. Experience/Education: Minimum 10 years of management experience in a calibration laboratory related environment and a degree in an engineering discipline.
Deputy Project Manager	Assists Project Manager with stated duties. Experience/Education: Minimum 5 years of management experience and a degree in an engineering discipline.
Safety and Quality Manager	Ensures compliance with applicable OSHA, federal, NASA, JSC, MSCL, and ISO standards and with QMS procedures. Verifies work conforms to documented procedures. Generates, modifies, reviews and approves working procedures and guidelines in coordination with laboratory operations personnel and management. Performs technical analysis of non-conforming material related to activities such as Material Review Boards (MRBs) and Engineering Review Boards (ERBs). Identifies trends from problem reports and non-conformances. Participates in risk determination and mitigation planning. Experience/Education: Minimum 5 years of management experience in a Safety and Quality related field and a degree in an engineering discipline.
Engineering Technician I	Assists to fabricate, test, modify, evaluate and repair metrology data measuring, recording, and test equipment. Calibrates gas analyzers, transducers, regulators, relief valves, temperature sensors, gauges, flow meters, and other equipment as necessary. Assists in the development of methods and written calibration procedures and performs work per approved written procedures without direct supervision. Performs preventative maintenance as required. Operates duty stations required to fulfill prescribed objectives. Makes normal final processing decisions regarding the status of equipment being calibrated.

	Experience/Education: Two-year technical degree or equivalent. Technical knowledge of electronic theory and calibration procedures.
Engineering Technician II	In addition to listed duties of Technician I: Assists to mentor and train others on all job related tasks. Sets up, configures, maintains, and monitors duty stations required to fulfill prescribed objectives. Assists Technician I in making equipment status decisions. Makes recommendations to supervisors for new methods and technological improvements. Experience/Education: Two-year technical degree or equivalent. Technical knowledge of electronic theory and calibration procedures.
Engineering Technician III	In addition to listed duties of Technician II: Makes unique final processing decisions regarding the status of equipment being calibrated. Develops detailed procedures describing unique steps required in calibration of all required equipment. Experience/Education: Two-year technical degree. Technical knowledge of electronic theory and calibration procedures.
Engineering Technician IV	In addition to listed duties of Technician III: Plan assignments. Lead laboratory work activities. Experience/Education: Two-year technical degree. Technical knowledge of electronic theory and calibration procedures.
Computer Programmer II	Serves as database system administrator. Generates and modifies documented procedures and best practices for data entry, database maintenance, database upgrades, and report creation using Fluke's MET/TRACK software. Manages database access rights and privileges for users. Ensures adherence of all laboratory operations with applicable federal, NASA, JSC, and MSCL software and information technology (IT) policies and guidelines. Installs required software security patches and upgrades. Remains cognizant of applicable industry products and practices. Suggests, specifies, orders, and installs hardware and software enhancements and upgrades. Tests IT system modifications for proper operation per documented procedures. Routinely monitors IT systems performance. Serves as technical support contact for IT end users. Configures database tools for the generation of required reports. Configures and maintains required manual and automatic data backup processes. Experience/Education: Minimum 3 years of database administrator experience and a 4-year degree in a software or computer engineering discipline or equivalent. Proficient with MET/CAL and MET/TRACK software.
Production Control Clerk	Performs data filing, entry and retrieval using existing MET/TRACK database and documented procedures. Generates standard and customized reports using database tools. Responds to requests for

	data from customers and other calibration laboratory personnel. Performs data backups. Maintains recall/reliability database information to prepare and mail recall and delinquency reports to users. Experience/Education: Minimum 3 years of clerk experience and high school diploma or equivalent. Proficient with personal computer including Excel, Word, and MET/TRACK.
Shipping and Receiving Clerk	Processes and documents transactions involving packing, shipping, receiving, storing, and handling materials and equipment. Inspects shipments for accuracy, completeness, and condition. Maintains housekeeping of shipping, receiving, and storage areas. Determines shipping priorities. Ensures proper packaging of all outbound equipment. Coordinates shipping and receiving activities using internal delivery driver and/or external shipping companies. Assists with inventory control audits. Identifies, obtains quotes, purchases, and receives supplies and materials used by the metrology laboratory Experience/Education: Minimum 3 years of clerk experience and high school diploma or equivalent. Proficient with personal computer. Must be able to lift 50 lbs to 80 lbs.
Delivery Driver Medium Truck	Loads, unloads, and transports materials, equipment, and personnel as required between various on-site and local, off-site locations. Completes shipping documentation for items transported. Interfaces with customer's material handling personnel. Inspects company delivery vehicles and schedules any necessary preventative and repair maintenance. Experience/Education: High school diploma or equivalent. Valid Texas Driver's License. Must be able to lift between 50 lbs to 80 lbs.
Secretary II	Provides administrative support to contract personnel. Serves as customer service interface. Includes, filing, typing, answering phones. Prepares and processes fund management and procurement documentation. Tracks budget expenditures for immediate reporting of operational costs. Maintains and distributes time keeping records. Coordinates meetings for metrology laboratory staff. Tracks and controls performance reviews. Interfaces with corporate headquarters regarding routine contract matters. Experience/Education: Minimum 3 years secretarial experience. Personal computer skills, including Excel and Word.

Table L3: Independent Government Estimate (IGE) of Labor required for this effort in Full Time Equivalents (FTEs)

Labor Classification	**CY1**	**CY2**	**CY3**	**CY4**	**CY5**	**Total**
Project Manager	1.0	1.0	1.0	1.0	1.0	5.0
Deputy Project Manager	1.0	1.0	1.0	1.0	1.0	5.0
Safety and Quality Manager	1.0	1.0	1.0	1.0	1.0	5.0
Engineering Technician I	1.0	1.0	1.0	1.0	1.0	5.0
Engineering Technician II	6.0	6.0	6.0	6.0	6.0	30.0
Engineering Technician III	11.0	11.0	11.0	11.0	11.0	55.0
Engineering Technician III (for ISO 17025 certification support)	2.0	0.0	0.0	0.0	0.0	2.0
Engineering Technician IV	3.0	3.0	3.0	3.0	3.0	15.0
Computer Programmer II	1.0	1.0	1.0	1.0	1.0	5.0
Production Control Clerk	1.0	1.0	1.0	1.0	1.0	5.0
Shipping and Receiving Clerk	2.0	2.0	2.0	2.0	2.0	10.0
Delivery Driver - Medium	2.0	2.0	2.0	2.0	2.0	10.0
Secretary II	1.0	1.0	1.0	1.0	1.0	5.0
Total	**33.0**	**31.0**	**31.0**	**31.0**	**31.0**	**157.0**

Table L4: IGE of Non-Labor Resources (NLRs) required for this effort in $K

Item	**CY1**	**CY2**	**CY3**	**CY4**	**CY5**	**Total**
ISO 17025 average yearly certification	20	20	20	20	20	100
MET/CAL license	12	12	12	12	12	60
Equipment and Maintenance	400	400	400	400	400	2,000
Travel	9	9	9	9	9	45
Training	10	10	10	10	10	50
Outsourcing of calibrations	70	70	70	70	70	350
Total	**521**	**521**	**521**	**521**	**521**	**2,605**

Table L5: Technical Resources Template Format

SUMMARY TECHNICAL RESOURCES TEMPLATE
Prime Contractor Name:

PROPOSAL VOLUME I
SECTION 1

PRIME AND ALL SUBCONTRACT (INCLUDING MINOR SUBCONTRACTORS) RESOURCES COMBINED

NASA (JSC) Standard Labor Category	Average Contract Incumbent Retention %	CY1	CY2	CY3	CY4	CY5	Total	Skill mix ratio
FTEs								
Project Manager		0	0	0	0	0	0	
Deputy Project Manager		0	0	0	0	0	0	
Safety and Quality Manager		0	0	0	0	0	0	
Technician 1		0	0	0	0	0	0	
Technician 2		0	0	0	0	0	0	
Technician 3		0	0	0	0	0	0	
Technician 4		0	0	0	0	0	0	
Computer Programmer		0	0	0	0	0	0	
Production Control Clerk		0	0	0	0	0	0	
Shipping and Receiving Clerk		0	0	0	0	0	0	
Delivery Driver		0	0	0	0	0	0	
Secretary		0	0	0	0	0	0	
Other		0	0	0	0	0	0	
Total FTE Prime and All Subs		0	0	0	0	0	0	

L2.4.1.2 Technical Exercises: Volume I, Sections 11 through 13

a) Provide a solution to the Overdue Calibration Scenario as Section 11 of Volume I.

A customer has identified a piece of equipment that is a week overdue on calibration, and is currently being used in a test. They have notified you and are asking what to do. What do you do?

Include: calibration deadline analysis techniques, method and content for customer communication, rationale for conclusions and data upon which resolution actions are based. Reference and explain any existing or new procedures involved.

b) Provide a solution to the Software Configuration Scenario as Section 12 of Volume I.

A new piece of equipment is purchased that allows for customized calibration routines to be programmed via manufacturer-supplied software that runs on a PC. The custom program is then stored and run from the equipment's internal memory. How will this new piece of equipment be integrated into laboratory operations?

Include: resources to accomplish this task, how software licenses will be maintained, software installation, development, testing and verification procedures, storage of software, configuration control of software including issues relative to adherence to your Quality Management System (QMS), IT security, and any training required. Verification methods should include provisions to periodically re-check software, and procedures regarding how to deal with software that fails initial or subsequent verification, including impact analysis.

c) Provide a solution to the Priority Request Scenario as Section 13 of Volume I.

The Space Station Program has established a list with you of individuals approved to request your calibration services. You track your actual cost of calibrations for this group on a monthly basis against their annual estimates. A new customer from the Space Station Program group contacts you. They are asking for a three-day delivery of an accelerometer you have not calibrated before. They indicate it is a priority need in order to meet launch schedules. The calibration requirements are within the capabilities of your lab reference standard, but it is out for repair and is not due back for a week. Your technician staff is currently dealing with a surge in work load, including some priority requests. How do you handle this request?

Include: Evaluation of requestor's approval status, cost of proposed plan(s) to meet customer's needs, strategy to accomplish calibration including available options, staffing, any required interaction with higher management, documentation and procedures.

L2.4.2 Management Organization and Approach: Volume I, Section 14 (excluded from page count limit)

L2.4.2.1 Provide the Management Plan required by DRD-01 with key personnel resumes in Form L-2.

Discuss your proposed approach to organizing and managing the work under the contract. Submit Form L-2 for all key personnel you propose. Include a commitment statement signed by the proposed key persons for any proposed key personnel not currently working for your company.

L2.4.2.2 Provide the Quality Plan required by DRD-07.

The quality plan must establish a Quality Management system for metrology and calibration as a minimum and describe how you will follow the JSC Quality Management System for the other areas of the SOW.

L2.4.2.3 Provide the Phase-in Plan required by DRD-06.

Discuss your approach to successfully transitioning the work from the incumbent.

L2.4.3 Safety and Health: Volume I, Section 15 (excluded from page count limit)

Provide the Safety and Health Plan required by DRD-02. The plan is to include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and health of your employees (and subcontractor employees, if a subcontracting arrangement is proposed) and to ensure the safety of all working conditions throughout the performance of the Contract.

L2.5 OUTLINE AND CONTENT OF VOLUME II - PAST PERFORMANCE

L2.5.1 General Performance

Send Form L-1 to three of your most recent customer references which are also most relevant to work described in this RFP with your company name, address, and telephone number filled in. References with Government contracts are preferred, but not required. If you propose a joint venture or a prime-subcontractor relationship, provide the same information for each major sub-contractor proposed. A major subcontractor is a company with an annual estimated value that exceeds $1 million (M). You are responsible for ensuring that your references send completed Form L-1 to the contact listed on the form by the due date listed on the form.

In this Volume, you are requested to include up to one page of introductory material about the experience and performance of your company, and up to one page each for major subcontractors (if proposed). Provide the name and address of the company along with contract number, dates, point of contact, and phone number for the 3 references mentioned above and for 2 additional references using Form L-3. Ensure that phone numbers provided for references are current and correct. You may submit additional reference information on experience and past performance for consideration.

All information provided directly by you for this Volume must be received by the contact listed in L1.2.7 by the Past Performance due date listed in section L2.1.

In accordance with FAR 15.305(a)(2)(iv) if you have no record of relevant past performance or information on your past performance is not available, you will not be evaluated favorably or unfavorably on past performance.

Please provide your experience modification (modifier) rates (EMR) for the last five years. These rates are to be for any establishment you have provided in your past performance data. Please contact your insurance carrier and have them provide by separate letter to the Government verification of your experience modification rates. This data is also required for all major subcontractors or partners identified in your proposal.

L2.5.2 Safety and Environmental Performance

Include the following:

L2.5.2.1 Past Safety Performance

A statement of your past safety performance on contracts similar to this effort. Include a statement about any OSHA citations of your company's operations during the past 5 years. For those contracts cited as references above, include records of your company's OSHA recordable injuries and illnesses. The records will typically include, for each worksite, as a minimum, one copy of each year's OSHA logs for these past 5 years as required by Title 29 of the Code of Federal Regulations, Section 1904.5(d) including the number of employees at the worksite, hours worked, and the calculated OSHA Days Away Case Rate and Total Recordable Incident Rate; and the Standard Industrial Classification Code used – annual rates and a 3-year rate for the best 3 of 4 most recent years. If you propose a joint venture or prime subcontractor relationship, provide the same information for each company proposed. If your annual or 3-year Days Away Case rate is higher than 50% of BLS Industry Averages or your Total Recordable Incident rate is higher than 100% of BLS Industry Averages, provide explanations and plans to keep your rates at or below these rates.

L2.5.2.2 Past Environmental Performance

A statement of your past environmental performance. Include a statement about any environmental related citation of your company's operations in the past five years. Citations may have come from Federal, State, or local environmental agencies. If you propose a joint venture or prime subcontractor relationship, provide the same information for each company proposed.

L2.5.2.3 Insurance History

A list of all safety and health insurance carriers that have underwritten your workers' compensation program or equivalent for the last 5 years, or as long as you have been in business. Include a point of contact and phone number to help proposal evaluators in verifying your statements of your past safety and health performance. Provide the following data in a certification letter from the insurance carrier for your company. If you propose a joint venture or prime subcontractor relationship, provide the same information for each company proposed.

a) Workers' compensation experience modifier with the formula for computing it
b) Loss ratio for the past 5 years (where the loss ratio is defined as the ratio of losses to premium).
c) Information on the liability and lawsuit history related to safety and health performance.

Show all figures used for computation. If your company is self insured, provide the same information and certify it with the signature of a responsible company official. Contact your insurance carrier(s) to ensure they have permission to release your information to the SEC.

L2.5.2.4 Quality System Experience

Each offeror shall provide copies of the Quality Management System (QMS) certifications it has received elsewhere in the past 3 years. Offerors are to provide a statement of their past QMS certifications. A statement shall be made regarding any changes of registrars, loss of registration status or of being placed on notice or losing registration status in the past 3 years. If you propose a joint venture or prime subcontractor relationship, provide the same information for each company proposed.

L2.5.2.5 Export Control Experience

Each offeror shall provide copies of existing export control licenses. Offerors are to provide a statement of their past export control experience. A statement shall be made regarding export control violations during your company's operations during the past 5 years. If you propose a joint venture or prime subcontractor relationship, provide the same information for each company proposed.

L2.6 OUTLINE AND CONTENT OF VOLUME III – COST/PRICE PROPOSAL

L2.6.1 General Cost Information

Hard copies of your cost proposal shall be submitted in one volume labeled Volume III Cost/Price Proposal. Electronic copies of cost/pricing data shall be submitted with your proposal and must be developed per the instructions in section L2.6.2. Other proposal delivery requirements are listed in section L2.1 through section L2.3. Volume III cost proposals must be also delivered to the DCAA as instructed in section L2.6.1.4. The cost proposal shall encompass all costs associated with the requirements of the RFP and shall comply with applicable Federal Acquisition Regulation (FAR), NASA FAR Supplement (NFS), and governing statutory requirements, including Public Law 87-653, Truth in Negotiations Act. There is no requirement to duplicate data; therefore, if you include data in the Mission Suitability Volume, it is not necessary to also include it in the Cost Volume. However, indicate in either volume that additional information is located elsewhere and provide a reference (Volume and page). Required proposal cost templates can be found in the Excel spreadsheet file

45 Section L Cost_Templates.xls

which will be provided with this RFP.

Certified cost and pricing data is not required; however, other than cost and pricing data is required.

To ensure that the Government is able to perform a fair assessment of the proposed cost, each offeror is required to submit the following information that will allow for evaluation. Each cost proposal shall be suitable for evaluation and include supporting information cross-referenced to allow traceability and reconciliation to the technical and management proposal(s). If you propose a joint venture or a prime-subcontractor relationship, provide the same information for each major sub-contractor proposed. A major subcontractor is a company with an annual estimated value that exceeds $1 million (M).

Note, the Technical Understanding and Resources section of Volume I is to include total resources, which include minor subcontractor FTE's.

L2.6.1.1 Productive Factor

A full 12 months (1 Year) FTE estimate is required for technical resources purposes in Volume I. An FTE is a full time equivalent that is defined as follows: the proposed productive hours needed to comprise one average full time employee. This may be one full time employee or several part time employees. Productive hours are defined as follows: the total available hours for productive work in a year, excluding overtime, less paid time off.

All pricing and estimating techniques shall be clearly explained in detail (projections, rates, ratios, percentages, factors, etc.) and shall support the proposed costs in such a manner that audit, computation, and verification can be accomplished. Also, any experience factors (unit prices, hours, quantities, etc.) and judgmental projections shall be explained. All past actuals shall show the periods of time and costs in detail when used as a basis for estimating the proposed costs. The offeror shall discuss the rationale in narrative format for all costs proposed for each cost element. The offeror shall also include the company's escalation history for each cost element for the past 3 years. A reference column is included in most cost templates to facilitate traceability from the amounts proposed to the rationale.

L2.6.1.2 Standard Labor Categories

Standard Labor Categories (SLC) applicable to this contract are provided in Table L2 and address the recommended qualifications and experience levels of SLCs that are to be used for proposal purposes. The offeror is required to include a basis of estimate, which includes a discussion of the types of labor required by SLC.

SLCs shall be used by the offeror for proposal development. The offeror is required to provide a composite rate for each of the SLCs in the cost proposal. The offeror shall develop their cost estimates using their established estimating system. The offeror should map their internal labor categories to the SLC. Offerors may include other additional labor categories that cannot be easily or logically mapped to SLCs provided in Table L2 above. However, the offerors must provide a job description similar to those provided in Table L2, to allow for a NASA and Defense Contract Audit Agency audit/evaluation. In addition, any proposed non-standard labor categories must be based on the offeror's established accounting and estimating systems.

L2.6.1.3 Non-Labor Resource IGE

The independent government estimate (IGE) represents the government estimate for accomplishing the requirement without incorporation of any one offeror's specific management and technical approach. It is intended to assist you in determining the magnitude of the non-labor resources (NLR) requirement. This is not to be considered a government "plug number". Use of the IGE for non-labor resources above is elective. Offerors are free to incorporate the IGE into their Cost/Price Volume or to propose non-labor resource costs as deemed appropriate to accomplish the task order SOW.

However, if the offeror elects NOT to utilize the IGE amounts provided, the following documentation must be included in the Cost/Price Volume. Offerors shall provide supporting rationale for the quantity of non-labor resources proposed (e.g., square foot requirements for facilities or number of trips required for travel). Explain all the non-labor resources identified that will be indirectly charged to the contract through an indirect rate based on your disclosed accounting practices and contract requirements

The non-labor resources (NLRs) IGE for ISO 17025 certification includes costs associated with obtaining and maintaining certification according to the ISO 17025 standard. The non-labor IGE for the MET/CAL software license includes annual software licenses fees for the MET/CAL software product at the levels and quantities required for activities in support of this contract. The non-labor IGE for equipment and maintenance includes raw materials, purchased parts, supplies, equipment, and equipment maintenance. The non-labor IGE for travel includes airfare, and meals/per diem. The non-labor IGE for training includes tuition, fees, materials, and costs other than travel associated with training of employees for contract related duties. The non-labor IGE for out-sourcing includes all equipment to be sent to outside supplier for calibration.

It is important that offerors understand the IGE does not include application of any indirect expenses such as material handling or general and administrative expenses, nor does it include fee.

The non-labor IGE for this effort is included in Table L4.

L2.6.1.4 DCAA Cognizant Field Audit Office

An electronic copy and a hard copy of your Volume III cost proposal, including all completed pricing templates, are to be provided to your cognizant Defense Contract Audit Agency (DCAA) field audit office concurrent with release to the Johnson Space Center. If you do not know your cognizant DCAA field audit office, the information is readily available on the world-wide-web at www.dcaa.mil. Once the web site is accessed, left mouse click on the next to the last bullet in the left hand margin titled “Audit Office Locator”. Enter your company’s 5 digit Zip Code in the area provided and left mouse click on the adjacent “search” button.

NOTE: It is important that you enter the 5 digit Zip Code for your company location where auditable books and records supporting amounts in your proposal physically reside.

Once the search is completed, the cognizant field audit office physical and E-Mail addresses and Voice and FAX telephone numbers should be displayed.

L2.6.2 Excel Pricing Model (EPM) File

The Government intends to use a personal computer with Microsoft Excel to aid in the evaluation of the cost proposal. The prime and each major subcontractor is required to submit the EPM and any other electronic cost data, including formulas, on Compact Disk (CD) media. The submittal of pricing data on CD is required to be compliant with the instructions in this section and copy requirements of section L2.1. EPM data must also be submitted in hard copy per the requirements in section L2.1.

Each CD provided is to have an external label affixed indicating:

a) The name of the offeror,
b) The RFP number, and
c) An indication of the files/workbooks or range of files/workbooks contained on the CD.

The goal of the EPM is to construct a comprehensive working model of your proposed cost volume in an automated format. The pricing model should be designed to facilitate changes to source data such as direct labor hours and/or rates, overhead and G&A rates etc. and be sophisticated enough to compute the total impact of various changes both to cost and price. For example; the model must be able to compute the cost and price impact of 1) increasing (or decreasing) the number of Analyst I full time equivalent staff (FTE); or 2) increasing (or decreasing) the overhead rate(s).

When multiple templates are required due to multiple year requirements, submit the multiple templates under one worksheet stacked vertically. For example the PCST is required for each year of the contract, therefore 5 vertically stacked templates would be submitted under a tab titled PCST under workbook CF-Company Name.xls

All electronic file/workbook names included in your proposal shall begin with the appropriate workbook acronym, hyphen, followed by the first three letters of your company name. For example: Assume your company name is ABC Company and you have completed the CF workbook; the file/workbook name would be CF-ABC.xls. Offerors shall use the Template acronyms below in naming individual worksheets/tabs within an Excel file/workbook:

Template Acronym	**Meaning**
CAOT	Cognizant Audit Office Template
ET	Efficiency Template
GAT	General & Administrative Expense Template
IGE	Independent Government Estimate
LPT	Labor Pricing Template
NLR	Non-labor Resources
OHT	Overhead Template
OPT	Overtime Pricing Template
PCST	Prime Cost Summary Template
PIT	Phase In Template
SCST	Major Subcontractor Cost Summary Template
TC(a)	Compensation Template (a) Salaries & Wages – Non-Exempt
TC(b)	Compensation Template (b) Salaries & Wages –Exempt
TC(c)	Template (c) Fringe Benefit Analysis Package
TC(d)	Compensation Template (d) Personnel and Fringe Benefits Policies
TRT	Technical Resources Template (For All SOWs)

These templates are designed to provide NASA with information necessary to perform a cost realism analysis.

All formulas used in the workbooks must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets or workbooks is necessary, use of external links (source data not provided to NASA) of any kind is prohibited. The workbooks must contain no macros or hidden cells.

The EPM and all its associated workbooks should not be locked/protected or secured by passwords.

The offeror shall include all templates listed below in the proposal submission. These templates are designed to provide NASA with information necessary to perform a cost and price analysis as required by the FAR. In completing the templates, each prime and major subcontract offeror shall propose cost elements in a manner that is consistent with their disclosed and/or approved estimating and accounting practices. Certain cost elements on the NASA templates are specified as non-labor resources (for example, facilities); however, when/if these costs are normally treated as an indirect expense, the offeror shall propose such costs via the appropriate indirect allocation factor and note this in the non-labor resources rationale.

Required proposal cost templates can be found in the Excel spreadsheet file

45 Section L Cost_Templates.xls

which will be provided with this RFP.

L2.6.2.1 Prime Cost Summary Template (PCST)

This is applicable to the prime contractor only. This template serves as a summary of the proposed labor hours, cost, and fee by government fiscal year and contract period for the prime contractor. The PCST shall capture and reconcile to all elements of cost pertaining to the direct and indirect templates. A reference column has been provided on the templates for offeror use to identify supporting data for each cost element. The detailed data should be clearly displayed so the Government may understand the cost development and computations. Although this template may be modified as needed to blend with your formal cost accounting systems, each specific element of cost must be discretely estimated and identified.

The detailed data for minor subcontracts proposed must include, at a minimum, the following information:

Name	FTE	Hours	Proposed Cost	Cost/Hours	Product/Service Description
Sub 1					
Sub 2					
Sub 3					

Do not include phase-in costs in the total column for total costs.

L2.6.2.2 Major Subcontractor Cost Summary Template (SCST)

This template is required from the major subcontractor(s) only. This template serves as a summary of the proposed labor hours, cost, and fee by government fiscal year and contract period for the major subcontractor(s). The SCST shall capture and reconcile to all elements of cost pertaining to the direct and indirect templates. A reference column has been provided on the templates for offeror use to identify supporting data for each cost element. The detailed data should be clearly displayed so the Government may understand the cost development and computations.

Do not include phase-in costs in the total column for total costs.

The offeror shall propose labor categories on SCST. Definitions of these labor categories shall be included with your proposal.

L2.6.2.3 Labor Pricing Template (LPT)

This template is required from the prime contractor and each major subcontractor. This template shall support and reconcile to the direct labor hours and costs shown on the PCST and SCST. This template is separated into seven areas: productive hours conversion factor, straight time hours, straight time rates, straight time cost, overtime hours, overtime rates, and overtime cost. This template serves to identify all compensated (straight time only) and uncompensated productive hours and costs. Supporting data shall include rationale for the starting direct labor rates and escalation used to calculate the annual rates per year for each labor category. Include the offeror's uncompensated overtime policies and history if proposed. If you require the use of multiple productive conversion factors for different labor categories, add rows to this template to facilitate this approach.

L2.6.2.4 Overtime Pricing Template (OPT)

This template is required from the prime contractor and each major subcontractor. This template shall support and reconcile to the overtime labor hours and costs shown on the PCST and SCST. The steps for completing this template are similar to the steps for completing the LPT. Supporting data shall include rationale for the direct labor rates used to calculate the overtime cost. For example, the non-exempt personnel were calculated using a rate equal to 150% of the proposed straight-time rate while the exempt personnel were calculated using a rate equal to 100%. Include in the appropriate column whether the specific labor category is considered an exempt or non-exempt.

L2.6.2.5 Overhead Template (OHT)

This template is required from the prime contractor and all major subcontractor(s). This template shall provide insight into the composition of the burden pool for the proposed overhead rates. A separate template for each of the proposed burden pools is to be completed. In addition, provide overhead cost history for the prior three years and for the term of the contract. The basis for projections of overhead shall also be provided and an explanation in support of any significant changes in either expenses or base of application that exist from one year to the next. In the event the offeror's fiscal year and anticipated contract year do not coincide, the offeror shall complete the rate reconciliation showing how the fiscal year overhead rates result in the proposed overhead rates for each contract year. The template also includes an area for an overhead ceiling if proposed.

L2.6.2.6 G&A Template (GAT)

This template is required from the prime contractor and all major subcontractor(s). This template shall provide insight into the composition of the burden pool for the proposed General and Administrative (G&A) rate.

Identify the estimated G&A expense and explain the method for its calculation. Provide G&A cost history including the actual expense pool and application base amounts for the prior three years. The basis for projections of G&A shall also be provided and an explanation in support of any significant changes in either expenses or base of application that exist from one year to the next. In the event the offeror's fiscal year and anticipated contract year do not coincide, the offeror shall complete the rate reconciliation showing how the fiscal year G&A rate results in the proposed G&A rate for each contract year. The template also includes an area for a G&A ceiling if proposed.

L2.6.2.7 Phase-In Template (PIT)

The phase-in template is required of the prime only and is designed to show the total firm fixed price (which would include all subcontractor phase-in costs and profit) for each RFP designated milestone. The template also includes a column for estimated labor hours anticipated for each milestone. The basis of estimate should include labor skill mix and significant non-labor resources (materials, equipment, other etc.) necessary for accomplishment of each milestone. The phase-in template is to include ALL phase-in costs necessary for full contract implementation.

L2.6.2.8 Cognizant Audit Office Template (CAOT)

This template is required for each prime contractor and the major subcontractor(s). This template is designed to capture relevant information concerning (1) the specific location (address or addresses for prime and major subcontractors) where auditable cost information physically resides that supports amounts proposed; (2) the person or persons (name, address, phone number, e-mail address etc) who can be contacted by DCAA to provide cost realism audit information for the prime contractor, (3) the person or persons (name, address, phone number, e-mail address etc) who can be contacted by DCAA to provide cost realism audit information for your company or partners (in a teaming, joint venture or partnership situation) and major subcontractor(s); and (4) the name and address of the cognizant DCAA field audit office to which electronic and hardcopy proposals were sent.

L2.6.2.9 Total Compensation Templates

The following compensation templates are required in order for the government to perform an evaluation of your total compensation. These templates should reconcile with the cost templates described above, wherever applicable.

a) Compensation Template (a): Salaries and Wages Non-Exempt – Contract Year 1: TC(a)

The offeror shall submit a completed Compensation Template (a) for non-exempt personnel for contract year 1. This template is required of the offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all proposed labor classifications (included in the cost proposal), by titles from the offeror's estimating system. Each of the Offeror's Labor Categories should be mapped to the Government Standard Labor Category. The DOL WD category should be mapped to the LABOR CATEGORY – Offeror's. The "Actual Incumbent Labor Rate" column is only applicable to incumbent contractors. The incumbent shall include the actual current incumbent labor rate for each Standard Labor Category. The "FTE" column includes all personnel proposed by Standard Labor Category. Depending on whether the category is DOL or CBA covered, include the wage rate in the appropriate column. The "Contract Year 1 Actual Proposed Labor Rate" is the offeror's actual proposed composite labor rate starting in Contract Year 1. The "Escalation rates for year 2-5" column should include your annual escalation percentage. A source column has been provided on the template for the offeror to use to identify the supporting data for each labor category, which should include the source data (DOL, WD or CBA#) for non-exempt personnel. An example is included on the template for illustration purposes only.

b) Compensation Template (b): Salaries and Wages Exempt – Contract Year 1: TC(b)

The offeror shall submit a completed Compensation Template (b) for exempt personnel for contract years 1. This template is required of the offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all labor classifications included in the proposal, by titles from the Offeror's estimating system. Each of the Offeror's Labor Categories should be mapped to the Government Standard Labor Category. The "Actual Incumbent Labor Rate" column is only applicable to incumbent contractors. The incumbent shall include the actual current incumbent labor rate for each Standard Labor Category. The "FTE" column includes all personnel proposed by Standard Labor Category. The "Contract Year 1 Actual Proposed Labor Rate" is the offeror's actual proposed composite labor rate starting in Contract Year 1. The "Escalation rates for year 2-5" column should include your annual escalation percentage. The "Actual Proposed Annual Salary" is the salary of the proposed labor category. A source column has been provided on the template for the offeror to use to identify the supporting data for each labor category, which should include the source data (Actual or Wage Survey) for exempt personnel. An example is included on the template for illustration purposes only.

c) Compensation Template (c): Fringe Benefits Analysis of Compensation Package – Contract Year 1: TC(c)

A separate Template (c) shall be completed for Exempt, Non-Exempt Nonunion, and Non-Exempt Union direct labor. This template is required of the offeror proposed as prime and all proposed major subcontractors. It should be noted that the minimum hourly fringe benefits rate cannot be less than the DOL specified minimum rate listed in the RFP under Section J for non-exempt employees. The column entitled, "Cost of Fringe Benefit" should include the cost, not rate, associated with the fringes specified (i.e. life insurance, disability insurance, etc.) that are proposed on this contract for each of the related personnel type (exempt, non-exempt union/non-union). The next column entitled, “Percent of Direct Labor Cost” should include the percentage of each of the related specified fringe costs as a percent of direct labor cost. The third column should include hourly rates based on the average cost per labor hour proposed per specified fringe.

d) Compensation Template (d): Personnel and Fringe Benefits Policies – Contract Year 1: TC(d)

This template is required of the offeror proposed as prime and all proposed major subcontractors. This template provides visibility, by employee category, into personnel policies and fringe benefits, which shall be in effect at the time of contract award. Although only brief explanations are desired, sufficient information is required to allow an evaluation and estimate of all potential costs, which will arise upon award of the contract. Comments are required pertaining to all items listed below under the proper column, whether or not the policy is written. The established practice of the offeror and applicability to this proposal shall be provided. If the items below are not applicable, so state. Items pertinent to the Offeror, which are not identified must be included if cost recovery is anticipated.

e) Total Compensation Template (e): Incumbent Assumptions-Contract Year 1: TC(e)

This template is required of the Offeror proposed as prime and all proposed subcontractors (major and minor). This template provides visibility into any incumbency assumptions proposed by each Offeror pertaining to incumbency labor rates and incumbency seniority rights for fringe benefit purposes. Offerors shall select only one option in each category.

By selecting “Proposing to pay current incumbent labor rates” and/or “Proposing to maintain seniority rights for fringe purposes,” the Government assumes the Offeror will maintain current levels of pay and/or maintain seniority rights for all incumbent labor retention proposed. All Offerors shall provide supporting rationale in narrative form explaining any specific details.

By selecting “Proposing to <u>not</u> pay current incumbent labor rates” and/or “Proposing to <u>not</u> maintain seniority rights for fringe purposes,” all Offerors shall provide supporting rationale in narrative form explaining any specific details.

Explain how your proposed salary structure will allow you to capture qualified incumbent personnel if hiring any of the incumbent workforce is proposed. Also explain how not maintaining seniority rights for fringe benefit purposes will allow you to capture and maintain any of the incumbent workforce.

By selecting "Other," the Government expects to see visible and compelling rationale how the Offeror expects to retain any incumbent labor proposed. All Offerors shall provide supporting rationale in narrative form explaining any specific details rationale.

L2.6.2.10 Efficiency Template (ET)

NOTE: This template is to be completed by the Prime Offeror only.

This template is required of the offeror proposed as prime. This template requires the offeror to identify all efficiencies in the first column by efficiency. The subsequent columns require the associated savings to resources and costs, including the total cost of implementing and sustaining/maintaining each specific efficiency. The "FTE Savings Per Year" column requires the offeror to input the net decrease to the FTE amount as a result of each efficiency per year. The "Total ROM ($)" column requires the offeror to provide the rough order of magnitude of the total cost savings associated with each identified efficiency for the entire contract period. The "Total Cost of Implementation" column requires the offeror to input the total dollar impact necessary to implement each identified efficiency for the entire contract period. The "Implementation Period" should represent the time period it takes to completely implement each efficiency. The "Total Cost of Sustaining/Maintenance" column requires the offeror to input the total dollar impact necessary to sustain/maintain each identified efficiency for the entire contract period. The "Start Date Sustaining/Maintenance" should show the date when the sustaining/maintenance period is expected to begin.

Include sufficient rationale in the "Rationale" column to explain each identified efficiency. It should address any changes to skill mix in sufficient detail to allow for an adequate evaluation.

L2.6.2.11 Summary Technical Resources Template (Summary TRT)

This template shall be completed by the prime offeror as a means to summarize total CF FTEs by SOW. The offeror shall include all prime, major subcontractor, and minor subcontractor FTEs on this template. The template is organized where the Standard Labor categories are identified in the first column on the left. FTE's shall be rounded to the nearest tenth (e.g. 10.4 FTE). Specific FTE templates are provided for each major functional area of the SOW (e.g. 1.0 TRT, 2.0 TRT, 3.0 TRT, 4.0 TRT, 5.0 TRT). These SOW templates required the inclusion of FTE's by SLC to the second Work Breakdown Structure (WBS) level. Each SOW spreadsheet shall be completed and summarized on the Summary TRT. The Summary TRT shall also reconcile with the TRST.

L2.6.2.12 IGE Skill Mix and NLR

This template is identified as the independent government estimate and is provided to the offerors. The estimate is not intended to influence the offeror when proposing on this procurement. It is the government's estimate of full time equivalents and the costs associated with non-labor resources. The offeror may or may not use this estimate when estimating the resources necessary for this procurement.

See section L2.6.1.3 for other information regarding the IGE.

L2.6.3 Other Instructions:

L2.6.3.1 Financial Accounting Standard (FAS) 13 Analysis:

The offeror shall perform a FAS 13 analysis, as required by FAR 31.205-36 and FAR 31.205-11, in determining the classification of a lease as operating or capital. This applied to facilities and capital equipment. However, this analysis will only be required of the successful offeror.

L2.6.3.2 Cost of Money for Facilities Capital:

The offeror may choose to include the cost of money for facilities capital as authorized by Cost Accounting Standard (CAS) 414 and FAR 31.205-10 in the proposal. However, it is NASA policy to offset CAS 414 costs dollar for dollar from fee/profit as per NASA FAR Supplement 1815.404-471-5.

In the event the offeror does not propose cost of money for facilities capital, FAR clause 52.215-17, “Waiver of Facilities Capital Cost of Money” will be included in the contract.

L2.6.3.3 Fee

Provide a description of your proposed fee structure. If a sharing fee pool arrangement is proposed, include a discussion of the arrangement and the distribution of fee earned. Include a discussion of how the proposed fee was derived and why it is reasonable for the type of effort.

Include a copy of the NASA Form 634 NASA structured approach for profit or fee objective in accordance with 1815.404-470. Include a narrative discussion associated with all assumptions, particularly the three profit factors: performance risk, contract type risk and any other considerations.

Show the offset for cost of facilities capital cost of money, if proposed, from the proposed fee pool.

Subcontractor fee may be proposed as costs to the prime in which case the subcontractor fully burdened rates (SFBR) would include fee. If a team fee arrangement is proposed, the SFBR would not include fee and all fee would be included in prime fee.