

ALLIANT 2 TASK ORDER REQUEST FOR PROPOSAL (RFP)

Notice to All ALLIANT 2 Contractors

Date:

Subject

Information Technology (IT) Support Services for the (Agency/Div).

Project Scope

(Agency/Div) operations include in-garrison daily operations, exercise deployment sites, and field operations with Active and Reserve Component DoD units. Contractor employees must provide software service requirements in the IT and communications areas. The (Agency/Div) information services/communications architecture continues to evolve into new state-of-the-art Automated Data Processing (ADP) capabilities/technological advances and is subject to continual analysis, reevaluation, and refinement. The team shall be highly skilled and flexible in supporting continuous maintenance, integration, and incremental evolution of the (Agency/Div) and communications architecture, as well as the migration and adaptation to new hardware, software, or operating system environments. The team will provide support services on all networks, whether specifically administered by the I Corps G2, or in conjunction with the Defense Intelligence Agency (DIA), Army Ground Intelligence Support Activity (GISA), the National Geospatial Agency, the (Agency/Div) Network Enterprise Center (NEC), the I Corps G6, or the appropriate network owner. The Sensitive Compartmented Information segment of the Defense Digital Network, also known as Joint Worldwide Intelligence Communications System, provides the capability for the (Agency/Div) users to access national and intra-theater Automated Data Processing resources on a timely basis. Likewise, Joint Worldwide Intelligence Communication System, Combined Enterprise Regional Information Exchange System, Secret Internet Protocol Router Network, and Non-secure Internet Protocol Router Network serve as the primary electronic means to distribute data to national and theater organizations and units. (Agency/Div) databases must be immediately available to support commanders. (Agency/Div) database transactions flow from (Agency/Div) as required. The (Agency/Div) Automated Data Processing architecture allows connectivity by external independent automated information systems through network gateways, provided the gateways meet security and technical requirements. The networking staff assists in analyzing and evaluating technical requirements of potential theater users.

The following pertinent facts regarding this request for proposal:

Contract Type(s): Firm Fixed Price

Contract Type(s): Base Plus 4 Option Periods

Location of Performance:

Security Requirements: (Security level)

Contractual History:

The Government awarded the current task order (**number**) for this requirement to Federal Acquisition Services. The award amount was (**\$X**). The Government used GSA Alliant Small Business Government wide Acquisition Contract Vehicle to award the current task order.

Site Visit

The Government will not be conducting a site visit due to the nature of the requirement. However, if a consensus of the potential offerors request a site visit to adequately assess the requirement, a formal site visit will be set-up. Potential offerors have 5 calendar days from the TORFP issue date to request a formal site visit.

Pre-Proposal Conference:

If a site visit is conducted, a pre-proposal conference shall directly follow the site visit to ensure that there are no misunderstandings of the terms of the solicitation. Any questions resulting from the pre-proposal conference must be submitted in writing. The submission NLT date would be determined at that time. If responses to technical questions affect the Performance Work Statement, requirement, or any part of the solicitation, the Government will issue an amendment to the solicitation.

Questions on Request for Proposal (RFP):

All questions regarding this TORFP should be directed via email to (**Agency POC**). Deadline of submission of all questions is 3 December 2020 / 3:00 pm PST.

Proposal Submittal Instructions:

Due Date: Monday, 23 December 2020 / 3:00 pm PST.

Submit to: (**Agency POC**)

Submittal Format

Offerors shall submit their proposals in the Adobe Portable Document (PDF), Microsoft Word, or Microsoft Excel format, which will enable the Government to view the proposals electronically.

Offeror's proposals shall consist of three separate volumes:

- Volume I Executive Summary
- Volume II Past Performance
- Volume III Price

Proposal format

In order to maximize efficiency and minimize the time for proposal evaluation, text type shall be Times New Roman and be no less than 12 size font, text lines shall have 1.5 line spacing. All text shall be single spaced using black color font on a white background with exception of graphics, photos, and company logos. Page limitations are indicated in the following table:

Volume	Title	No. Copies	Page Limits
I	Executive Summary	(1) PDF or Word Electronic Format	Ten (10 Pages *52.204-24/26 Certifications do not count towards page limitations
II	Past Performance	(1) PDF or Word Electronic Format	See Instruction to Offerors, Proposal Content, Volume II
III	Price	(1) PDF or Word Electronic Format	None

Proposal Limitations

The proposal shall not exceed the limits stated in the table above. If the offer exceeds the page limits, the Government will not consider the excess pages in the proposal. Page limits include all graphics, photos, company logos, graphs, charts, diagrams, tables, and drawings and all information shall be presented clearly and easily readable.

Instructions to Offerors:

General:

This acquisition is being conducted under FAR 16.505; therefore, the contracting techniques under FAR part 15.3 do not apply. As such, the government is not obligated to determine a competitive range, conduct discussions with all contractors, or solicit final revised proposals. Offerors will be required to provide a price and past performance proposal in accordance with the instructions herein.

Proposal Content:

Volume I - Executive Summary & Contract Documentation

a. Executive Summary. The purpose of this portion of this part is to provide Government evaluators with a clear and concise introduction to the content and structure of the offeror's entire proposal, including significant risks, and highlighting any unique aspects, excluding price, of your proposal and how it is of benefit to requirement.

b. Company letter of information addressing the following:

- Company Name and address
- Cage Code
- DUNS and TAX-ID numbers
- Discount Terms
- State the authorized representative(s) (along with title, telephone number and other contact information such as e-mail) who can obligate your company contractually, negotiate, sign the proposal, and sign other contract actions,
- The letter must include any dollar amount limits to the authorized representative,
- Signed by an officer of the company (the paper copy must contain an original signature), Printed name and title of signer, and date signed.
- Completed FAR 52.204-24 and 52.204-26 Certifications
- Employee SCI Requirements information on current, non-interim, Single Scope Background Investigation/Special Background Investigation (SSBI/SBI) by DoD.

c. Any other information the offeror chooses to bring to the attention of the Government.

Volume II - Past Performance

a. The past performance evaluation will be accomplished by reviewing aspects of an offeror's recent and relevant past performance, focusing on and targeting performance which is relevant to the effort as it directly relates to the work being procured under this solicitation and as defined in evaluation criteria for award.

b. The offeror SHALL NOT go back any farther than three (3) years for the submitted data. The past performance data shall document a successful history of past contract performance.

c. In conducting the past performance evaluation, the Government reserves the right to use both st performance volume and information obtained from other sources, such as the Past Performance Information Retrieval System or similar systems, the Defense Contract Management Agency, and commercial sources. The Government may use both independent data and data provided by offerors in their proposals to evaluate offeror past performance. However, the burden of providing thorough, complete, and current Past Performance information as requested in this paragraph remains with the offerors. Proposals submitted by offerors that do not contain the information requested by this paragraph, risk rejection or an unacceptable performance rating by the Government. The overall past performance evaluation is a subjective decision based on the whole of all data received

d. The offeror shall submit a Past Performance Volume containing the following:

- Table of Contents

- Summary Page: List three (3) contracts with the contract number, agency of award, agency POC, overall contract value, and period of performance for each contract listed.

- Contracts Summary (Not to exceed five (5) pages per contract): The offeror shall include narration and any applicable documentation on contracts, as a prime or major subcontractor, which is the same or similar in nature, size, and complexity to the services being procured under this Solicitation. The submittal shall include rationale supporting your assertion of relevance and how it was determined the work performed previously was the same or similar in nature, size, and complexity to the work specified by this solicitation.

Volume III - Price Proposal

a. Contractors are required to provide a price proposal utilizing attachment J1 (Reference Section B.2). This includes providing a complete basis of estimate breakout of the component items (labor, materials, overhead, travel, profit) that make up each orderable service

b. The offeror shall include totals for the base period, each option period, and overall total. The contract line number (CLIN) schedule shall be submitted fully completed and error free. Provide unit price, CLIN total amount, and the proposed contract total amount. The mathematics of quantity multiplied by unit price must equal the total price. Represent all final monetary extensions in two decimal positions only.

- Example: \$0.27, not \$0.27458.

c. CLIN prices cannot be left blank. If the offeror does not intend to charge for a specific CLIN, (ly priced) in the extended price of the CLIN.

d. The order type of resulting from this solicitation is Fixed Price.

e. These instructions provide the offeror guidance in submitting information required to evaluate the fairness and reasonableness of its proposed price. Unrealistically low or high proposed prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement or has made an unrealistic proposal. Offers shall be sufficiently detailed to demonstrate their fairness and reasonableness. The burden of proof for credibility of proposed prices rests with the offeror. The Government reserves the right to require the submission of Other Than Certified Cost or Pricing Data as is deemed necessary to arrive at a fair and reasonable price.

Conflict of Interest

Any contractor (or member of its team (and /or subcontractor) having a conflict of interest as defined under FAR Part 9.5 must identify the conflict as soon as it is known and provide a

recommended mitigation plan. Mitigation plans are required whenever a competing contractor has had unequal access to non-public information regarding the Task Order requirement, or has assisted the Government in defining the Task Order requirements or evaluation criteria.

Evaluation Criteria

The Government will evaluate proposals based upon the following factors:

Past Performance:

a. The Past Performance evaluation will assess performance. The Government will access Past Performance at the factor level after evaluating aspects of the performance that is relevant to the services the Government is procuring under this solicitation. Offerors are cautioned that in conducting the performance risk assessment, the Government may add data obtained from other sources, such as the Past Performance Information Retrieval System or similar systems, the Defense Contract Management Agency, and commercial sources.

b. Each offeror will receive a performance confidence assessment rating based on the offeror's recent past performance, focusing on performance that is relevant to the Contract requirements.

c. Recency Assessment: An assessment of the past performance information will be made to determine if it is recent. To be recent, the effort must be ongoing or the offeror must have performed it during the past 3 years from the date of issuance of this solicitation. Past performance information that fails this condition will not be evaluated.

d. Relevancy Assessment: The Government will conduct an in-depth relevancy determination of each recent past performance reference. Relevant performance includes performance of efforts that are similar in nature, size, scope and complexity to the effort described in this solicitation. Relevant efforts include, but are not limited to infrastructure and systems, network architecture, network administration, and system administration / customer service

e. For the purpose of this evaluation, the term "offeror" includes the prime offeror and/or teaming members and major subcontractors. Relevance of an effort in which the offeror participated under a joint venture or subcontracting arrangement will be determined based on the work performed by the offeror. If a third party or customer cannot discern what work the offeror performed, this effort will not be considered relevant.

f. The Past Performance Factor will be assigned one of the ratings defined below.

Rating	Definition
Acceptable	Based on the offeror's performance record, the Government has a

	reasonable expectation that the offeror will successfully perform the required effort
Unacceptable	Based on the offeror's performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort

Price:

- a. Price will not be scored or rated. Price will be evaluated using various price analysis techniques and procedures IAW FAR 15.404-1(b) as prescribed in 16.5059b)(3) including, but not limited to, comparison of proposed prices received in response to the solicitation, comparison to the Independent Government Estimate (IGE), and reasonableness, completeness, and balance. Unreasonably high/unrealistically low, unbalanced, inaccurate, or incompletely priced proposals may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement or the offeror has made an unreasonable proposal.
- b. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items (including base and option periods) is significantly overstated or understated as indicated by the application of price analysis techniques. Quotes that are determined to be unbalanced may be rejected if the lack of balance poses a significant risk to the Government.
- c. The existence of adequate price competition is expected to support a determination of reasonableness; a price is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.
- d. Completeness is compliance of the offeror's proposal with the Price Volume instructions.

Basis for Award:

- a. This is a competitive acquisition conducted in accordance with FAR 16.505 - Ordering. The Government intends to award a single task order to the offeror that is deemed responsible IAW FAR 9.1 and whose proposal, judged by an overall assessment of the evaluation criteria and other considerations specified in this Request for Task Order Proposal, represents the LowestPriced offer with an Acceptable Past Performance rating.
- b. Evaluation of options: The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. As part of the price evaluation, the Government will evaluate the Option to Extend Services under FAR Clause evaluation will include the base period, first option, second option, third option, fourth option, and one-half of the fourth option. Offerors are required only to price the base and options.

Offerors shall not submit a price for the potential one-half year extension of services period. The extension of services clause will be exercised only if necessary, utilizing the rates of the preceding period.

Evaluation of the option(s) shall not obligate the Government to exercise the option(s).

(Agency Contracting Officer Signature and Signature Block)