



June 26, 2000

Subject: Amendment No. 12: RFP No. 52-SAAA-9-00010 - Request for Revised Proposals

Dear COMMITTS Offerors:

On June 22, 2000, the U.S. Court of Federal Claims, Case Number 00-282C enjoined the Department of Commerce from continuing to close and award task orders under the COMMITTS contracts until such time as the Department completed the reevaluation and identified the contractor listing. Due to this action, the Department has reviewed the current situation in light of the options offered in the GAO decision dated December 30, 1999. The GAO decisions can be found on its website at www.gao.gov. One of the options in the GAO decision was to amend the solicitation, which would have allowed for revised proposals. At that time the Government felt the review could have been accomplished in a reasonable amount of time without the need for revised proposals. Since that decision and as a result of the U.S. Court of Federal Claims decision, length of time since original submissions, and legal action by several contractors, the Department has determined that amending the solicitation and soliciting revised proposals is in the best interest of all parties involved.

Amendment Number 12 to RFP No. 52-SAAA-9-00010 has been posted on the COMMITTS website at www.commits.doc.gov, and is attached for your information to this announcement. The amendment updates and revises proposal preparation instructions, eliminates the oral presentations, and provides an opportunity to revise your technical and price proposals. Information requiring revisions has been highlighted in yellow, general changes to the solicitation have been highlighted in green.

The amendment does not change the evaluation criteria. The Department will continue to apply the same evaluation criteria as in the original evaluation: **(1) Quality Recognition and Certifications; (2) Past Performance Management; (3) Team Composition; and (4) Price.** The most important criterion is quality recognition and certifications. It is the Department's intention to award without discussions.

For those offerors who no longer wish to participate in the COMMITTS procurement, please notify Contracting Officer Tiffany T. Hixson in writing, by no later than close of business on July 7, 2000, that you wish to withdraw your proposal from re-consideration. Ms. Hixson's address is:

U. S. Department of Commerce
Acquisition Services, Room 1860
14th & Constitution Avenue, NW
Washington, DC 20230
Fax Number 202-501-8122 or 202-482-1711

If you wish to remain in consideration, submission instructions are included in the amendment.

The following is the anticipated schedule for the remainder of this acquisition.

- 06/26/00 Post Amendment B request revised proposals
- 06/30/00 Conference regarding revised proposals

Commerce Auditorium @ 1:30 pm
14th & Constitution Ave. NW
Washington, DC
No RSVP Required
- 07/07/00 Revised proposals received by 4:00 p.m. local time
- 07/21/00 Proposal evaluation complete
- 07/28/00 Award notifications issued
- 08/04/00 Award contracts

Should you have any questions regarding the current status or responses to this amendment, please direct them to Ms. Hixson at e-mail address COMMITTS.REEVAL@DOC.GOV.

The government does intend to issue a follow-up amendment – Amendment No. 13. This amendment will make several administrative changes to the solicitation and will not effect the evaluation criteria or information required of you.

Thank you for your interest in this program and good luck in the reevaluation.

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

FAR PROVISIONS:

This contract incorporates one or more clauses 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. Also, the full text of a clause may be accessed electronically at the URL <http://www.ARNet.gov/far>.

CLAUSE	TITLE	DATE
52.215-01	Instructions to Offerors B Competitive	OCT 1997
52.215-03	Request for Information or Solicitation for Planning Purposes	OCT 1997
52.215-10	Late Submissions, Modifications, and Withdrawals of Proposals	DEC 1989
52.215-16	Facilities Capital Cost of Money	SEP 1987
52.222-24	Preaward On-Site Equal Opportunity Compliance Review	APR 1984

L.1. SERVICE OF PROTEST

a. An agency level protest may be filed with either the Contracting officer or the agency protest decision authority. See Section J, Attachment J-5 for procedures for filing an agency protest with the protest decision authority.

b. Agency protest filed with the Contracting Officer shall be sent to the following address:

U. S. Department of Commerce
Office of the Secretary
Office of Acquisition Management, Room 1860
Ms. Tiffany T. Hixson, Contracting Officer
14th & Constitution Avenue, NW
Washington, DC 20230

c. If a protest is filed with the General Accounting Office (GAO), a complete copy of the protest and all attachments shall be served upon the Contracting Officer as well as the Contract Law Division of the General Counsel within one day of filing with GAO. Service upon the Contract Law Division is to be made as follows:

U. S. Department of Commerce
Contract Law Division
Office of General Counsel
Herbert C. Hoover Building, Room H5893
14th and Constitution Ave., N.W.
Washington, DC 20230
Attn: Ms. Terry Hart Lee

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L.2 EXCEPTION TO SOLICITATION TERMS AND CONDITIONS

- a. The Offeror must state in their proposal any exceptions taken to the terms and conditions of the solicitation. For each exception, the Offeror shall identify the term or condition, state the reason for the exception, and provide any other information concerning the exception.
- b. The Offeror is advised that any exception taken to the terms and conditions of the solicitation may cause their proposal to be ineligible for award. As the Government intends to award without discussions, it is strongly advised that prospective Offerors notify the COMMITS contracting officer of any anticipated exceptions sufficiently in advance of the proposal submission due date to allow time for evaluation of the concern. This will allow time for the Contracting Officer to make a decision on the appropriate course of action. The Government reserves the right not to accept any exceptions to this solicitation.

L.3 ALTERNATE PROPOSALS ARE NOT PERMITTED

Only one proposal per functional area may be submitted by each Offeror (see also Paragraph L. 6). Offerors should submit the proposal which sets forth their Abest approach@ in consideration of the requirements of the solicitation and Section M B Evaluation Criteria. The Government will not accept alternate proposals; submission of any alternate proposal will result in the Offeror being eliminated from further award consideration.

L.4. SMALL BUSINESS CLASSIFICATION CODE 7379

(For information on the corresponding North American Industry Classification System code visit Bureau of Census= web site)

- a. For the purpose of this solicitation and each resultant contract, Standard Industrial Classification (SIC) Code 7379 and the following standard applies: "a concern is small if its average annual receipts for its preceding three (3) fiscal years do not exceed eighteen (\$18.0) million dollars."
- b. Subcontracted work need not be classified as SIC Code 7379. It should be classified under whatever SIC Code is appropriate for the work. The size standard for that SIC Code can be used to determine if subcontracting goals are met. (see FAR Part 19 for SIC Code size standards)

L.5 PROPOSAL FORMAT AND SUBMISSION INSTRUCTIONS

All proposal information shall be mailed to **Tiffany Hixson, Room 1860**, 14th & Constitution Avenue, NW, Washington, DC 20230. When proposals are hand-carried or sent by courier service, the Offeror assumes the full responsibility for ensuring that the offer is received at **the U. S. Department of Commerce, 14th & Constitution Avenue, NW (Use 15th Street entrance), Office of Security/Courier Service Center/Room 1874, Washington, DC 20230** **by July 7, 2000, at 4:00 P.M.** local time. All offers must be closed and sealed as if for mailing and fully identified on the sealed envelope. Please note that there are no provisions for acceptance of late

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offers sent by overnight courier service (except by U.S. Postal Service Mail), regardless of the date of mailing.

The Offeror is hereby notified that the building located at the address stated above is a secure building and only uniformed couriers such as Federal Express, DHL, etc., will be allowed access into the building. All other couriers will be required to deliver packages to the U. S. Department of Commerce, 14th & Constitution Avenue, NW (Use 15th Street entrance), Office of Security/Courier Service Center/Room 1874, Washington, DC 20230

L. 6 RESTRICTIONS ON PROPOSAL SUBMISSIONS

a. An Offeror may propose for one or more of the three functional areas identified in Section C. However, when proposing for more than one of the functional areas, the Offeror must submit a separate proposal. For example, if Offeror A wishes to propose for both the ISE and SOM functional areas, Offeror A must submit two proposals, one for each functional area.

b. Offerors are further limited to submitting a proposal for only one small business category within the functional area. For example, an Offeror cannot propose for a functional area=s small disadvantaged business 8(a) award category and also propose for that functional area=s small business, small disadvantaged business or small women-owned business award categories.

c. An Offeror cannot be a subcontractor within the same functional area for which it offers as a prime contractor. For example, if Offeror A proposes, Offeror A cannot team as a subcontractor with Offeror B within the same functional area. However, a subcontractor may be on multiple Offeror=s teams within a functional area as long as the subcontractor is not a Prime in that functional area. For example, Offeror A has a subcontractor ASA@ and SA is also a subcontractor on Offeror B=s proposal for the same functional area (SA cannot be an Offeror in this functional area).

L.7 ANTICIPATED AWARD DATE

The Government anticipates announcing awards beginning **August 4, 2000**. The Government reserves the right to stagger the contract awards **by functional area**.

L.8 PROPOSAL PREPARATION INSTRUCTIONS

General Instructions.

Offerors shall submit each proposal in response to this solicitation in accordance with the following guidance. Submission requirements have been specifically tailored to the COMMITS solicitation and were designed to limit information to only that considered essential to the evaluation of the proposal and award of a contract.

Proposals (original and copies) shall be submitted in a 1", 3-ring, standard size, white binder. The binder must allow for a cover insert that is labeled as follows in Bold Letters centered on the page:

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Functional Area Proposed (ISE, ISS, or SOM)
Category Proposing As (Small, Small Disadvantaged, 8(a), or Woman-Owned Small)
Offeror's Name
Name of Solicitation and Solicitation # (COMMITTS, 52-SAAA-9-00010)

Offerors will submit **(1) one original and three (3) copies** of the proposals.

Proposal Format and Submission.

Volume 1. Written Proposal and Associated Information

The Offeror shall submit the following:

Tab A. Transmittal Letter

Tab B Properly executed Section K Representations and Certifications

Tab C Pricing of Selected Labor Categories with Proposed Labor Rates (Reference Clause J-3 – Functional Area Labor Category Evaluation Forms)

Tab D (1) Executive Summary of Information, (2) technical information addressing the evaluation factors, (3) Offeror Composition Form, and (4) Past Performance Reference List

Tab E Quality Recognition and Certification Profile Form, Quality Recognition or Certification Document(s) and Official Criteria

Tab A, contains the transmittal letter). The transmittal letter formally transmits the offeror's revised proposal. This letter shall provide the company's name, address, point of contact and point of contact's telephone number. Also, this letter shall state the period of time which the offeror's proposal is valid. This period of time shall not be less than 120 calendar days from the date for receipt of proposals. The offeror shall also acknowledge all amendments under this solicitation in either the transmittal letter. The transmittal level must be signed by an official authorized to bind your company to contractual agreements.

Tab B, see Section K.

Tab C, The Government developed labor category descriptions for each functional area. Attached at Clause J-3, is a description of the labor categories for the functional area(s) *in which you proposed*. To ensure an accurate comparison of the labor categories between those presented by you and the Government, the Offeror shall provide:

(1) only **one** corporate labor category per equivalent COMMITTS labor category,

(2) **one** Government Site Rate, and

(3) **one** Contractor Site Rate.

Submission of this information shall be made on the appropriate Functional Area Labor Category Evaluation Forms found in Section J, Attachment J-3.

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Tab D, shall contain (1) a two page executive summary, (2) no more than (20) twenty pages of technical information addressing the evaluation factors, (3) the Offeror Composition Form, and (4) Past Performance Reference List.

The executive summary and technical information shall be prepared on standard 8.5" by 11" pages. The proposed pages shall be numbered. Each page shall have a one-inch margin at the top, bottom, and on each side. Page numbers, notations or propriety, and any other identifying information printed on each page may be included in the margin. Text font shall be no smaller than 12 point, however, included on figures and/or matrices in the executive summary may be reduced to 8 point. Fold out pages or attachment are not permitted. Information shall be provided in the following order:

The Quality Recognition and Certification. The Offeror shall describe any quality recognition or certification(s) the proposed prime contractor has received that are both relevant to the proposed functional area and timely. The information should provide the Government with a clear understanding of the significance of the award or quality certification. Special attention should be paid to the award(s)=distinction and reputation. It is recommended the offeror explain the award, the competitive environment (e.g., international, national, regional, agency specific), and any other factor that would assist the Government understand the significance of the award. The Offeror is encouraged to include similar information for any quality certification(s).

The Offeror Composition Form (Attachment J-6). PLEASE NOTE: The Offeror must acknowledge its commitment to provide services in all task areas of the proposed functional area. Failure to check all applicable task area boxes will indicate that the Offeror, does not intend to accept task orders for work in the un-checked task areas. Failure to check all task areas within a proposed functional area will result in your proposal being ineligible for award.

The Past Performance Reference List (attachment J-8). The Past Performance Reference List must include contact information for the contract(s). This reference asks the offeror to focus on the management tools and techniques applied to previous efforts and the results achieved, including the application and use of performance and customer satisfaction metrics. This contact information will allow the Government to confirm information provided. It is the responsibility of the Offeror to ensure that all contact information is current and that the contact can confirm representations made by the Offeror.

Tab E, shall be organized as follows: 1) Quality Recognition and Certification Profile Form (See attachment J-7); and 2) Where there are more than one Quality Recognition or Certification each should have a separate tab labeled 1, 2, 3, etc., to correspond to the Quality Recognition and Certification Profile Form (attachment J-7). Within the tab, include a copy of the actual quality recognition or certification, followed by its corresponding Official Criteria.

The Official Criteria consists of the actual criteria used by the issuing organization to make its decision to award the Recognition or Certification. *The criteria must be from an official source (e.g., web site, memorandum, handbook, etc.).* The Offeror must indicate the source of the

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information and limit the submission to just that dealing with the criteria. It may be necessary for the Offeror to extract this information so that it can be included in the proposal.

L.9 SUBMISSION OF REVISED PROPOSALS

Revised proposals shall be submitted by no later than July 7, 2000, at 4:00 p.m. local time.

~~L.9 REQUEST FOR CLARIFICATION (RFC)~~

~~All requests for RFP clarification are due by 3:00, 12 March 1999.~~

~~Only electronic submission of requests will be accepted. They shall be submitted via the COMMITS internet site at <http://www.commits.doe.gov>.~~

~~Should any RFC be received after the date stated above, the Government reserves the right not to provide an answer. If, however, in the Government's opinion, the RFC cites an issue of significant importance, the Government may provide written responses to all offerors.~~

~~The Government will not provide any information concerning requests for clarifications in response to telephone calls from Offerors. All requests will be answered **electronically** and provided to all Offerors at the COMMITS internet site.~~

SECTION M B EVALUATION FACTORS FOR AWARD

M.1 MULTIPLE AWARDS

The Government intends to award multiple contracts in each of the three COMMITS functional areas described in Section C. ~~Within each functional area the Government has a goal to award a minimum of three (3) contracts to qualified small businesses, three (3) contracts to qualified small disadvantaged businesses, three (3) contracts to qualified small disadvantaged 8(a) businesses, and three (3) contracts to qualified women-owned small businesses (Standard Industrial Classification (SIC) Code 7379).~~ While no maximum number of contracts to be awarded has been determined, the Government will keep the number of awards to a reasonable amount considering such factors as:

- (a) maintaining a sufficient number of vendors to ensure adequate competition for issuing task orders throughout COMMITS's five-year life,
- (b) avoiding unnecessary and burdensome contract administration, and
- (c) ensuring that winning contractors have the opportunity for receiving a meaningful level of task order work.

~~It is our intention to allow each Offeror an opportunity to participate in oral presentations. However, the Government reserves the right to conduct a "voluntary down select", whereby we will suggest to Offerors that they should drop out of the competition. The Offeror must make the business decision as to whether to continue in the competition. The decision to conduct the voluntary down select will be decided based on such factors as Government's intent to award without discussions. The Government may reduce the number of proposals submitted, the quality of those proposals, adherence to Sections L and M, and the likelihood that the Offeror's proposal has a reasonable chance for award. In consideration by establishing a competitive range. Should the Government determine establishing a competitive range is appropriate, all offerors will be notified whether or not their proposal is within the competitive range. Offerors determined to be outside the competitive range will be offered a debriefing.~~

M.2 BASIS FOR CONTRACT AWARD

- a. The contract award decisions in each functional area's category will be determined based on the Government's evaluation of each Offeror's complete proposal submission ~~and oral presentation~~ with respect to the following:
 - (1) Offerors not responding to any one or more of the factors or sub-factors identified in this solicitation shall be disqualified from further consideration.
 - (2) The Government's evaluation of the first two selection factors (i.e., Past Performance and Team Composition) shall be accomplished separately from the evaluation of the Offeror's pricing.
- b. The source evaluation will be based on a "Best Value Analysis". Accordingly, award will be made to ~~the technically acceptable responsible~~ Offeror(s) whose proposal ~~(including information from the oral presentation)~~ provides the greatest overall value to the Government, price and technical factors considered. Best value for the purpose of COMMITS, means the expected

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outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement. In making this evaluation, the Government is more concerned with obtaining superior management and technical skills than with making an award to the Offeror with the lowest labor prices.

c. Information submitted under one functional area shall not be considered under another functional area (i.e., separate submission of information is required under each functional area for which an Offeror is proposed as a prime contractor). Each proposal shall stand-alone and be evaluated individually on its own merits.

~~d. When conducting the evaluations, the Government may use data provided by the Offeror in the proposal, the oral presentation, as well as data obtained from other sources. While the Government may elect to consider data obtained from other sources, the burden of providing thorough and complete information rests with the Offeror.~~

~~e.d.~~ The quality of the Offeror's response and adherence to solicitation response requirements and/or restrictions will be considered reflective of the manner in which the Offeror could be expected to perform COMMITS tasks and will be considered in the evaluation process. Information furnished by Offerors beyond stated page ~~and oral presentation time~~ limitations shall not be considered.

~~f.e.~~ The Government anticipates award without discussion.

~~g. The Government will not include in its evaluation any slides that are not presented and discussed at the Oral Presentation.~~

M.3 CONTRACT AWARD EVALUATION FACTORS/SUBFACTORS

a. General: The following evaluation factors and sub-factors apply to the evaluation of proposals for each of the three functional areas.

Non-Price Factors:

Non Price Factor 1. Past Performance

Sub-Factors:

1. Quality Recognition and Certifications

2. Past Performance Management

Non-Price Factor 2. Team Composition

Price Factor:

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Price Factor 1. Realism

Price Factor 2. Reasonableness

b. Within Non-Price Factors, Factor 1 (Past Performance) is significantly more important than Factor 2 (Team Composition). Each of the Non-Price Factors is more important than the Price Factor. Together the non-price factors are significantly more important than the Price Factor (FAR 15.304(e)).

Non-Price Factor 1: Past Performance.

The evaluation of the Offeror's past performance will be a subjective assessment based on a consideration of all relevant facts and circumstances. The Government will evaluate the Offeror's past performance on efforts within the proposed functional area. Sub-Factor 1, Quality Recognition and Certifications, is significantly more important than Sub-Factor 2, Management Past Performance.

Sub-Factor 1; Quality Recognition and Certifications

The Government will evaluate the quality and certification recognition received by the Offeror. This will include an examination of the relevancy and currency of the recognition or certification. Relevancy refers to the applicability of the recognition or certification to performance within the functional area requirements and the character of the recognition or certification (e.g., self-certification will not be rated as highly as independent reviews and certifications). Currency addresses the date that the recognition or certification was received.

Significant evaluation weight will be given for receipt of international and national quality performance awards (e.g., The Malcolm Baldrige National Quality Award, the President's Quality Award, Small Business Administration's Technology Based TIBBETTS Award, etc.), as well as international and national quality certifications (e.g., ISO 9000 series, Carnegie Mellon University's Software Engineering Institute (SEI) Capability Maturity Level, etc.). Because awards such as the Baldrige or the Carnegie Mellon are presented only to firms demonstrating the highest commitment to quality, they are illustrative of the types of recognition Commerce is seeking of its prime GWAC contractors.

While important, less evaluation weight will be given for local and regional awards (e.g., Department of Commerce Partner in Quality Award, Federal agency "Blue Ribbon" provider, Federal agency, State or Local Government, or industry "Contractor of the Year", or other similar recognition).

Sub-Factor 2; Past Performance Management

The Government will evaluate the Offeror's past performance in management of complex information technology service efforts in the proposed functional area. The evaluation will focus on the management tools and techniques applied to previous efforts and the results achieved. Special emphasis will be placed on the application and use of performance and customer

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satisfaction metrics.

Non-Price Factor 2: Team Composition

The Government will evaluate the Offeror's proposed team composition to evaluate the extent of coverage offered in performing the complete range of tasks required for the selected functional area. The Government will give ~~additional evaluation weight~~ higher scores to teams made up entirely of small, small disadvantaged, small disadvantaged 8(a), and/or women-owned small businesses.

Price Factor

General:

1. The Offerors' price proposal must represent the Offeror's response to all requirements in the solicitation for each functional area. The Government will evaluate the following for realism and reasonableness:

Labor Category and Rates

~~Price proposals shall not be scored, ranked, or rated, but shall be carefully examined and evaluated against industry and market parameters in making the best value decision.~~

Price Evaluation Process:

Price Realism:

The Government will evaluate the proposed labor rates for price realism of work in the Washington D.C. marketplace. Proposed rates that are materially below that expected for this area could indicate a lack of understanding of the requirements. Such proposed rates could also indicate a significant risk that the Offeror may have difficulty in recruiting and retaining sufficient quantities and quality employees, adversely, impacting contract performance. Offerors whose proposed labor rates are judged significantly higher or lower than the expected, may be judged unrealistic.

Price Reasonableness:

Offerors who currently possess a GSA Federal Supply Schedule or other Government awarded contract are encouraged to propose those rates and categories. Labor rates for Offerors who do not possess a GSA Federal Supply Schedule or other Government awarded contract will be compared to GSA or commercial prices to determine if the offered rates are extreme or excessive. If an Offeror's rates appear unreasonably high or low, the offer may be judged as unreasonable.

SECTION J – ATTACHMENT FOR REVISED PROPOSALS

Attachment J. 3 – Functional Area Labor Category Evaluation Forms

Attachment J.3 (A): Functional Area-Information Systems Engineering

**FUNCTIONAL AREA - INFORMATION SYSTEMS
ENGINEERING (ISE)**

COMMITTS Program Manager - Serves as the Contractor counterpart to the Government program/technical manager for COMMITTS. Manages substantial program/technical support operations involving multiple COMMITTS projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Task Order Project Leader/Director - Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor=s COMMITTS Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer=s Technical Representative. Reports in writing and orally to contractor management and Government representatives.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

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Computer Systems Analyst - Analyzes, develops, and/or reviews computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Applications Programmer - Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

System Programmer - Creates and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

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Functional [Subject Matter] Expert - Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communication skills.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Quality Assurance Specialist - Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Data Base Analyst - Manages and/or develops data base projects. Provides highly technical expertise in the use of Data Base Management Systems (DBMS) concepts. Evaluates and recommends available DBMS products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

System Administrator/Operator - Supervises and manages the daily activities of configuration and operation of business/computer systems. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

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Systems Engineer - Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards -- such as the IEEE Open Systems Environment reference model -- as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Software Systems Specialist - Performs moderately complex analysis, design, development, testing, and implementation of computer software in support of a range of functional and technical environments. Develops solutions to problems involving telecommunications, network design analysis, database design, etc.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Information Systems Engineer - Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the configuration information management guiding principles, cost savings, and open architecture objectives.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

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Software Engineer - Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and design specifications to code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Technical Writer - Gathers, analyzes, and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

IRM Analyst - Ensures problem resolution and customer satisfaction for individual task orders. Performs technical and administrative efforts for tasks, including review of work products for correctness, compliance with industry accepted standards, federal government legislative and regulatory requirements, and user standards specified in task orders. Develops requirements of IT product/service (including specifications, feasibility studies, requirements analysis, etc.) from inception to conclusion on simple to complex projects.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Imaging Specialist - Provides highly technical and specialized solutions to complex imaging problems. Performs analyses, studies, and reports related to imaging.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

SECTION J – ATTACHMENT FOR REVISED PROPOSALS

Attachment J.3 (B): Functional Area-Information Systems Security

FUNCTIONAL AREA - INFORMATION SYSTEMS SECURITY
(ISS)

COMMITTS Program Manager - Serves as the Contractor counterpart to the Government program/technical manager for COMMITTS. Manages substantial program/technical support operations involving multiple COMMITTS projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Task Order Project Leader/Director - Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor=s COMMITTS Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer=s Technical Representative. Reports in writing and orally to contractor management and Government representatives.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Functional [Subject Matter] Expert - Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communication skills.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Quality Assurance Specialist - Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Technical Writer - Gathers, analyzes, and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Computer/Telecommunications Security Systems Specialist - Analyzes and defines security requirements for a variety of computer and telecommunications issues. Designs, develops, engineers, and implements solutions to requirements. Gathers and organizes technical information about an organization=s mission goals and needs, existing security products, and ongoing programs. Performs risk analyses which also include risk assessment. Develops, analyzes, and implements security architecture(s) as appropriate.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

IRM Analyst - Ensures problem resolution and customer satisfaction for individual task orders. Performs technical and administrative efforts for tasks, including review of work products for correctness, compliance with industry accepted standards, federal government legislative and regulatory requirements, and user standards specified in task orders. Develops requirements of IT product/service (including specifications, feasibility studies, requirements analysis, etc.) from inception to conclusion on simple to complex projects.

Corporate Labor Category _____

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Govt. Site Rates _____ Contractor Site Rates _____

Training Specialist - Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

-- End Attachment J.3(B) --

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Attachment J-3 (C): Functional Area - Systems Operations and Maintenance

FUNCTIONAL AREA - SYSTEMS OPERATIONS AND MAINTENANCE (SOM)

COMMITTS Program Manager - Serves as the Contractor counterpart to the Government program/technical manager for COMMITTS. Manages substantial program/technical support operations involving multiple COMMITTS projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Task Order Project Leader/Director - Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor=s COMMITTS Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer=s Technical Representative. Reports in writing and orally to contractor management and Government representatives.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

System Programmer - Creates and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Functional [Subject Matter] Expert - Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communication skills.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Quality Assurance Specialist - Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Data Base Analyst - Manages and/or develops data base projects. Provides highly technical expertise in the use of Data Base Management Systems (DBMS) concepts. Evaluates and recommends available DBMS products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

System Administrator/Operator - Supervises and manages the daily activities of configuration and operation of business/computer systems. Optimizes system operations and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Systems Engineer - Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards -- such as the IEEE Open Systems Environment reference model -- as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

ADP Hardware Specialist - Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Communications Hardware Specialist - Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communication software. Analyzes and implements communications standards and protocols according to site requirements.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Communications Software Specialist - Analyzes network and computer communications software characteristics and recommends software procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal, and network devices in light of discerned software needs/problems. Assists and coordinates with communications network specialists in the area of communications software.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Communications Network Specialist - Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Ensures maintenance of systems. Coordinates requirements with users and suppliers. Provides support on all phases of analysis, design, testing, and implementation of networks and the telecommunications infrastructure to support EC/EDI functions.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Operations Manager - Manages computer operations, including at Government facilities. Schedules machine time and directs data entry efforts. Provides users with computer output. Oversees all operations to ensure downtime is minimized, necessary supplies are restocked in a timely manner, customer requests/complaints are readily resolved, etc.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Technical Writer - Gathers, analyzes, and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Computer/Telecommunications Security Systems Specialist - Analyzes and defines security requirements for a variety of computer and telecommunications issues. Designs, develops, engineers, and implements solutions to requirements. Gathers and organizes technical information about an organization=s mission goals and needs, existing security products, and ongoing programs. Performs risk analyses which also include risk assessment. Develops, analyzes, and implements security architecture(s) as appropriate.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

IRM Analyst - Ensures problem resolution and customer satisfaction for individual task orders. Performs technical and administrative efforts for tasks, including review of work products for correctness, compliance with industry accepted standards, federal government legislative and regulatory requirements, and user standards specified in task orders. Develops requirements of IT product/service (including specifications, feasibility studies, requirements analysis, etc.) from inception to conclusion on simple to complex projects.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Training Specialist - Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

Imaging Specialist - Provides highly technical and specialized solutions to complex imaging problems. Performs analyses, studies, and reports related to imaging.

Corporate Labor Category _____

Govt. Site Rates _____ Contractor Site Rates _____

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

-- End Attachment J.3 (C) --

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Attachment J-6

Offeror Composition Form

Functional Area _____ (ISE, ISS, or SOM)

Offeror Information	Meets FAR 19.102 Size Standards * (S, SD, 8(a), WO)	1	2	3	4	5	6	7	8	9	10	11	12
A. Offeror's Name:													
B. Offeror's Description:													
C. Offeror's Composition													
1.													
2.													
D. Offeror's Subcontractors													
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													

*** I hereby declare that the statements made herein are true and complete, to the best of my knowledge, information and belief.**

(Signature)

(Date)

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

(Continued) Attachment J-6

Offeror Composition Form Instructions

General

This form is a multi-purpose form. Indicate in the blank which of the three functional areas (ISE, ISS or SOM) that you are proposing. You must use one of these forms for each proposal if you are proposing in other functional areas.

Column: Teaming Information

A Offeror's Name (*Place in Block A*)

B Offeror's Description (*Place in Block B*)

Description of the legal entity being proposed as the prime contractor (e.g, sole proprietorship, corporation, joint-venture, association) as it relates to the Offeror in block A

C Offeror's Composition (*Place in numbered blocks below Block C*)

List those companies that are considered to be a legal component of the offeror (e.g., if a joint venture is established with three companies, all three should be listed)

D Offeror's Subcontractors (*Place in numbered blocks below Block D*)

List those companies that are subcontractors to the Offeror identified in Block A

Column: Meets FAR 19.102 Size Standards* (S,SD,8(a),WO)

Indicate either S (Small), SD, (Small Disadvantaged), 8(a), or WO (Woman-Owned Small). For the Offeror, only one claim can be made. Those companies listed in blocks C and D may indicate all that apply. The Offeror must certify at the bottom of the form that the Offeror plus its subcontractors meet the FAR 19.102 Size standards.

Columns: 1-12 (Task Areas of Proposed Functional Area)

Each functional area has defined task areas (see section C of the RFP). The Offeror listed in block A must indicate the extent of coverage that it and its subcontractors are proposing to perform by placing an •X• in each task area appropriate to the functional area being proposed. **Failure to indicate complete coverage in all task areas for a functional area may result in removal from competition.** Be sure to match the correct functional area tasks with the corresponding numbered Task Areas found in Section C of the RFP.

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Attachment J-7

Quality Recognition and Certification Profile Form

Offeror's Name _____

Functional Area _____ (ISE, ISS, or SOM)

No.	Name of Quality Recognition or Certification Contact Person Name, Phone # and E-mail address	Date Received	1	2	3	4	5	6	7	8	9	10	11	12
1														
2														
3														
4														

Instructions: Place the name of the recognition/certification in the Name column, the date it was awarded in the Date column, and check the task areas that are relevant to the award. Please note: this is a multi-purpose form, so you must take care that you indicate with a check or •X• only those that are applicable to the proposed functional area. These numbers correspond to those task areas found in Section C of the RFP. Please Note: It is the Offeror's responsibility to provide current contact information.

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

Attachment J-8

Oral Past Performance Reference List

1	Contract/Task Order Name/Project Name	
	Contracting Officer/COTR/Program Manager/Project Manager	
	Phone Number	
	E-Mail Address	
2	Contract/Task Order Name/Project Name	
	Contracting Officer/COTR/Program Manager/Project Manager	
	Phone Number	
	E-Mail Address	
3	Contract/Task Order Name/Project Name	
	Contracting Officer/COTR/Program Manager/Project Manager	
	Phone Number	
	E-Mail Address	
4	Contract/Task Order Name/Project Name	
	Contracting Officer/COTR/Program Manager/Project Manager	
	Phone Number	
	E-Mail Address	
5	Contract/Task Order Name/Project Name	
	Contracting Officer/COTR/Program Manager/Project Manager	
	Phone Number	
	E-Mail Address	

(Continued...)

SECTION J B ATTACHMENTS FOR REVISED PROPOSALS

(Continued) Attachment J-8

Oral Past Performance Reference List Instructions

Subfactor 2 Past performance Management under Section M Evaluation Non-Price Factor 1 Past Performance states: The Government will evaluate the Offeror's past performance in management of complex information technology service efforts in the proposed functional area. The evaluation will focus on the management tools and techniques applied to previous efforts and the results achieved. Special emphasis will be placed on the application and use of performance and customer satisfaction metrics.

For each of the contract/task order/project(s) that the Offeror discusses in the Oral Presentation with respect to this evaluation criterion, please provide the point of contact information that will allow the government to confirm information provided at the oral presentation.

Contract/Task Order Name/Project Name: Provide enough information so that the Government can quickly communicate to the contact person, which contract/task order/project is being discussed.
--

Contracting Officer/COTR/Program Manager/Project Manager: Provide the name of the person who will be able to validate the information provided during the Oral Presentation.

Phone Number: Provide the Contact person's current phone number. It is the responsibility of the Offeror to ensure that this number is current.
--

E-Mail Address: Provide the Contact person's e-mail address. It is the responsibility of the Offeror to ensure that the e-mail address is current.
