

SOLICITATION

FINAL

1. SOLICITATION NO. N00024-09-R-3281	2. AMENDMENT NO.	3. EFFECTIVE DATE 04/13/2009	4. PURCHASE REQUEST NO. N00189-09-NR-55346
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5. ISSUED BY FISC Norfolk, Contracting Dept Norfolk 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 rebecca.natal@navy.mil 757-443-1370	CODE	6. ADMINISTERED BY	CODE
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7. CONTRACTOR	CODE	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME 04/24/2009 1630 <small>(hours local time – Block 5 issuing office)</small>
			SET ASIDE TYPE SB Set-Aside
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY	CODE
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
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See the Following Pages

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA By: _____ CONTRACTING/ORDERING OFFICER	22. TOTAL
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS
F	DELIVERIES OR PERFORMANCE	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS
G	CONTRACT ADMINISTRATION DATA	M	EVALUATION FACTORS FOR AWARD

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SECTION B SUPPLIES OR SERVICES AND PRICES

Offerors please complete.

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
5000	C4I Data Management & Infrastructure Support services in accordance with Performance Based Statement of Work. (O&MN,N)	12.0	LM	

Based on prior history for the same/similar services and in consideration of the effort anticipated to be performed herein, the contractor may anticipate that contract performance could involve the following labor categories and effort for each period of performance:

Labor Category	Hours
Network Engineer	1920 Hrs
Senior Systems Administrator	1920 Hrs
Systems Administrator/Collaboration Engineer	1920 Hrs
Senior Information Assurance Engineer	1920 Hrs

It should be noted that the proposed requirement is Firm Fixed Price (FFP) performance based. The effort proposed by the contractor is to be based on the work requirements detailed in the Performance Based Statement of Work (PBSOW). Proposed pricing should include labor categories, hours, rates and other costs as determined by the contractor for period of performance. The above is provided for informational purposes only.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 Purpose: This Performed Based Statement of Work (PBSOW) outlines the work to be performed within U.S. Commander Second Fleet Staff (COMSECONDFLT) in support of the Commander's role as a Commander Joint Task Force capable headquarters in support of U.S Southern Command (SOUTHCOM), U.S Northern Command (NORTHCOM), Joint forces Command (JFCOM) as well as Commander Task Force 20, Commander Joint Task Force 950 and Atlantic AOR Maritime Headquarters/Maritime Operations Center. The tasks detailed in this PBSOW will assist in providing the N6 leadership and staff a framework within which COMSECONDFLT will view its processes as knowledge processes. In this view, all business processes involve creation, dissemination, renewal, and application of knowledge toward staff sustenance, operational efficiency, and efficacy. This effort may encompass the application of new technologies, establish new solutions procedures, or enhance current processes with the end goal of influencing the development of explicit knowledge, leveraging the tacit knowledge that exists within the command and the exchange of information and collaboration across the staff to meet mission objectives.

2.0 Background: As a result of the lessons learned during Operation Enduring Freedom and Operation Iraqi Freedom, the roles of the U.S. Navy at the operational level of war are being strengthened. The Maritime Headquarters with Maritime Operations Center (MHQ with MOC) was formulated in response to tasking received on 29 September 2005 from the Chief of Naval Operations (CNO) to Commander Fleet Forces Command (CFFC) to prepare a "first look" Doctrine, Organization, Training, Material, Leadership and Education, Personnel and Facilities (DOTMLPF) Change Recommendation (DCR). Development and delivery of MHQ w/ MOC capabilities were directed for the Navy's operational-level commands per R281331Z SEP 05 CNO WASHINGTON DC. Commander SECONDFLEET, as Executive Agent to CFFC for the MHQ w/MOC, is spearheading all phases and facets of concept development and implementation. The MHQ w/MOC concept identified approaches across the DOTMLPF spectrum designed to equip the Navy to address operational-level challenges to command and control integrated maritime operations worldwide. Essentially, the MHQ w/MOC concept is intended to provide the Navy with capabilities to fulfill assignments as service component and transitioning rapidly to additional roles assigned by the Commander, Joint Forces Command in support of Combatant Command (COCOM) mission execution. MHQ w/MOC is the nexus of numerous Joint and Navy transformational initiatives and experiments, lessons learned in the Global War on Terror (GWOT), and progress toward the Sea Power 21 vision by supporting both the operational and Fleet management roles of an operational-level commander. MHQ w/MOC is responsible for the common networking, gateways and Enterprise Network Management (ENM) in accordance with applicable Department of Defense guidance and other service/program requirements.

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Ready JTF Headquarters operations, cross service interoperability, and awareness of the operational level of warfare is a critical to successful completion of tasks stipulated within this PBSOW. An extensive familiarity with COCOM level collaborative information environments (including coalition cross domain solutions) and effective interaction with senior military and executive service individuals as well as stakeholders are key activities required to meet the tasks delineated within the PBSOW.

As a Joint Task Force Command, COMSECONDFLT will be responsible for sharing information and facilitating knowledge development/ dissemination across service boundaries. This responsibility requires a solid understanding of the operational and tactical levels of command and control, as well as the limitations imposed and benefits derived from technology.

Focus Areas

- . Information Exchange Requirements
- . Information Flows
- . The Knowledge Value Chain
- . Portals, Wikis, Blogs and other IM tools
- . Net Centric Enterprise Services
- . Collaboration tools
- . Decision Support Systems
- . Knowledge and Information Management Plan development
- . Strategic, Operational, and Tactical Battle rhythm
- . Staff Operational Efficiency
- . Staff Operational Effectiveness

Applicable Documents The following list of references is not all inclusive but forms the basis for the Test

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and Evaluation by COMOPTEVFOR in support of this program:

- DOD 5000.1, Defense Acquisition
- DOD 5000.2, Operation of the Defense Acquisition System
- SECNAVINST 5000.2C, Implementation of Mandatory Procedures for Major Defense Acquisition Programs
- COTFINST 3960.1, Operational Test Director's Guide
- Test and Evaluation Master Plan (TEMP)
- Operational Requirements Document (ORD)

3.0 Services Required: C2F is seeking four key positions to aid in its C4I data management/infrastructure.

Those positions are:

- Network Engineer
- Senior Systems Administrator
- Systems Administrator/Collaboration Engineer
- Senior Information Assurance Engineer

Personnel filling the above positions must have the subject matter expertise to provide on-site support to the staff and Commander in building D-29 at Naval Station Norfolk, VA or other Navy sites as designated.

4. 0 Specific Scope of Work: Specifically, the contractor shall perform as detailed per position below:

4. 1 Network Engineer

The Network Engineer will provide technical support, system integration, operational engineering expertise, technical writing/editing expertise and information technology service management expertise to conform to the Information Technology Infrastructure Library (ITIL) guidance for Commander, Second Fleet. This effort will provide engineering support for the ashore HQ to ensure intra-staff networks provide enhanced collaboration between afloat and ashore staffs. The Network Engineer will provide direct systems and technical engineering support to Commander, Second Fleet Communications Information Management Directorate (J6) Staff to include, but not limited to:

- Installation, Configuration and testing of Staff Networks in all staff locations
- Develop training package and perform at least bi-weekly onsite training with C2F system administrators

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to ensure knowledge transfer

- Maintain Designated Approval Authority (DAA) approved network diagrams to sufficiently document engineering solutions for Staff Networks
- Ensure proper maintenance and patches are performed to support regular operations.
- Assist in the identification of technical implications of staff architectures upon doctrine, procedures and practices.
- Attend and participate in meetings with vendors, SPAWAR engineers, C2F staff personnel and other organizations as necessary to represent C2F in planning, acquisition, implementation and status discussions.
- Assist in coordination between vendors, installation team, and staff IT personnel to ensure project completion and compliance with requirements.
- Advise J6 staff on C4I Issues as required.
- Provide Tier III systems support of Windows and Unix systems integration to include the following:
 - o MS Windows Server 2003 operating systems
 - o MS Windows Active Directory Management
 - o Configuring and managing a MS Exchange system
 - o Experience building a Windows 2003 server and applying security updates
 - o MS Windows XP Professional
 - o MS Windows 2000
 - o MS Office 2003
 - o Group Policy
 - o Windows clustering
- Knowledge of VMware and virtualized networks

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- Advance configuration and troubleshooting of routers
- Advance configuration and troubleshooting of Ethernet switches
- Knowledge of IP tunneling technologies, particularly IPSEC and GRE
- Knowledge of RADIUS and 802.1x authentication deployment
- Knowledge of network monitoring tools
- Knowledge of Type 1 Encryption implementation
- Provide technical support (installation, operations, and maintenance) to network switches, routers and other network equipment, to include configuration support to comply with DISA Security Technical Implementation Guides (STIG).
- Provide technical support to Wide Area Network connections to include ISDN, DSN, POTS, T1, T3, and OC-3 links.
- Provide technical support (installation, operations, maintenance) of Cisco and Nortel Voice over Internet Protocol (VoIP) systems, to include configuration support to comply with DISA STIGs.
- Provide technical guidance in the implementation of Network Management tools and processes in accordance with ITIL guidelines.
- Junior Network Engineer will assist the Senior Network Engineer in all of their assigned duties.
- Must have TOP SECRET security clearance

Contractor personnel will have the following certifications and training or comparable experience and able to attain certification within 6 months of award:

Cisco Certified Network Associate (CCNA)

Cisco Certified Network Professional (CCNP/ BCRAN) preferred

CompTIA Network+ Certified

Information Technology Information Library (ITIL v2)

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4.2 Senior Systems Administrator

Senior Systems Administrator will install, configure, support, and maintain the distributed Second Fleet's application software on Second Fleet's hardware platforms. Monitor system performance and capacity, and recommend hardware, software, and procedural changes needed to handle forecasted growth and analyze and solve conceptual and complex problems/situations of a global nature. Maintain patch levels (PTF)'s utilizing current Best Practices; develop and maintain system support procedures and documentation; provide project leadership for the planning and execution of major projects; and provide guidance and advice to the engineering support team as well as to the users concerning system capabilities. Support to rotating staff to ensure continuity of operations. Support day to day administration, support, and improvement of all server infrastructure technology. Develop and maintain appropriate policies and standards that provides for quality of service, network performance efficiency and security of 20 computing environments.

The Senior Systems Administrator will support the following sub-tasks:

- Design, build, tune and maintain all UNIX, VMWare and Windows based systems in support of assigned applications
 - Plan, manage, document, configure and perform installations and upgrades for the operating system and hardware
 - Manage, maintain and support the data storage environment
 - Analyze and resolve hardware and software issues
 - Monitor performance, tune, and maintain historical performance data
 - Develop, document and report system metrics to forecast growth and recommended hardware modifications
 - Analyzes system performance to optimize system for batch processing
 - Design, implement, and maintain system security in concert with the security team
 - Interface with network support team to maintain, secure, and improve connectivity
 - Advise developers on best approaches to develop Application Software relative to software and hardware features
 - Develop training package and perform at least bi-weekly onsite training with C2F system administrators to ensure knowledge transfer
- Attend and participate meetings with vendors, SPAWAR engineers, C2F staff personnel and other organizations as necessary to represent C2F in planning, acquisition, implementation and status discussions.
- Assist in coordination between vendors, installation team, and staff IT personnel to ensure project

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completion and compliance with requirements.

- Advise J6 staff on C4I Issues as required.
 - Provide Tier III systems support of Windows and Unix systems integration
 - Support operators with troubleshooting, escalating and/or resolving issues that occur, according to policies and procedures in place
 - Monitor overall systems performance and utilization; makes and implements recommendations as necessary
 - Develop and maintain proficiency as an “Industry Expert” on UNIX, VMWare and Windows technology, methodologies, and concepts as appropriate
 - Provide support to include investigating, troubleshooting and resolving Operating System, and application issues
 - Ideal candidate will carry VMWare 3.0 ESX certification. Knowledgeable in vMotion and experience in Continuity of Operations planning in a High Availability environment
 - Must have current Microsoft certification (MCSA, MCSE)
 - Demonstrated understanding of 2003 Active Directory.
 - Hands on experience with clustered and virtualized Exchange servers
 - Must have at least TOP SECRET Security clearance

Contractor personnel will have the following certifications and training or comparable experience and able to attain certification within 6 months of award:

MCSA (2000 or later)

MCSE (2000 or later)

Must be certified in accordance with DoD Directive 8570 Information Assurance Technician Level II

Information Technology Information Library (ITIL v2)

4.3 Systems Administrator/Collaboration Engineer

Contractor shall assist and support the stated efforts of both the Network Engineer and System Engineer. Support day to day administration, support, and improvement of Network infrastructure technology. In addition to supporting the Network and Systems Engineer; contractor will provide oversight of the Staff collaboration systems.

- Installation, configuration and testing of Staff collaboration systems
- Ensure proper maintenance and patches are performed to support regular operations.

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- Assist in the identification of technical implications of staff architectures upon doctrine, procedures and practices.
- Perform onsite training with C2F system administrators to ensure knowledge transfer
- One year experience with Sharepoint 2007
- Knowledge of Office 2007/Sharepoint integration
- Knowledge of DISA Enterprise collaboration tools Button 1 and 2.
- Knowledge of IBM Sametime and Adobe Connect
- Knowledge of implementation and management of XMPP based systems
- Knowledge of PKI/CAC implementations
- Knowledge of VMWare
- Knowledge of C2PC, ArcGIS, and Google Earth Enterprise client
- Experience with Collaboration at Sea
- Experience with J2SE systems
- Experience with SQL server databases
- Advise J6 staff on C4I Issues as required.
- Network Architecture and Design Planning
- Provide technical advice and guidance on requirements, design, architectures, system interfaces, interoperability issues, project schedules, costing, etc.
- Develop technical architectures, designs, standards and guidelines from an IA perspective for applicability, accuracy, and completeness
- Provide technical expertise to investigate, develop analysis, and provide Design recommendations for the JTF networks.
- When tasked, develop related IA documentation for architectures, processes, schedules, tests, and

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programs/projects.

- Assist in Certification and Accreditation efforts for the 2nd Flt JTF
- Assist with development of Site Requirements Package
- Document and maintain Network configuration
- Design, integrate, and install Multimedia conference capabilities including conference bridge and presentation.
- Provide Tier III systems support of Windows and Unix systems integration

Must have Secret security clearance

Contractor personnel will have the following certifications and training or comparable experience and able to attain certification within 6 months of award:

MCSA or MCSE (2000 or later)

Must be certified in accordance with DoD Directive 8570 Information Assurance Technician Level III

Information Technology Information Library (ITIL v2)

4.4 Senior Information Assurance Engineering and Management

Ensure and support STIG/IA Compliance . Responsibilities include:

- 1) Policy coordination and interpretation support, general information security support,
- 2) Assist with the development and implementation of a defensive security program protects C2F Information Systems.
- 3) Responsible for conducting security program audits.
- 4) Assists in developing strategies to comply with privacy, risk management, and DoD requirements.
- 5) Evaluates, develops and enhances security requirements, policy and tools.
- 6) Develops and manages vulnerability assessments including development of risk mitigation strategies.
- 7) Ensure that security of operational networks that span across coalition, Navy afloat and ashore and

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NGO networks are not compromised.

8) Maintain reports of attempted penetrations

9) Assist with Development of Modified_ DITSCAP/DIACAP Work Plans.

- o Conduct of assessment of security posture
- o Devising management plan to administer fixes to identified problems
- o Creation of Plan of Action and Milestone (POA&M) identifying findings
- o Fixing all identified STIG findings documented in the POA&M
- o Preparing C2FDIACAP packages for submission to the Designated Approving Authority (DAA) for approval.
- o Verification and Validation of Security Policies/Procedures, including writing the test procedures for verifying and validating security policies/procedures, scheduling, planning, and conducting verification and validation of the security policies/procedures, documentation of the results of all security policy/procedure testing in the SSAA for Certification and Accreditation review. Identify any residual policy/procedure risks and recommend methods to mitigate the risk.
- o Development of Security Functional Test Plans/Procedure including writing the security functional verification plans and procedures, coordination of security functional verification plans/procedures, review of verification procedures and verification results for applicability at the system level, presentation of security verification plans/procedures to the certifiers and accreditors for review/approval and writing of any training materials needed to train the trainer on recurring security verification procedures.

10) Assist with the Development of a Management Plan to administer fixes to identify problems. The contractor shall provide assistance to internal and external accreditation support teams performing preparation and submission of Management Plan that describes the actions, schedule, and resources to complete the work described.

11) Must have at least SECRET Security clearance, TOP SECRET preferred

Contractor shall have the following certifications and training: or comparable experience and able to attain certification within 6 months of award:

Certified Information Systems Security Professional

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CEH, GPEN, or CIH

ITIL Foundation Certification

4.5 Security: DD254 Department of Defense Contract Security Classification Specification, included as attachment.

5.0 Government Furnished Equipment: The government will provide work facilities to the on-site contractor. The government will provide computer hardware and software required and access to local telephones with voicemail and long distance access when the contractor is acting on behalf of the government.

6.0 Period of Performance: The period of performance is 1 May 2009 to 30 April 2010. No option years are requested.

6.1 Place of Performance:

Onsite: Commander Second Fleet

1751 Morris St, Bldg D-29

Norfolk, VA 23511

6.2 Hours: Working hours are based on a regular 8-hour business day.

6.3 Travel: There is no anticipated travel required at this time. Should such a requirement arise proper modification actions will be taken.

7.0 Deliverables: Summary Reports; reference the QASP Matrix. Contractor format for reporting is acceptable.

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SECTION D PACKAGING AND MARKING

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SECTION E INSPECTION AND ACCEPTANCE

CLIN 5000	INSPECT AT Government	INSPECT BY Government	ACCEPT AT Government	ACCEPT BY Government
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QUALITY ASSURANCE SURVEILLANCE PLAN

FOR C4I SUPPORT SERVICES, COMMANDER SECOND FLEET

NORFOLK, VA

1. PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract and in subsequent task orders issued there under. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2. AUTHORITY

Authority for issuance of this QASP is provided under Contract Section E – Inspection and Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in task orders to be accomplished by the Contracting Officer or his duly authorized representative.

3. SCOPE

The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract or task order.

4. GOVERNMENT RESOURCES

The following definitions for Government resources are applicable to this plan:

Contracting Officer - A person duly appointed with the authority to enter into, administer, or terminate contracts and make related determinations and findings on behalf of the Government.

Contracting Officer's Representative (COR)/Task Order Manager (TOM) - An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a

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contract. The source and authority for a COR/TOM is the Contracting Officer. COR/TOM limitations are contained in the written letter of appointment.

5. RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

Contracting Officer – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair, and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor’s performance.

Contracting Officer’s Representative (COR)/Task Order Manager (TOM - The COR/TOM is responsible for technical administration of the project and assures proper Government surveillance of the Contractor’s performance. The COR/TOM is not empowered to make any contractual commitments or to authorize any contractual changes on the Government’s behalf. Any changes that the Contractor deems may affect contract, price, terms, or conditions shall be referred to the Contracting Officer for action.

6. METHODS OF QA SURVEILLANCE

Reference QASP Matrix in attachments for detailed information.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are predicated on a 1 May 2006 start date, estimated at:

5000: 05/01/2009 - 04/30/2010

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SECTION G CONTRACT ADMINISTRATION DATA

SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site:
<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	<i>Routing Table</i>
WAWF Invoice Type	2-in-1
Contract Number	TBD
Delivery Order Number	TBD
Issuing Office DODAAC	N00189
Admin Office DODAAC	N00189
Inspector DODAAC	V08961
Ship To DoDAAC (for Combo),	V08961
Service Acceptor DODAAC (for 2 in 1),Service Approver DODAAC (Cost Voucher)	V08961
Acceptance At Other	N/A
Local Processing Office (Certifier)	V08961

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DCAA Office DODAAC (Used on Cost Voucher's only)	N/A
Paying Office DODAAC	N60951
Acceptor/COR Email Address	maclanp@SECONDFLT.NAVY.MIL

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice (s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
SKCS Patrick Mackan	[maclanp@SECONDFLT.NAVY.MIL]	757-443-9850x47439	Acceptor

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES (5252.NS-0002T)

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: Marsha Witcher
Address: Fleet & Industrial Supply Center
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392
Phone: 757-443-1409

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Email: marsha.witcher@navy.mil

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Rebecca Natal
Address: Fleet & Industrial Supply Center
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392
Phone: 757-443-1370
Email: rebecca.natal@navy.mil

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: N/A
Address: -----
Phone: -----

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: Defense Finance & Accounting Services Columbus (DFAS Columbus)
Address: 3990 E Broad Street
PO Box 369021
Columbus, OH 43213-1152
Phone: 800-756-4571

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

COR Name: LCDR Paul Shields
Address: Commander, Second Fleet
1751 Morris Street
Norfolk, VA 23511
Phone: 757-443-9850 Ext 47502
Email: shields@secondflt.navy.mil

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

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ACOR Name: N/A
Address: -----
Phone: -----

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: N/A
Address: -----
Phone: -----

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: N/A
Address: -----
Phone: -----

(End of text)

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)

(a) Definition. "Small business concern" as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected. (2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 5 days prior to expiration of the contract.

(End of clause)

SUP 5252.243-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

NAME: Marsha Witcher
ADDRESS: Fleet and Industrial Supply Center, Norfolk Office
Contracting Department, Code 230.C
1968 Gilbert Street, Suite 600
Norfolk, VA 23511
PHONE: 757-443-1409 FAX: 757-443-1333
EMAIL: marsha.witcher@navy.mil

(End of clause)

5252.237-9400 SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992) (NAVSUP)

(a) The Contractor agrees to assign to the contract those persons whose resumes, personnel data forms, or personnel qualification statements were submitted as required by Section L to fill the requirements of the contract. No substitution or addition of personnel shall be made, except in accordance with this clause.

(b) The Contractor agrees that: during the contract performance period, no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required

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by paragraph (d) below.

(c) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding 30 working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the Contractor shall propose a substitute of such personnel, in accordance with paragraph (d) below.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least 15 days (30 days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal or higher than the qualifications of the person being replaced.

(e) In the event of a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than, or equal to, at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the Contractor, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated, or have otherwise become unavailable to perform under the contract is not reasonably forthcoming, or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default, or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss, or damage as a result of the Contractor's actions.

(End of Clause)

N00244H136 GOVERNMENT REVIEW OF RESUMES (AUG 1992) (FISC SAN DIEGO)

The Government reserves the right to review the resumes of contractor employees performing under the contract solely for the purpose of ascertaining their qualifications relative to the personnel qualifications terms of the contract. Accordingly, the contractor shall furnish such resumes to the Contracting Officer upon request by the Contracting Officer's Representative or Contracting Officer.

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SECTION J LIST OF ATTACHMENTS

Attachment 1: QASP Matrix

Attachment 2: DD254 - Contract Security Classification Specification (To be provided via amendment)

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SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

The requirement for Annual Representation and Certifications at 52.204-4 applies at the basic multiple award contract (MAC) level for each Offeror. Offerors are not required to submit representation or certifications in response to this solicitation or its subsequent Task Order award, if any. All requests for representation or rerepresentation shall come from the MAC Contracting Officer in accordance with the terms of the basic contract.

The Ordering Officer will consider quoter's size/socioeconomic status as defined within the SeaPort-e portal at the following web address:

<https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>

Offerors may either (1) submit a statement in its proposal stating that the Section K representations and certifications submitted in response to N00024-09-R-3281 are hereby incorporated into this solicitation and adopted by reference; or (2) may submit a completed Section K representations and certifications, which are available for download at www.seaport.navy.mil/main/sell/procedure_K-FFP.html. For representations and certifications that require a signature, electronic submission of the proposal through SeaPorte will constitute an electronic signature.

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SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

The Government intends to award a Firm Fixed Price task order as a result of this solicitation in accordance with FAR 16.505. Award will be made to that offeror whose proposal is most advantageous to the Government under the selection criteria set forth at "Evaluation Criteria and the Basis of Award" in this solicitation. The Government intends to evaluate proposals and award a task order based on initial proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a technical, past performance and price standpoint. However, in accordance with Clause H.5 of the MAC contract, the Government may contact any or all or a limited number of offerors with questions concerning their responses as permitted under FAR Part 16. The Government reserves the right to award a firm fixed price task order to other than the lowest priced offeror; award a cost plus fixed fee task order without discussions; or award a firm fixed price task order after discussions, whichever is in the best interests of the Government.

ADDITIONAL INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

QUESTIONS: Offerors may submit questions regarding clarification of solicitation requirements on the Bid Event Site. It is requested that all questions be received within five (5) days of the date this solicitation was posted, as time may not permit responses to questions received after that date to be prepared and issued prior to the receipt of quotes. For proposal purposes, the estimated effective date of the task order award, and full contract performance is anticipated to start on 01 May 2009.

INSTRUCTIONS FOR SUBMISSION OF OFFERS:

(1) Proposals shall be submitted electronically no later than 24 April 2009, via the Auction Services site. Offerors shall comply with the detailed instructions for the format and content of the proposals; quotes that do not comply may be considered unacceptable and may render the quote ineligible for award.

(2) All submission and attachments shall be in Microsoft compatible format. Submissions that are page limited shall be prepared in no smaller than 10-pitch, single-spaced with no less than a one inch margin on all sides. In the event photo reduction is used for graphs and drawings, their presentation must be clear and legible. Offeror submissions shall not include hyperlinks.

(3) Offerors shall comply with all Portal instructions for uploading attachments, inserting CLIN amounts and the BID amount, This includes the following:

a) Prime contractors:

i) Uploading the Technical, Past Performance, and Price submissions.

ii) Insert to Section B: SLIN dollar amounts (this should automatically insert the BID amount)

PROPOSAL CONTENT AND INSTRUCTIONS

When submitting an offer, offerors shall respond with three separate submissions:

1) Technical Submission

2) Past Performance Submission

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3) Price Submission

1) The Technical submission shall address Key Personnel Resumes as follows:

a) Key Personnel Resumes (limited to eight pages - NTE two pages per resume) -- The offeror shall demonstrate their ability to provide key personnel that, as a minimum, meet or exceed the experience required by the minimum personnel qualifications as provided in the PBSOW. The Network Engineer (1 resume); Senior Systems Administrator (1 resume), Systems Administrator/Collaboration Engineer (1 resume) and Senior Information Assurance Engineer (1 resume) are considered key personnel. Resumes shall contain information sufficient to demonstrate that the proposed individuals meet the requirements set forth in the PBSOW. The following minimum information shall be contained within each submitted resume: employee name, years of professional experience, current position/title, educational history, chronology of professional experience, and current level of security clearance.

2) The offeror's Past Performance submission shall demonstrate relevant Past Performance. Relevant past performance is past performance on a per contract or per task order basis (within the past five (5) years), which, either individually or in aggregate, is directly related to or similar to scope and complexity to that which is described in the solicitation. The Government will evaluate the relevant references submitted under the Past Performance factor. Only a single set of up to three (3) references shall be submitted. The Government may consider information beyond the references submitted by the offeror when evaluating past performance. For purposes of this evaluation, relevancy in scope, magnitude, and complexity are measured by the following:

Scope: Experience in the areas defined in the Performance Based Work Statement (i.e., providing support in evaluating the operational effectiveness and suitability of C2F programs.)

Magnitude: Contract references with a contract or task order dollar value.

Complexity: Is the measure of similarity of technical and managerial intricacy and required coordination of efforts and disciplines that exists between the PBSOW and the offeror's performance on other contract. For complexity, not only will the tasks performed be considered, but also the offeror's ability to coordinate the tasks (e.g. concurrent performance requirements).

3) The Price submission shall include a complete and detailed cost breakdown with all supporting documentation. Price submissions that do not support the technical submission may be downgraded. The price submission should include all elements of cost and other information as appropriate to support the proposed price/cost. The price submission is not page limited, but is strictly limited to price and cost information. The submission shall include:

i) Separate cost breakdown for the performance period.

ii) Supporting information including direct labor rates and hours, indirect or burden rates, material lists and costs, and travel charges used in developing the proposed cost.

4) Supporting Cost and Pricing Data. To assist the Government in determining cost reasonableness/realism for this effort, the offeror shall provide sufficient detailed cost information with the offer to make this determination. In preparing the supporting cost and pricing data, it is essential that the offeror breakout and identify the following types of cost elements listed below:

i) Direct labor rates for each of the labor categories identified in Section B. (Offerors are to propose on the labor categories and hour estimates provided as the Level of Effort.) If the offeror proposed direct labor rates based on a composite rate structure, then the offeror shall clearly identify the individuals comprising the composite, their respective actual hourly rates, and method used to derive the composite rate. Offerors shall also identify any uncompensated overtime proposed in accordance with FAR 52.237-10.

ii) Indirect Rates. Offerors shall list the cost elements that comprise the overhead, general and administrative expenses, and other indirect pools. All indirect rates shall be summarized. If rates reflect negotiated forward pricing rates, a copy of the current forward pricing rate agreement shall be provided. If the rates are not negotiated forward pricing rates, then the basis for the proposed rates shall be explained.

iii) Facilities Capital Cost of Money (FCCOM). If this cost element is included in the supporting cost and pricing data,

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the offeror shall provide information pertaining to the derivation of the FCCOM costs. (i.e. FCCOM factors and applicable bases)

iv) Fee. Identify the fee rate and total amount proposed and identify the various cost elements for which the fee is being applied. (Note: Verify that your proposed fixed fee does not exceed the fixed fee cap specified in the MAC.)

v) Support Costs. These costs reflect all other direct costs which are not labor costs.

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SECTION M EVALUATION FACTORS FOR AWARD

Best Value
Technical: Even
Past Performance: Even
Price: Second

This Task Order is reserved for only those contractors, which have {Mid Atlantic Zone} identified in section B of the MAC contract. Proposals from other contractors will not be considered.

EVALUATION CRITERIA AND THE BASIS FOR AWARD

- (1) This Task Order is reserved for only those contractors, which have {Mid Atlantic Zone} identified in section B of the MAC contract. Proposals from other contractors will not be considered.
- (2) The Government intends to award a Firm Fixed Price task order resulting from this solicitation to the responsible offeror whose offer represents the best value after evaluation in accordance with the factors in the solicitation. The submitted offer should be in the form prescribed by, and contain a response to each of the areas identified in Section L of this solicitation. If the offer is determined to be unacceptable in any of the evaluation factors, the offer may not be considered for award. The Government reserves the right to award to other than the lowest priced offeror.
- (3) The Government's evaluation of offers will consider technical and past performance to be of equal importance and price/cost of significantly less importance than all other factors.
- (4) The offeror's Technical, Past Performance, and Price submissions shall be evaluated.
- (5) The Government may decide not to evaluate the technical submission of an offeror when the Contracting Officer finds the proposed cost higher than the realistic cost of another offer rated acceptable or higher and when the Contracting Officer determines that any possible technical superiority of the offeror's technical submission would not warrant the cost premium of the contractor's offer and that, therefore, the contractor's offer could not be the best value.
- (6) In evaluating Past Performance, the Government will give greater consideration to federal contracts with DoD activities having the same or similar scope, magnitude and complexity of the tasks described in the Performance Work Statement of the solicitation. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government.
- (7) Price. The task order will consist of one base year. Total proposed firm fixed price will be evaluated taking into account the total price for the base year. Prices will be evaluated on the basis of price reasonableness in accordance with FAR 15.404. The Government may determine that an offer is unacceptable.