

**SECTION L**

**ATTACHMENT 7**

**INSTRUCTIONS, CONDITIONS, AND NOTICES**

**TO OFFERORS**

**FOR**

**SYSTEM DESIGN AND DEVELOPMENT (SDD), PRODUCTION, DEPLOYMENT,  
AND INTERIM CONTRACTOR SUPPORT**

**IN SUPPORT OF THE**

**MINUTEMAN MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS  
NETWORK (MEECN) PROGRAM (MMP) UPGRADE**

**AMMENDMENT 1**

**13 JULY 2007**



## Table of Contents

<b>1.0</b>	<b>PROGRAM STRUCTURE AND OBJECTIVES.....</b>	<b>7</b>
1.1	BUDGET/FUNDING INFORMATION .....	8
<b>2.0</b>	<b>GENERAL INSTRUCTIONS .....</b>	<b>8</b>
2.1	GENERAL INFORMATION.....	9
2.1.1	Point of Contact.....	9
2.1.2	Debriefings.....	9
	Pre-Award Debriefings.....	9
	Post Award Debriefings.....	9
	Mistakes.....	9
2.1.3	Discrepancies .....	9
2.1.4	Reference Library .....	10
2.1.5	Face-to-Face Discussions .....	10
	Location and Approach .....	10
	Time Limits and Personnel to Brief.....	10
	Format and Copies.....	11
2.1.6	Organization/Number of Copies/Page Limits.....	11
2.1.7	Page Limitations.....	13
2.1.8	Cost and Pricing Information .....	13
2.1.9	Classified Information .....	13
2.1.10	Cross Referencing .....	13
2.1.11	Indexing .....	13
2.1.12	Glossary of Abbreviations and Acronyms .....	14
2.2	PAGE SIZE AND FORMAT .....	14
2.3	BINDING AND LABELING .....	14
2.4	ELECTRONIC OFFERS.....	14
2.5	DISTRIBUTION.....	15
<b>3.0</b>	<b>VOLUME I – EXECUTIVE SUMMARY .....</b>	<b>15</b>
3.1	NARRATIVE SUMMARY .....	15
3.2	TABLE OF CONTENTS .....	15
3.3	RFP CROSS REFERENCE MATRIX .....	15
3.4	CONTACT INFORMATION.....	16
<b>4.0</b>	<b>MISSION CAPABILITY VOLUME AND PROPOSAL RISK.....</b>	<b>16</b>
4.1	VOLUME II – SYSTEM PERFORMANCE.....	16
4.1.1	System Architecture and Design Approach.....	17
4.1.2	Capability Demonstration .....	18

4.1.3	<b>Volume II Appendices .....</b>	<b>18</b>
4.1.3.1	Appendix A – System/Subsystem Specification (SSS) .....	18
4.1.3.2	Appendix B –Theory of Design and Operation (TDO) .....	18
4.1.3.3	Appendix C –Software Requirements Specification (SRS)/Interface Requirements Specification (IRS) .....	18
4.1.3.5	Appendix D – Terminal Planning Constraints Document (TCPD).....	19
4.2	<b>VOLUME III – INTEGRATED PROGRAM MANAGEMENT AND SYSTEMS ENGINEERING PROCESSES.....</b>	<b>19</b>
4.2.1	<b>Program Management Approach.....</b>	<b>19</b>
	The Offeror shall: .....	19
4.2.2	<b>Systems Engineering Approach.....</b>	<b>20</b>
4.2.3	<b>Software and Firmware Engineering Approach .....</b>	<b>20</b>
4.2.4	<b>Volume III Appendices.....</b>	<b>24</b>
4.2.4.1	Appendix A - Integrated Master Schedule (IMS) .....	24
4.2.4.2	Appendix B – Integrated Master Plan (IMP) .....	24
4.2.4.3	Appendix C – Risk and Opportunity Management Program (ROMP) .....	24
	<b>VOLUME IV - CONTRACT DOCUMENTATION .....</b>	<b>25</b>
5.0	<b>MODEL CONTRACT/REPRESENTATIONS AND CERTIFICATIONS .....</b>	<b>25</b>
5.1	<b>Section A - Solicitation/Contract Form.....</b>	<b>26</b>
5.2	<b>Section B - Supplies or Services and Costs/Prices.....</b>	<b>26</b>
5.3	<b>Section F - Deliveries or Performance.....</b>	<b>26</b>
5.4	<b>Section G - Contract Administrative Data .....</b>	<b>26</b>
5.7	<b>EXCEPTIONS TO TERMS AND CONDITIONS .....</b>	<b>27</b>
5.8	<b>OTHER INFORMATION REQUIRED.....</b>	<b>28</b>
5.8.1	<b>Authorized Offeror Personnel .....</b>	<b>28</b>
5.8.2	<b>Government Offices.....</b>	<b>28</b>
5.8.3	<b>Company/Division Address, Identifying Codes, and Applicable Designations.....</b>	<b>28</b>
5.8.4	<b>Attachments to the Model Contract .....</b>	<b>28</b>
5.8.4.1	<b>Rights in Data .....</b>	<b>28</b>
5.8.4.2	Appendix A - Subcontracting Plan.....	28
5.8.4.3	Appendix B - CDRLs.....	29
5.8.4.4	Appendix C - Contract Work Breakdown Structure (CWBS) and CWBS Dictionary.....	29
5.8.4.5	APPENDIX D – Contract Statement of Work (CSOW) .....	29
5.3.1.5	APPENDIX E – DD254 – <b>Contract Security classification Guide</b> .....	29
	<b>VOLUME V - RELEVANT PAST AND PRESENT PERFORMANCE .....</b>	<b>30</b>
6.0	<b>GENERAL .....</b>	<b>30</b>
6.1	<b>PAST PERFORMANCE INFORMATION .....</b>	<b>30</b>
6.2	<b>RELEVANT CONTRACTS .....</b>	<b>31</b>
6.2.1	<b>Specific Content .....</b>	<b>31</b>

6.2.2	Organizational Structure Change History .....	31
<b>VOLUME VII COST AND PRICE INFORMATION.....</b>		<b>32</b>
7.0	Cost/Price Information: .....	32
7.1	General Instructions:.....	32
7.1.1	Cost/Price Reasonableness and Realism: .....	32
7.1.2	Estimating Techniques and Methods .....	32
7.1.3	Cost or Pricing Information Requirements .....	32
7.1.4	Rounding.....	32
7.2	Volume Organization .....	33
7.2.1	Section 1: Proposal Summary .....	33
7.2.2	Section 2: Estimating Methodology Overview.....	33
7.2.2.1	Estimating System.....	33
7.2.2.2	Purchasing System .....	33
7.2.2.3	Accounting System.....	33
7.2.2.4	Explanation of Estimating Methods Used.....	33
7.2.2.4.1	Past Experience-Based Estimates .....	34
7.2.2.4.2	Learning Curve Estimates.....	34
7.2.2.4.3	Engineering Labor Hours.....	34
7.2.2.4.4	Engineering Labor Hour Skill Mix .....	34
7.2.2.4.5	Manufacturing Labor Hours .....	34
7.2.2.4.6	Management Reductions .....	34
7.2.3	Section 3: Basis of Estimate.....	35
7.2.4	SECTION 4: Cost Formats .....	35
7.2.5	SECTION 5: OTHER INFORMATION .....	35
7.2.5.1	Commonality with Other Programs.....	35
7.2.5.2	Funding Profile.....	36
7.2.5.3	Probable Subcontractors .....	36
7.2.5.4	Submission of Cost Models.....	36
7.2.5.5	Work Breakdown Structure.....	37
7.3	Cost Format Instructions .....	37
7.3.1	Cost/Price by Government Fiscal Year (GFY).....	37
7.3.2	Cost by WBS.....	37
7.3.3	Cost by WBS by GFY .....	37
7.3.4	Labor Mix .....	37
7.3.5	Labor Hours .....	37
7.3.6	Labor Hours by WBS by GFY.....	38
7.3.7	Software Information .....	38

<b>7.3.8</b>	<b>Software Analogy .....</b>	<b>38</b>
<b>7.3.9</b>	<b>Prime Contractor Rates.....</b>	<b>38</b>
<b>7.3.10</b>	<b>Time and Material .....</b>	<b>38</b>
<b>7.3.11</b>	<b>Bill of Material .....</b>	<b>38</b>
<b>7.3.12</b>	<b>B-tables .....</b>	<b>38</b>
<b>7.3.13</b>	<b>Procurement Summary at BEQ.....</b>	<b>38</b>
<b>7.3.14</b>	<b>Unconstrained Procurement .....</b>	<b>39</b>
<b>7.3.15</b>	<b>Production Schedule .....</b>	<b>39</b>
<b>7.3.16</b>	<b>Price Track .....</b>	<b>39</b>
<b>7.3.17</b>	<b>CLIN SUMMARY .....</b>	<b>39</b>

//This page intentionally left blank.//

## **L-III - INFORMATION TO OFFERORS (ITO) and INSTRUCTIONS FOR PROPOSAL PREPARATION**

### **1.0 PROGRAM STRUCTURE AND OBJECTIVES**

The Government is implementing a streamlined approach based on Integrated Product and Process Development (IPPD) process for this effort. This approach provides flexibility to the Offeror in planning and executing an effective effort while giving the Government greater visibility into this effort. Two of the major features of this approach are reviewed in this introduction.

The first major feature addresses planning the contract work effort and preparing the contract documentation. The Government's Request for Proposal (RFP) provides the Offeror with the following: Model Contract (Sections A - K), Section L, Section M, Government Technical Requirements Document (TRD), Telecommunications Security Requirements Document (TSRD), Unified Infosec Criteria (UIC), Preliminary Work Breakdown Structure (PWBS), Statement of Work (SOW), DD Form 254, and proposed minimum Contract Data Requirements List (CDRL). Based on the RFP requirements, the Offeror shall submit a written proposal containing the following items: a completed Model Contract, Contract Work Breakdown Structure (CWBS), System Performance Proposal, Integrated Program Management and Systems Engineering Processes Proposal, Integrated Master Plan (IMP), Integrated Master Schedule (IMS), proposed Contract TRD (CTRD), CDRL, and Risk and Opportunity Management Program (ROMP) in accordance with the detailed proposal preparation instructions found in this RFP. The Model Contract, CWBS, IMP, Contract TRD, and CDRL comprise the definitive contract.

The Integrated Master Plan (IMP) and Integrated Master Schedule (IMS) provide a systematic approach to program planning, scheduling, and execution. They provide a tool for improved day-to-day program execution and for improved program/project insight by both government and contractor personnel in the pursuit and fulfillment of contract requirements. The IMP is an event-based plan consisting of a hierarchy of program events, with each event being supported by specific accomplishments, and each accomplishment having specific criteria to be satisfied for their completion. The IMP provides sufficient definition to track the step-by-step completion of required accomplishments for each event and to demonstrate satisfaction of the completion criteria for each accomplishment. Key Events are entered and completed when supporting accomplishments are completed, evidenced by satisfaction of accomplishment criteria. The IMP as a contractual document becomes the baseline execution plan for the MMP Upgrade. Although fairly detailed, the IMP is a top level document in comparison with the Integrated Master Schedule (IMS). The IMS flows directly from the IMP and supplements it with additional levels of detail. It contains all IMP events, accomplishments, and criteria; however, it adds the detailed tasks necessary to support the IMP criteria along with each task's duration and its relationships with other tasks. This network of integrated tasks, when tied to the start date (e.g., Contract Award), creates the task and calendar-based schedule that is the IMS. The IMS shall be defined to the level of detail necessary for day-to-day execution of the program/project. The IMS events are directly traceable to the IMP events, accomplishments and tasks as well as the Contract Work Breakdown Structure (CWBS), Contract Line Item Numbers (CLINs), and Earned Value

Management System (EVMS). Both the IMP and the IMS should be consistent with the CWBS as well as the Offeror's management and scheduling system structure and format. Detailed instructions on the preparation of the IMP and IMS are given in sections 4.0 and 5.0.

The IPPD approach involves a teaming of Government and Contractor functional disciplines into Integrated Product Teams (IPTs) to integrate and concurrently apply all necessary processes to produce effective and efficient products that satisfy contract and mission requirements. Each IPT is given the authority to manage their activities and allocate resources within the team. The IPTs may include participation from Government, Contractor, and subcontractors, which represent all functions that have a role in the performance of the product, e.g., engineers, operational testers, manufacturing specialists, buyers, contract administrators, inspectors, and logisticians.

## **1.1 BUDGET/FUNDING INFORMATION**

For consideration in developing your proposal, the available funding is as shown in Table 1.1. This funding profile is based on the current approved funding level and includes award fee for the development effort. The fee percentage and the spread of fee by award fee pool are both detailed in the award fee plan. There is no assurance that the Government will have these funds available as expressed in Table 1.1. The Government reserves the right to modify the funding profile as actual budget authority is received. The cost proposal including award fee shall not exceed annual cost ceiling specified in Table 1.1.

**Table 1.1 - Budget/Funding Information**

Funding Type	FY07	FY08	FY09	FY10	FY11	FY12	FY13	Total
Development (\$M)	1.2	24.7	15.4	3.3				44.6
Production (\$M)				6.4	15.5	11.5	1.4	34.8

## **2.0 GENERAL INSTRUCTIONS**

This section of the ITO provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the SOW, DD254, Government TRD, TSRD, UIC, CDRL, and Model Contract. Any Offeror who submits an incomplete package may be considered non-responsive. Non-conformance with the instructions provided in the ITO may result in an unfavorable proposal evaluation.

The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the Offeror's proposal.



Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired. Similarly, for face-to-face, elaborate productions are unnecessary and not desired.

The proposal acceptance period is specified in Section A of the model contract/solicitation. The proposal shall be valid for a period of not less than 180 days from the required submission date. The Offeror shall make a clear statement in Section A that the proposal is valid until this date.

In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the Offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

## **2.1 GENERAL INFORMATION**

### **2.1.1 Point of Contact**

The Contracting Officer (CO) is the sole point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests for clarification may be sent to the CO at the address located in Section A of the model contract/ solicitation.

### **2.1.2 Debriefings**

#### **Pre-Award Debriefings**

At the Government's discretion, a competitive range determination may be used. The CO will promptly notify Offerors of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing in accordance with FAR 15.505. Offerors desiring debriefing must make their request in accordance with the requirements of FAR 15.505 as applicable.

#### **Post Award Debriefings**

Unsuccessful Offerors will have three (3) days from the date of Government notice of contract award to submit a written request for a post award debriefing in accordance with FAR 25.503(b). Unsuccessful Offerors who fail to submit a timely request will not be entitled to a debriefing. In accordance with FAR 25.506(4)(b), the contracting officer may elect to conduct the debriefing orally, in writing, or any other acceptable method. The debriefing will include information in accordance with FAR 254.506(d). Debriefings will be conducted in accordance with AFFARS 5315.506.

#### **Mistakes**

Mistakes in Offeror's proposal and/or bid shall be handled in accordance with FAR 14.407-4 as referenced in FAR 15.508.

### **2.1.3 Discrepancies**

If an Offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the CO in writing with supporting

rationale. The Offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion.

#### **2.1.4 Reference Library**

An electronic reference library has been established on the Hanscom Electronic RFP Bulletin Board (HERBB) web site at <http://www.herbb.hanscom.af.mil> and/or <http://www.fedbizops.gov>. The Government, while trying to ensure document applicability and currency, does not warrant the accuracy or compliance of the information contained in the Library documents. All documents are subject to revisions/changes without further notice. The Library Operating Instructions and access information are listed at [http://www.herbb.hanscom.af.mil/esc\\_opps.asp?rfp=R901](http://www.herbb.hanscom.af.mil/esc_opps.asp?rfp=R901). The reference library will remain open until one day prior to the proposal due date.

#### **2.1.5 Face-to-Face Discussions**

##### **Location and Approach**

Offerors shall host at their facility and participate in Face to Face Discussions with the Government's source selection evaluation team (SSET). The Face to Face Discussions, including a question and answer period, will constitute a part of the overall proposal. Face to Face Discussions will take place after establishment of the competitive range and will be tailored to each Offeror's proposal. The Contracting Officer and/or designee will notify Offerors by phone, e-mail, or FAX of the date of Face to Face Discussions after proposal receipt. As part of the Executive Summary volume of the proposal, the Offeror shall identify the name, phone number, e-mail, and FAX number of the individual to whom the Government should give notice. The Government will randomly determine the order in which the Offerors will conduct their Face to Face Discussions. Seating for up to 20 members of the Government team, including evaluators and advisors shall be provided. Slides submitted, but not briefed within the time limit, will not be considered for evaluation.

##### **Time Limits and Personnel to Brief**

The Face to Face Discussions shall be one (1) eight (8) hour day per Offeror. The Offerors will be given the opportunity to provide a short presentation on the day of the Face to Face Discussions. This presentation shall not exceed one (1) hours total time over the course of the eight (8) hour day. The Government will use the remaining seven (7) hours for questions and any caucus sessions as required. The Government will submit ENs to the Offeror seven (7) days before the Face to Face Discussions. The Government will be asking questions during the Offeror's Face to Face presentation period but the time allotted for the question and Offeror response will be charged against the Government's allotted time. Offeror should not use the Face to Face dialog session to repeat information provided in the written proposal unless necessary to clarify or provide contextual reference for the material in the Face to Face Discussions. Twenty (20) sets of hardcopy slides (1 slide per page) of the Offeror's presentation materials should be made available to the government at the beginning of the sessions. The presentation material shall be in PowerPoint (version 2003) format on a virus-free, CD. The paper copies provided must be printed using "slide view" rather than as "note pages" and all slides shall be numbered. Notes or scripts printed on the slides will not be considered part of the

information content of the Face to Face Discussions. Slides submitted but not briefed within the time limit will not be considered for evaluation.

- a. The total eight (8) hour session will begin at the discretion of the Government.
- b. The Offeror's Program Manager and/or other key personnel who will be performing on the contract shall be present for the Face to Face Discussions. An individual authorized to obligate the company contractually shall also be present. Additional personnel may also be present for the Face to Face Discussions to address specific questions as deemed necessary by their Program Manager.
- c. The Government reserves the right to issue questions or Evaluation Notices (ENs) on any portion of the proposals (written or resulting from Face-to-Face discussions) at any time. Written responses to these ENs are required to be delivered (electronic format) to the CO at the address located in Section A, DD Form 1707, Block 4, "Issuing Office" of the model contract/solicitation.

### **Format and Copies**

Briefing slides for the Offeror's one hour presentation will be provided to each member of the Government team at the start of the Face to Face Discussions. The Offeror shall not submit annotated briefing charts. Facing page text shall contain the RFP Matrix Section L and M evaluation criteria that apply to each chart. The Offeror shall begin by introducing the Face to Face Discussions team by name, position held, role each person will have after contract award, and company affiliation. The Offeror shall use their presentation period to explain its understanding and approach to enable complete evaluation of the Offeror's capability to provide the products and services as required by the RFP. The Offeror shall demonstrate its plans to meet the stated requirements or goals and show that it possesses the necessary understanding and expertise to successfully accomplish the proposed work. The Offeror shall identify any additional types of information or equipment it believes are needed in the performance of the contract.

The Offeror shall provide responses to any ENs submitted prior to the Face to Face Discussions during their presentation. The Offeror shall not include any classified information in their presentation or at any other time during the Face to Face Discussions.

#### **2.1.6 Organization/Number of Copies/Page Limits**

The Offeror shall prepare the proposal as set forth in Table 2.1.6. The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table 2.1.6. The contents of each proposal volume are described in the ITO paragraph as noted in the Table 2.1.6

**Table 2.1.6 - Proposal Organization**

VOL	ITO Paragraph Number	Volume title/Section	Hard Copy Qty	Electronic Copy Qty	Page Limit	Date of Submission
I	3.0	Executive Summary	10	3	3	RFP + 30 days
II	4.1	System Performance	10	3	50	RFP + 30 days
		Appendix A – SSS			unlimited	RFP + 30 days
		Appendix B - TDO			unlimited	RFP + 30 days
		Appendix C – SRS/IRS			unlimited	RFP + 30 days
		Appendix D – TPCD			unlimited	RFP + 30 days
		Appendix E – PDR Briefing Package			unlimited	RFP + 30 days
III	4.2	Integrated Program Management and Systems Engineering Processes	10	3	25	RFP + 30 days
		Appendix A – IMS			unlimited	RFP + 30 days
		Appendix B - IMP			unlimited	RFP + 30 days
		Appendix C – Risk and Opportunity Management Program (ROMP)	10	3	unlimited	RFP + 30 days
		Appendix D – Systems Engineering Management Plan (SEMP)	10	3	unlimited	RFP + 30 days
		Appendix E – Software Development Plan	10	3	unlimited	RFP + 30 days
		Appendix F – Hardware Development Plan (HDP)	10	3	unlimited	RFP + 30 days
		Appendix G – Firmware Development Plan (FDP)	10	3	unlimited	RFP + 30 days
IV	5.0	Contract Documentation				
		Appendix A – Subcontracting Plan	3	2	unlimited	RFP + 30 days
		Appendix B – Contract Data Requirements List (CDRL)	3	2	unlimited	RFP + 30 days
		Appendix C – Contract Work Breakdown Structure (CWBS) and CWBS Dictionary	3	2	unlimited	RFP + 30 days
		Appendix D – Contract SOW (CSOW)	3	2	unlimited	RFP + 30 days
		Appendix E – DD254 Contract Security Classification Guide	3	2	unlimited	RFP + 30 days
		Appendix F – Contract Technical Requirements Document (CTRD)	3	2	unlimited	RFP + 30 days
V	6.0	Relevant Past and Present Performance	6	3	5 pages per contract submitted for evaluation	RFP + 15 days
		Appendix A – Independent Review	6	3	3 pages per report/audit result summary submitted	RFP + 15 days
VI b	2.1.5,	Integrated Program Management	20	2	Limited to	Completed w/in

	2.1.5.3	and Systems Engineering Processes – (Face to Face)			Charts actually briefed within 2 hour time limit	60 Days of Scheduled Date for Proposal Receipt
VII	7.0	Cost/Price Information	6	3	unlimited	RFP + 30 days

### 2.1.7 Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal and will be returned to the Offeror as soon as practical. Page limitations will be placed on responses to evaluation notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the Offerors. When both sides of a sheet display printed material, it shall be counted as 2 pages. Each page shall be counted except the following: cover pages, tables of contents, tabs, and glossaries, or those identified as unlimited pages in Table 2.1.6.

### 2.1.8 Cost and Pricing Information

All cost or pricing information shall be addressed ONLY in the Cost/Price and Contract Documentation Volumes. Cost trade-off information, work-hour estimates and material kinds and quantities may be used in other volumes only as appropriate for presenting rationale for alternatives or design and trade-off decisions.

### 2.1.9 Classified Information

Where classified information is required in your response, it shall be provided as a classified volume. Each entry in the classified volume shall be referenced to the proposed volume, page number, and paragraph number to which it applies. Similarly, a reference shall be placed in the unclassified volume where the classified insert applies.

Binding shall conform to the same directions as those given for unclassified portions. The classified volume shall be separately bound with an applicable security designation color cover, conforming to the DD Form 254 and the Security Classification Guide provided in this solicitation. Pages in the classified volume will be included in the page count for the applicable

### 2.1.10 Cross Referencing

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Cross-referencing within a volume is permitted where its use would conserve space without impairing clarity. Failure to provide information required for proposal evaluation in its designated volume may result in an unfavorable proposal evaluation. The Offeror shall provide a proposal Master Cross Reference Matrix as part of Volume I

### 2.1.11 Indexing

Each volume shall contain a detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections. The volumes shall be organized according to the following general outline:

- Table of Contents

- List of Tables and Drawings
- Glossary
- Volume Text
- Appendix A
- Appendix B (etc.)

### **2.1.12 Glossary of Abbreviations and Acronyms**

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective volumes

## **2.2 PAGE SIZE AND FORMAT**

For all volumes of the proposal (including the Face to Face Discussions) the page size shall be 8.5 x 11 inches, not including foldouts with at least  $\frac{3}{4}$  inch margins on the top and bottom and  $\frac{1}{2}$ -inch side margins, and, except for the reproduced sections of the solicitation document and the Face to Face Discussions, the text size shall be no less than 11 point. For the Face to Face presentations, text size shall be no less than 24 point. Slides for the Face to Face sessions shall be numbered. All other proposal documents shall include numbered pages sequentially by volume. For textual volumes, pages shall be single spaced and tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. These page format restrictions shall also apply to responses to ENs. These limitations shall apply to both electronic and hard copy proposals.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. Foldout pages shall fold entirely within the volume and count as two pages. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics, not for pages of text. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size. For tables, charts, graphs and figures, the font shall be no smaller than ten (10) points. These limitations shall apply to both electronic and hard copy proposals.

## **2.3 BINDING AND LABELING**

Each volume of the proposal should be separately bound in a three-ring loose-leaf binder that shall permit the volume to lie flat when open. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to volume number, title, copy number, RFP identification and the Offeror's name. The same identifying data should be placed on the spine of each binder. All unclassified document binders shall have a color other than red or other applicable security designation colors. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

## **2.4 ELECTRONIC OFFERS**

Where an electronic copy is required (See Table 2.1.6), the Offeror shall submit the required copy in electronic format on a CD or DVD ROM as part of the proposal. The content and page

size of electronic copies must be identical to the hard copies. For electronic copies, indicate on each CD-ROM the volume number and title. Multiple volumes may be located on the same CD or DVD ROM. No classified information shall be submitted in any electronic media. Each volume shall be in a separate directory on a CD-ROM. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Office XP (Word, MS Excel, and MS-Power Point) or MS-Project, as applicable. All data files and electronic media delivered to the Government must be reviewed to ensure that they are virus-free. In the event there is a discrepancy between the paper version of the proposal and the electronic version of the proposal, the paper version will take precedence.

## **2.5 DISTRIBUTION**

The "original" proposal shall be identified. Proposals shall be addressed to the Contracting Officer and mailed to: See Block 8 of Standard Form 33. Be sure to advise the Administrative Contracting Officer (ACO) and the Defense Contract Audit Agency (DCAA) for prime and subcontractors that the proposal is "For Official Use Only" and "Source Selection Information--See FAR 2.101 and FAR 3.104". Provide a copy of your proposal to your cognizant Administrative Contracting Officer at the Defense Contract Management Agency (DCMA) and representative at the Defense Contract Audit Agency (DCAA).

All proposal material must be received not later than 2:00 p.m. ET on the required submission date. The Government requests the Relevant Past and Present Performance Volume be submitted to the above address fifteen (15) days prior to the date set for receipt of proposals. Failure to submit the Relevant Past and Present Performance Volume early will not result in Offeror disqualification.

## **3.0 VOLUME I – EXECUTIVE SUMMARY**

In the executive summary volume, the Offeror shall provide the following information:

### **3.1 NARRATIVE SUMMARY**

The narrative summary shall provide a concise summary of the entire proposal, including significant risks, and a highlight of any key or unique features, excluding price. The salient features should tie in with Section M evaluation factors/subfactors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the proposal.

### **3.2 TABLE OF CONTENTS**

The Offeror shall provide a master table of contents for the entire proposal.

### **3.3 RFP CROSS REFERENCE MATRIX**

The Offeror shall fill out the cross reference matrix in Table 3.3 to show a correlation among the RFP sections L, M, the CSOW, the CTRD, and the proposal sections (paragraph/page number) which address those requirements.

**Table 3.3 - RFP Cross Reference Matrix**

<b>RFP Cross Reference Matrix</b>	
-----------------------------------	--

Section L	Section M	CSOW	CTRD	Written Proposal

### 3.4 CONTACT INFORMATION

The Offeror shall provide the name, title, address, and phone number of the person whom the Contracting Officer should contact in the event the Offeror is selected for award.

### 4.0 MISSION CAPABILITY VOLUME AND PROPOSAL RISK

Mission Capability/Proposal Risk will be addressed in the System Performance and Integrated Program Management and Systems Engineering Processes Volumes. In these volumes, address your proposed approach to meeting the requirements of each Mission Capability subfactor, as well as the risks in your proposed approach in terms of mission capability/performance, cost, and/or schedule and supportability.

The System Performance and Integrated Program Management and Systems Engineering Processes volumes should be specific and complete. Legibility, clarity and coherence are very important. Your responses will be evaluated against the Mission Capability subfactors defined in Section M, Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying these subfactors. All of the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

Address Proposal Risk by identifying those aspects of the proposal you consider to involve cost and/or mission capability subfactor risk and/or have the potential for disruption of schedule, increased cost, poor performance, the need for increased government oversight, and/or the likelihood of unsuccessful contract performance. Classify each risk in accordance with AFFARS Mandatory Procedures 5315.3, Table 2 – Proposal Risk Ratings. Provide the rationale for each risk and its rating, including quantitative estimates of the impact on cost, schedule, and performance. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements (for example: SOW or specification requirements), whether or not those requirements are identified as subfactors. For each identified risk, suggest realistic risk mitigation strategies that will contain risks to within acceptable levels. Identify and classify any new risks introduced by such risk mitigation.

### 4.1 VOLUME II – SYSTEM PERFORMANCE

The Offeror shall provide a System Performance proposal that meets the Government technical requirements and includes the areas listed below.



#### 4.1.1 System Architecture and Design Approach

Provide technical descriptions of the proposed design solution including architecture, technical analyses, the results of models and simulations, changes or impacts to the legacy MMP or ICBM Weapon System including HAC/RMPE, demonstration or test results, and other information that attests to the soundness and the maturity of your proposed approach.. Provide your proposed Contract TRD (CTRD) in response to the requirements of the SOW, TRD, TSRD, and UIC. Offerors participating in the IDD contract may provide appropriate change pages to their CTRD or other previously submitted deliverables as noted throughout this Section L. Illustrate traceability between your architecture and design and the MMP Upgrade TRD, TSRD, and UIC.. Offerors who did not participate in the MMP Upgrade IDD contract shall also provide a technology assessment (in accordance with the DoD Technology Readiness Assessment Deskbook) for their proposed approach. The Offeror shall:

- a. Describe your proposed cryptographic solution, including the security architecture, cryptographic sub-systems, and key management. Trace all security requirements from the TRD, TSRD, and UIC to your proposed design solution. Provide information that shows the level of maturity and availability of your proposed cryptographic solution. Describe any National Security Agency (NSA) related risks, activities, timeline, and dependencies associated with proposed cryptographic components including requirements definition, certification, and any limitations.
- b. Describe the design and development efforts that will be completed under this contract. Provide the system architecture (hardware, software and firmware) of the proposed MMP Upgrade, including a functional block diagram of the systems and subsystems operation. Offerors who participated in the MMP Upgrade IDD phase may provide the design and architecture information in the form of change pages as necessary to their previously submitted PDR materials. Offerors who did not participate in the IDD phase are required to provide a complete PDR package that includes all system architecture, design and development information.
- c. Describe your approach to integrating the MMP upgrade terminal, Terminal Operator Control, and ancillaries into the ICBM Weapon System. Describe the proposed approach to ensure successful upgrading of the originally fielded MMP Upgrade system hardware and software to provide AEHF XDR communications capability with minimal impact to the fielded system. Describe the approach and risk for porting the XDR waveform to the proposed hardware. Describe all associated testing required for adding XDR waveform software on fielded hardware. Include:
  - Interoperating with MILSATCOM systems and the ICBM Weapon System.
  - Avoiding or eliminating adverse impacts to weapon system power, cooling, cabling, racks, EMI/EMC, survivability, and human factors.
  - The design approach for interoperating with the MMP-VLF/LF Terminal (VT) for time initialization and the MMP-EHF Terminal (ET) antenna for data reception and transmission including the design approach for interoperating with the UFO-E, MILSTAR constellation, and AEHF constellation, and mission planning elements to assure connectivity with command authorities.
  - Describe the design approach and risk mitigation strategy associated with the interface between the MMP Upgrade terminal and the modifications planned for the Higher Authority Communications/Rapid Message Processing Element

(HAC/RMPE) including modifications to the HAC/RMPE. Describe the characteristics of the proposed design solution that assure the changes made do not affect the interoperability, producibility, and sustainability of the HAC/RMPE.

#### **4.1.2 Capability Demonstration**

Describe how the Capability Demonstration results showed that your proposed design meets or surpasses SOW, TRD, TSRD, and UIC requirements, including operational suitability and key performance characteristics. Provide traceability of specific requirements and functions in the SOW, TRD, TSRD, and UIC to specific portions or elements of the Capability Demonstration including identification of areas where only a portion of the requirement was demonstrated. Provide tangible evidence that verifies any assertions of requirements demonstrated or met during the Capability Demonstration.

For Offerors not involved in the IDD phase, a Capability Demonstration may be provided in conjunction with the face to face discussions. As a minimum, the Capability Demonstration shall include:

- a. Demonstration of capabilities of any communications equipment (HW and SW) proposed for the MMP Upgrade terminal including Backward Compatible (BC) LDR and Advanced Extremely High Frequency (AEHF) XDR objectives.
- b. Demonstration of capabilities of any cryptographic equipment, and/or cryptographic architecture proposed for the MMP Upgrade terminal;
- c. Demonstration of any terminal flexibility/upgradeability inherent in or planned for the MMP Upgrade terminal;
- d. Demonstration of the approach for Terminal Operator Control function

#### **4.1.3 Volume II Appendices**

Offerors shall provide the following Preliminary Design Review (PDR) level documentation in appendices to demonstrate a mature preliminary design compliant with the Technical Requirement Document.

##### **4.1.3.1 Appendix A – System/Subsystem Specification (SSS)**

Offerors who provided a SSS during the MMP Upgrade IDD phase may submit only the change pages necessary for the previously submitted documentation to reflect a design compliant with the requirement of this RFP.

##### **4.1.3.2 Appendix B –Theory of Design and Operation (TDO)**

Offerors who provided the TDO during the MMP Upgrade IDD phase may submit only the change pages necessary for the previously submitted documentation to reflect a design compliant with the requirements of this RFP.

##### **4.1.3.3 Appendix C –Software Requirements Specification (SRS)/Interface Requirements Specification (IRS)**

Offerors who provided the SRS/IRS during the MMP Upgrade IDD phase may submit only the change pages necessary for the previously submitted documentation to reflect a design compliant with the requirements of this RFP.

#### **4.1.3.5 Appendix D – Terminal Planning Constraints Document (TCPD)**

Offerors who provided the TPCD during the MMP Upgrade IDD phase may submit only the change pages necessary for the previously submitted documentation to reflect a design compliant with the requirements of this RFP

### **4.2 VOLUME III – INTEGRATED PROGRAM MANAGEMENT AND SYSTEMS ENGINEERING PROCESSES**

The Offeror shall describe their overall program management and systems engineering approach to complete the effort under this contract within cost and schedule budgets referencing appropriate plans and methods detailed in the IMP and Appendices in this volume. The Offeror shall include a discussion of the items to be posted to the Integrated Digital Environment (IDE) as well as the frequency of reporting (e.g., currency) this information. The Offeror shall list the standard organizational processes that will be used in the management and engineering of the MMP Upgrade SDD and describe all tailoring that will be performed on any of these standard processes specifically for the MMP Upgrade program. Include audit results and/or full Appraisal Disclosure Statements for any organizational or project assessments/appraisals including identified strengths and opportunities for improvement. Provide a detailed description of corrective actions implemented, including supporting evidence of implementation, for any issues noted during the Government Process In-Execution Review (PIER) conducted during the IDD phase. Offerors not involved in the IDD phase of this program will submit Standard Appraisal Method for Process Improvement (SCAMPI) Method A or Method B full appraisal disclosure report resulting from the appraisal conducted on the MMP Upgrade project by an experienced team independent of the MMP Upgrade project using an independent and SEI-certified Lead Appraiser or Team Lead. Provide detailed descriptions of corrective actions implemented, including supporting evidence, for any issues noted during the SCAMPI. Provide in the IMP and IMS the plans and schedules for when you will be executing the MMP Upgrade program at a level of process proficiency commensurate with CMMI SW/SE/IPPD/SS (V1.1) Level 3 including transition to CMMI V1.2. (DEV) Level 3. Include any plans and schedules for achieving an objective goal of operating at a level of process proficiency commensurate with CMMI Level 5 for all process areas.

#### **4.2.1 Program Management Approach**

The Offeror shall:

- a. Describe your Integrated Product Teaming (IPT) approach including development and support organizations detailing their capabilities, responsibilities, and authorities as well as methods, tools, and approaches for the design, integration, production, deployment, Interim Contractor Support (ICS), etc., for the MMP Upgrade program. Include the organization structure, formation of IPTs, how the Government team is involved, the process for coordination and conflict resolution among these groups and subgroups, and the relationship to program management, corporate management, and individual functional organizations including reporting chains and resource management responsibilities.
- b. Identify the approach and processes for ensuring that MMP Upgrade complies with all security requirements.

- c. Describe your proposed metrics program that satisfies the requirements of SOW paragraphs 3.2.2.3 including any metrics, Technical Performance Measures (TPMs), Technical Performance Indicators (TPIs), leading indicators, or other measures referenced throughout the entire SOW as well as any other measures you will use to manage and track progress on the program. Discuss the frequency of collection and reporting for all metrics. Include a discussion of how the metrics will be used to manage the program and support program decisions as well as how the metrics program will evolve over time and across various phases of the contract.

#### **4.2.2 Systems Engineering Approach**

The Offeror shall provide the following in the Systems Engineering Management Plan (SEMP):

- a. The reuse plan as described in SOW paragraph 3.3.4 including tailored organizational processes to be implemented. Identify all products and components to be reused or modified, including architecture, requirements, design, source code, databases, documentation, and test suites, as well as the certification status of these products and components as appropriate. Include schedules for when reused and modified products are required and describe the process for monitoring the certification status and managing the dependencies with other programs. Include:
  - An illustration of the locations of each reused and modified product by Configuration Item (CI), hardware module, hardware component, Computer Software Configuration Item (CSCI), Computer Software Component (CSC), or Computer Software Unit (CSU).
  - Your processes for vulnerability and IA analyses as well as testing of reuse products especially for any dead or unused code or logic that will be retained in the system (include references to organizational processes and provide specific tailoring for the MMP Upgrade program). Include the results of vulnerability and Information Assurance (IA) analyses conducted on any dead or unused code or logic that will remain in the MMP Upgrade system and Identify any vulnerabilities, IA problems, and potential impacts to any certifications.
  - Any product testing or other verification processes you perform on these reused and modified products as you accept them into the MMP Upgrade architecture and design as well as any certifications required for these reused and modified products with your approach to ensuring success. Show linkage to the IMP (or SEMP and SDP as appropriate) as well as the IMS for these planned tests or verifications.

#### **4.2.3 Software and Firmware Engineering Approach**

The Offeror shall describe, in the Software Development Plan (SDP), the following:

- a. The software development effort including linkage to systems engineering process, standard methodologies and models, software productivity estimates, and initial software effort estimates tracking against changes throughout the system life cycle.
- b. The processes and procedures used for software and system defect detection, containment, categorization, prioritization, resolution, and retest.
- c. The software development approach and coding standards used in developing high assurance, secure software including software developed for firmware applications.

Include your approach for conducting security and vulnerability analyses and assessments on all software and firmware.

- d. A description of any methods, tools, and procedures for identifying, categorizing, and correcting software vulnerabilities.
- e. The plans and schedules for all software (and firmware) are included as part of the IMS.
- f. The processes used to ensure software is Software Communications Architecture (SCA) compliant.
- g. Provide a Source Lines of code (SLOC) reference table as illustrated in Table 4.2.3(1) for all CSCIs.
- h. Software metrics and indicators, including TPMs and TPIs, in the program metrics plan, you propose to execute on the MMP Upgrade program including the metrics in Tables 4.2.3(1) and 4.2.3(2).

**Table 4.2.3(1) – Source Lines of Code (SLOC) Reference Table**

CSCI	New	Modified	Reused	Deleted	Unused	For Modified Code			ESLOC	Total SLOC	NSA Cert (Y - N)
						% Re-design	% Recode	% Retest			
1											
2											
3											
N											

**Table 4.2.3(2) Software Metrics, Measures, and Indicators**

Measurement Area	Measure
<b>Requirements Volatility/Stability</b>	Total system level requirements “shall” count Total allocated requirements “shall” count Requirements Change <ul style="list-style-type: none"> <li>▪ # baseline requirements</li> <li>▪ # added requirements</li> <li>▪ # modified requirements</li> <li>▪ #deleted requirements</li> <li>▪ Requirements change over time</li> </ul>
<b>Staffing</b>	Resource allocations per development phase (inclusive of requirements, design, code and unit testing, software integration and test) <ul style="list-style-type: none"> <li>▪ Planned allocated resources (total and per CSCI)</li> <li>▪ Actual allocated resources (total and per CSCI)</li> </ul> Staff stability <ul style="list-style-type: none"> <li>▪ % of staff turnover per phase</li> <li>▪ Ratio of experienced personnel to total personnel</li> </ul>

<b>Interface Volatility/Stability</b>	Number of interface changes per period <ul style="list-style-type: none"> <li>▪ Total planned by type/layer</li> <li>▪ Total actual by type/layer</li> <li>▪ Total planned remote interface count</li> <li>▪ Total actual remove interface count</li> </ul>
<b>Software Sizing and Productivity</b>	Staff productivity <ul style="list-style-type: none"> <li>▪ Planned productivity (ESLOC per staff month)</li> <li>▪ Actual productivity (ESLOC per staff month)</li> <li>▪ ESLOC/SLOC growth or shrinkage</li> </ul>
<b>General Testing</b>	Test Cases <ul style="list-style-type: none"> <li>▪ # of test cases planned</li> <li>▪ #of test cases executed/processed</li> <li>▪ # of tests passed</li> <li>▪ # of retests</li> </ul> Software Integration <ul style="list-style-type: none"> <li>▪ # of planned modules integrated</li> <li>▪ # of actual modules integrated</li> </ul> Unit Testing (Functional) <ul style="list-style-type: none"> <li>▪ Baseline unit tests planned</li> <li>▪ Actual unit tests conducted</li> <li>▪ Percent success/failure unit tests</li> </ul> System Testing (Integration) <ul style="list-style-type: none"> <li>▪ Baseline system tests planned</li> <li>▪ Actual systems tests conducted</li> <li>▪ Percent success/failure system tests</li> </ul> Interface Testing (Remote and Local In-Process) <ul style="list-style-type: none"> <li>▪ Baseline interface tests planned</li> <li>▪ Actual interface tests conducted</li> <li>▪ Percent success/failure interface tests</li> </ul>

<b>Performance Testing</b>	<p>Performance tests per component</p> <ul style="list-style-type: none"> <li>▪ CPU utilization <ul style="list-style-type: none"> <li>○ No load</li> <li>○ Normal use load</li> <li>○ High load</li> </ul> </li> <li>▪ Bus utilization <ul style="list-style-type: none"> <li>○ No load</li> <li>○ Normal use load</li> <li>○ High load</li> </ul> </li> <li>▪ Memory utilization <ul style="list-style-type: none"> <li>○ No load</li> <li>○ Normal use load</li> <li>○ High load</li> </ul> </li> <li>▪ Thread allocation <ul style="list-style-type: none"> <li>○ No load</li> <li>○ Normal use load</li> <li>○ High load</li> </ul> </li> <li>▪ File/flash/NV-RAM allocation <ul style="list-style-type: none"> <li>○ No load</li> <li>○ Normal use load</li> <li>○ High load</li> </ul> </li> </ul>
<b>Quality</b>	<p>Software errors/build errors</p> <ul style="list-style-type: none"> <li>▪ Internal (e.g., nightly) builds <ul style="list-style-type: none"> <li>○ Count of successes/failures</li> <li>○ Elapsed time to correct failed build</li> </ul> </li> <li>▪ Integrated builds <ul style="list-style-type: none"> <li>○ Count of successes/failures</li> <li>○ Elapsed time to correct failed build</li> </ul> </li> <li>▪ Software Trouble Reports (STRs) – per phase, per CSCI/component, by severity <ul style="list-style-type: none"> <li>○ # STRs found</li> <li>○ # STRs open</li> <li>○ Duration of open STRs</li> <li>○ # STRs fixed</li> <li>○ # STRs closed</li> <li>○ Closure rate (elapsed time to fix STR)</li> <li>○ Elapsed time to close (per STR and average)</li> <li>○ # STRs found per test case</li> <li>○ Number of STRs requiring rework</li> <li>○ Effort (staff hours/weeks) to close STR (per STR and average)</li> </ul> </li> </ul>

## **4.2.4 Volume III Appendices**

### **4.2.4.1 Appendix A - Integrated Master Schedule (IMS)**

The Offeror shall provide an IMS for program management as well as system design, development, integration, certification, production, deployment, and support activities that satisfies the requirements of SOW paragraph 3.2.4 and all other requirements of this RFP and includes:

- a. Detailed tasks and timing of the work effort described in the IMP, including schedule for events, tasks, and products from all planning artifacts, and be used as the primary tracking tool for technical and schedule status.
- b. All events and milestones as well as event and milestone completion.
- c. All planned opportunities for independent reviews of designs or products.
- d. Linkage between each CWBS item to IMS entry with appropriate sub-details.
- e. A description of how you use the IMS as a day-to-day execution tool and to periodically assess progress in meeting program requirements.
- f. A description of any activity or schedule management tools or instruments used below the level of the IMS to manage any work activity.

### **4.2.4.2 Appendix B – Integrated Master Plan (IMP)**

The Offeror shall provide an IMP as an event-based plan and describe how it is used to manage the day-to-day execution of the MMP Upgrade program. The IMP shall satisfy the requirements of SOW paragraph 3.2.3 and all other requirements of this RFP. The Offeror shall include in the IMP, or as fully referenced plans or appendices to the IMP, the following:

- a. IMP Narratives that document the total work effort and provide insight into how the Offeror will develop, implement, and complete to the total contracted effort including priced options.
- b. IMP Descriptions, plans, and tasks for all associate and/or major subcontractor activities (if any).
- c. A stakeholder plan that fully describes all organizations involved in the MMP Upgrade program as well as their roles and responsibilities including all certification organizations and authorities as well as the ICBM Weapon System Integrator.
- d. A communications plan that describes all formal and informal methods of communications with all internal and external stakeholders.
- e. A staffing plan showing the specific staffing needs for the program in all categories of engineering, program management, and support as well as the staffing profile that illustrates when the staffing positions must be filled, the clearance levels required for the positions, and the approach to ensure that these positions are appropriately filled with qualified staff in time and in order to support all MMP Upgrade program requirements and schedules. Discuss how this plan will be compared and tracked to actual staffing profiles as well as how the information will be available to the Government.
- f. Key events and milestones including entrance and exit criteria.

### **4.2.4.3 Appendix C – Risk and Opportunity Management Program (ROMP)**



The Offeror shall describe their proposed Risk and Opportunity Management Program (ROMP). The Offeror shall identify all programmatic and technical risks and opportunities as defined in SOW paragraph 3.2.1 and include all mitigation strategies, trigger points, and steps necessary to manage each risk. Linkage to the CWBS, IMP, and IMS shall be included.

#### **4.2.3.4 Appendix D – Systems Engineering Management Plan (SEMP)**

Offerors who provided the SEMP during the MMP Upgrade IDD phase may submit only the change pages necessary for the previously submitted SEMP to reflect an approach compliant with the requirements of SOW paragraph 3.4 and all other requirements of this RFP.

#### **4.2.3.5 Appendix E – Software Development Plan (SDP)**

Offerors who provided the SDP during the MMP Upgrade IDD phase may submit only the change pages necessary for the previously submitted SDP to reflect an approach compliant with the requirements of SOW paragraph 3.4.1 and all other requirements of this RFP.

#### **4.2.3.5 Appendix F – Hardware Development Plan (HDP)**

Offerors shall provide a HDP that reflects an approach compliant with the requirements of SOW paragraph 3.6 and all other requirements of this RFP.

#### **4.2.3.6 Appendix G – Firmware Development Plan (FDP)**

Offerors shall provide a FDP that reflects an approach compliant with the requirements of SOW paragraph 3.7 and all other requirements of this RFP.

### **VOLUME IV - CONTRACT DOCUMENTATION**

This volume shall provide a complete and detailed presentation of the Offeror's contract proposal for the MMP Upgrade System Design and Development, Production, Deployment and ICS efforts. This volume shall consist of the following mandatory sections and elements: Model Contract, exceptions to the MMP Upgrade System Design and Development Terms and Conditions, and Supporting Materials.

### **5.0 MODEL CONTRACT/REPRESENTATIONS AND CERTIFICATIONS**

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file and will be evaluated in conjunction with the other volumes in accordance with the criteria in Section M. The Offeror's proposal shall include one (1) signed and dated original of the Conformed Model Contract, and Sections A through K. The original should be clearly marked and should be provided without any punched holes. Fill in all blanks in the Model Contract and in Sections A through K with either specific information or with "N/A" as applicable.

### **5.1 Section A - Solicitation/Contract Form**

Standard Form 33 - Solicitation, Offer and Award. The Offeror shall fully complete blocks 12 to 16. Blocks 17 and 18 shall be accomplished along with the price insertion in Section B upon PCO request. Signature by the Offeror on the Standard Form 33 constitutes an offer, which the Government may accept. The "original" should be clearly marked under separate cover and should be provided without any punched holes.

### **5.2 Section B - Supplies or Services and Costs/Prices**

See paragraph 2.0 General Instructions and Table 2.1.6. Offeror shall fill in the established amounts specified for CLIN 0001 and Option CLINs 0003, 0004, 0006, 0017, 0020, and 0021 in Section B. Pricing information (B-Tables) is required for CLIN 0007 and Option CLINs 0010, 0011, 0012, 0013, 0014, 0015, 0016, 0018, and 0019 and can be located in the cost formatting section.

The Offeror shall provide Labor Rates for the Time and Materials (T&M) CLIN 0007 and Option CLINs 0018 and 0019, by completing the B-Tables in Attachment XX but shall not fill in the ceiling prices for CLINs. Ceiling prices will be filled in by the Government.

The Offeror shall complete Clause B038 entitled: Cost Plus Award Fee” The base fee for this effort is 3%. When calculating the base fee on an award fee contract, DFARS 215.404-74 and 215.404-73(b)(2) require that base fee be offset (reduced) by the amount of facilities capital cost of money (FCCOM). The Offeror shall propose a 9% Award Fee Pool amount for CLIN 0001 and Option CLINs 0003 & 0004.

The Offeror shall complete Clause B058 entitled “Payment of Fee”

### **5.3 Section F - Deliveries or Performance**

The Offeror shall complete Clause F001 entitled “Option CLIN Performance Period(s)”.

### **5.4 Section G - Contract Administrative Data**

Do not fill in obligation amounts. The government will insert applicable accounting citations in the award documents.

### **5.5 Section I - Contract Clauses**

The Offeror shall provide data required by DFARS 252.227-7013, Rights in Technical Data – Noncommercial Items (NOV 1995) and DFARS 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation (JUN 1995)

### **5.6 Section K - Representations, Certifications, and other Statements of Offerors**

IAW FAR 52.204-08, contractor will submit completed representations, certifications, acknowledgments and statements and comply with the Online Representation and Certification Application (ORCA) requirements.

## 5.7 EXCEPTIONS TO TERMS AND CONDITIONS

- a. Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award.
- b. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. An exception is defined as any instance where the Offeror does not propose to provide a capability required by the Model Contract or the documents referenced therein. If there are no exceptions, so state.
- c. Identify and provide an explanation for any deviations that are taken to the Model Contract or its attachments. A deviation is defined as a variance from any stated requirement that does not alter the basic operational capability as defined in the Model Contract or the documents referenced therein. If there are no deviations taken, so state.
- d. Identify Request for Proposal exceptions or deviations by document, page, paragraph, requirement, and rationale for exception or deviation.
- e. Identify all assumptions made in your proposal (not exceptions or deviations) that you want to present to the Government in the evaluation of the proposal. If there are no assumptions to be considered so state.
- f. Identify all conditions (not exceptions or deviations) which you want considered as a basis for your proposal in the evaluation of the proposal and in any contract that might be awarded in response to your offer. If there are no conditions to be considered, so state.
- g. Each exception /deviation shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception/deviation is taken. Provide rationale in support of the exception/deviation and fully explain its impact, if any, on performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table 5.2.
- h. Failure to comply with the terms and conditions of the solicitation may result in the Offeror being removed from consideration for award.

**Table 5.2 - Solicitation Exceptions**

SOLICITATION Document	Paragraph/Page	Requirement/ Portion	Rationale
SOW, IMP, SPEC Model Contract, ITO, etc.	Applicable Page and Paragraph Numbers	Identify the requirement or portion to which exception is taken	Justify why the requirement will not be met

## **5.8 OTHER INFORMATION REQUIRED**

### **5.8.1 Authorized Offeror Personnel**

Provide the name, title and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government

### **5.8.2 Government Offices**

Provide the mailing address, telephone and fax numbers and facility codes for the cognizant Contract Administration Office, DCAA, and Government Paying Office. Also, provide the name and telephone and fax number for the Administrative Contracting Officer (ACO).

### **5.8.3 Company/Division Address, Identifying Codes, and Applicable Designations**

Provide company/division's street address, county and facility code; CAGE code; DUNS code; size of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed at any other location(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

### **5.8.4 Attachments to the Model Contract**

The Offeror shall provide the following as attachments to the model contract:

#### **5.8.4.1 Rights in Data**

Each proprietary product necessary for the Offeror's proposed solution for meeting Government objectives and requirements of this RFP shall be identified in Volume IV Contract Information. The Offeror shall utilize DFARS 252.227-7017, 252.227-7013, and 252.227-7014 to determine for which technical data and software deliverables it is entitled to assert restrictions on use, reproduction or disclosure. Offerors must identify: (a) the rights granted to the Government for each proprietary data and software product necessary for product development; (b) the rights granted to the Government for each proprietary data and software product to be incorporated in the end item(s) delivered under this contract. If rights more restrictive than Government Purpose Rights are being proposed by the Offeror, the Offeror is asked to also propose Government Purpose Rights and its associated costs as an option CLIN. If the Offeror does not wish to propose Government Purpose Rights, it should so state that in its proposal as well as its reasons for this position.

#### **5.8.4.2 Appendix A - Subcontracting Plan**

The Offeror is required to submit an individual Subcontracting Plan IAW FAR 19.702 for the MMP Upgrade Program. If applicable, submit a copy of your approved Master Plan. No commercial Subcontracting Plans will be accepted. Subcontracting Plans must be specific to the MMP Upgrade Program unless the proposed Subcontracting Plan is part of the DoD Comprehensive Subcontracting Plan Test Program. If the Offeror is other than a small business, the Offeror shall submit a Small Business Subcontracting Plan IAW FAR 52.219-9 that also identifies and specifies the extent of Offeror's commitment to the participation of small businesses (SB), historically black colleges or universities (HBCU) and minority institutions (MI), whether as joint venture members, teaming arrangements partners, or subcontractors. In the

event the Offeror has negotiated a comprehensive subcontracting plan pursuant to DFARS 219.702, the Offeror must submit the information that identifies and specifies the extent of its commitment to the participation of SB, HBCU and MI. DoD has established a Small Disadvantage Business (SDB) goal of 5%.

#### **5.8.4.3 Appendix B - CDRLs**

A preliminary list of CDRLs is provided by the Government. The Offeror is encouraged to propose updates to this list of CDRLs especially where modifications would provide greater alignment with data and information used by you in your development and management activities under this contract. Any proposed updates shall provide the Government with adequate technical and management insight as well as provide all information necessary to accomplish all certifications and accreditations. CDRLs may be combined, tailored, or proposed for elimination and new CDRLs may be added. Tailoring, changing, combining, or eliminating inefficient CDRLs is strongly encouraged. All CDRLs must have the appropriate SOW and/or CTRD reference included. The Offeror's proposed CDRLs shall be provided as part of the model contract.

#### **5.8.4.4 Appendix C - Contract Work Breakdown Structure (CWBS) and CWBS Dictionary**

A PWBS has been provided as an attachment to the RFP. The Offeror shall propose a CWBS, Index, and Dictionary IAW MIL-HDBK-881 (latest revision). The Offeror shall develop the CWBS, and CWBS dictionary, to the lowest level of tasks managed on the program and which reflect their view of the contract effort. The CWBS shall serve as the framework for organizing MMP Upgrade in-house, inter-divisional, subcontractor, and associate contractor activities. The Offeror may add, re-arrange, and/or combine the PWBS elements shown, but shall provide supporting rationale for any such changes. The Offeror shall provide a cross reference from the proposed CWBS to the proposed SOW tasks that correlate to the proposed RFP Contract Line Item Numbers (CLIN(s)) and the IMS. The contractor shall map the CWBS elements to the PWBS at the lowest PWBS level. The mapping of CLINs to WBS elements shall be completely consistent with that shown in Section B of the model contract. The Offeror's proposed CWBS, Index, and Dictionary shall comply with Data Item Description and CDRL requirements, with special attention to the provisions for Electronic CDRL submissions. The Offeror's proposed CWBS and corresponding dictionary shall be provided as part of the model contract. The Offeror shall provide the Hours by CWBS by CLIN (GFY) formats as specified in Attachment L3:

#### **5.8.4.5 APPENDIX D – Contract Statement of Work (CSOW)**

A preliminary CSOW has been provided by the Government. The Offeror is encouraged to propose updates to this CSOW that capture all tasks and events for the SDD, production, and fielding of the MMP Upgrade program. The proposed updates must be consistent with the CDRL and CWBS changes proposed. The Offeror's proposed CSOW shall be provided as part of the model contract.

#### **5.3.1.5 APPENDIX E – DD254 – Contract Security classification Guide**

The Offeror shall fill in all appropriate information in the DD254, Contract Security Classification Guide.

### **5.3.1.5 APPENDIX F – Contract Technical Requirements Document (CTRD)**

All threshold “shall” requirements of the Government TRD, TSRD, and UIC shall be included in the CTRD as “shall” threshold requirements. All objective requirements of the Government TRD, TSRD, and UIC the Offeror chooses to include in their proposed solution shall be included in the CTRD as “shall” threshold requirements. Any features beyond the Government TRD, TSRD, and UIC threshold or objective requirements the Offeror chooses to include in their proposed solution shall be included in the CTRD as “shall” threshold requirements.

## **VOLUME V - RELEVANT PAST AND PRESENT PERFORMANCE**

### **6.0 GENERAL**

Each Offeror shall submit a Past Performance Volume. The Past Performance Volume shall contain relevant past performance information for relevant contracts identified in Section L, Attachment L1. Past Performance information is required on the Offeror and all subcontractors, teaming partners, and/or joint venture partners proposed to perform 25 percent of the proposed effort based on the total proposed price (or cost, as applicable), or perform aspects of the effort the Offeror considers critical to overall successful performance. Offerors are cautioned that the Government will use data provided by each Offeror in this volume and data obtained from other sources in the evaluation of past and present performance to develop a Government confidence assessment of the Offeror.

As part of the Past Performance Volume, the Offeror shall also submit a Letter of Consent from all key or major subcontractors, teaming partners, and/or joint venture partners. The Letter of Consent shall; (a) authorize release of relevant past performance information (including adverse past performance information) to the Offeror, and (b) permit the Offeror to respond to relevant past performance information.

For each commercial customer identified in Section L, Attachment L1, the Offeror shall also submit a Client Authorization Letter. The Client Authorizing Letter shall authorize release of Offeror relevant past performance information to the Government.

Subcontractors, teaming partners, and/or joint venture partners may submit their past performance information directly to the PCO at the address located in Section L, Attachment L2.

### **6.1 PAST PERFORMANCE INFORMATION**

The Offeror shall provide copies of the Performance Questionnaire contained in Section L, Attachment L2 to the relevant program (first priority), contracting (second priority), and administrative contracting (third priority) office for the contracts identified in their past performance volume, with a request they complete the questionnaires and return them to the Government at the address/fax number contained in Section L, Attachment L2.

The Past Performance Volume shall be submitted to the PCO at the address located in Section L, Attachment L2. Each Offeror is requested to submit the information required for the Past Performance volume fifteen (15) days prior to the date for receipt of written proposals established in Table 2.1.6 of Section L. Failure to submit early proposal information will not

result in Offeror disqualification. Offerors shall submit the Past Performance information no later than the date for receipt of written proposals established in Table 2.1.6 of Section L. Failure to submit the Relevant Past Performance Volume will not result in Offeror disqualification, but will impact the Government's confidence assessment of the Offeror.

## **6.2 RELEVANT CONTRACTS**

Submit information in accordance with Attachment 1. Submit Past Performance Information on a total of five (5) recent contracts that you consider most relevant in demonstrating your ability to perform the proposed effort. Also include information on two (2) recent contracts performed by each of your teaming partners, interdivisional transfers and significant subcontractors that you consider most relevant in demonstrating their ability to perform the proposed effort. Include rationale supporting your assertion of relevance. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section M, paragraph 2.6. Note that the Government generally will not consider performance on a newly awarded contract without a performance history or on an effort that concluded more than five years prior to this source selection.

### **6.2.1 Specific Content**

Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort, and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems does not automatically equate to a little or no confidence rating, since the problems encountered may have been on a more complex program, or an Offeror may have subsequently demonstrated the ability to overcome the problems encountered. The Offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. This may allow the Offeror to be considered a higher confidence candidate. For example, submittal of quality performance indicators or other management indicators that clearly support that an Offeror has overcome past problems is required. Categorize the relevance information into the specific Mission Capability subfactors used to evaluate the proposal.

### **6.2.2 Organizational Structure Change History**

Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation/performance confidence assessment. Since the Government intends to consider present and past performance information provided by other sources as well as that provided by the Offeror(s), your "roadmap" should be both specifically applicable to the efforts you identify and general enough to apply to efforts on which the Government receives information from other sources.

## **VOLUME VII COST AND PRICE INFORMATION**

### **7.0 Cost/Price Information:**

#### **7.1 General Instructions:**

The Offeror shall identify all ground rules and assumptions used in developing the cost documentation. The Offeror shall provide cost documentation and supporting rationale for all years in the IMP. The effort to be included shall be in accordance with the Offeror's proposed scope of work as presented in the IMP and IMS.

##### **7.1.1 Cost/Price Reasonableness and Realism:**

These instructions are to assist the Offeror in submitting information other than cost or pricing data that is required to evaluate the reasonableness of your proposed cost/price. Compliance with these instructions is mandatory and failure to comply may result in rejection of an Offeror's proposal. Note that unrealistically low or high proposed costs or prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the Offeror does not understand the requirement or has made an unrealistic proposal. Offerors should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed costs/prices rests with the Offeror.

##### **7.1.2 Estimating Techniques and Methods**

When responding to the Cost/Price Volume requirements in the solicitation, the Offeror and associated subcontractors may use any generally accepted estimating technique, including contemporary estimating methods (such as Cost-to-Cost and Cost-to-Non-Cost Estimating Relationships (CERs), commercially available parametric cost models, in-house developed parametric cost models, etc.), to develop its estimates. If necessary, reasonable and supportable allocation techniques may be used to spread hours and/or cost to lower levels of the WBS.

The Government intends to use MS Excel to analyze the Offeror's proposal and to create the Government's most probable cost. The Offeror shall submit electronic files of the proposal estimate using the sample MS Excel cost formats (i.e., MMPU Cost Formats.xls) provided by the Government as Attachment 13, MMP Upgrade SDD Cost Formats.xls. Descriptions of the cost formats and instructions for completing and submitting the electronic files are found in MMPU Section L Section 7.3.

##### **7.1.3 Cost or Pricing Information Requirements**

Information beyond that required by this instruction shall not be submitted, unless the Offeror considers it essential to document or support its cost/price position. All information relating to the proposed price including all required supporting documentation must be included in the section of the proposal designated as the Cost/Price volume. **Under no circumstances shall this information and documentation be included elsewhere in the proposal.**

##### **7.1.4 Rounding**

All dollar amounts provided shall be rounded to the nearest dollar. All loaded labor rates shall be rounded to the nearest penny.



## **7.2 Volume Organization**

The basic cost proposal instructions are presented below. The Cost/Price Volume shall be prefaced by a table of contents and shall specify, by page number, where each cost format and each piece of narrative data is located. The Cost/Price Volume shall consist of the following sections:

- Section 1: Proposal Summary
- Section 2: Estimating Methodology Overview
- Section 3: Basis of Estimates (BOE)
- Section 4: Cost Formats
- Section 5: Other Information

### **7.2.1 Section 1: Proposal Summary**

The Offeror shall prepare the proposal summary that includes an introduction, table of contents, overview, index, summary, CLIN summary by Elements of Cost, and summary descriptions of estimating, purchasing, and accounting systems; changes to estimating, accounting practices, or Cost Accounting Standards (CAS) Disclosure Statement.

### **7.2.2 Section 2: Estimating Methodology Overview**

Cost or pricing information and supporting data, to include estimating methodology.

#### **7.2.2.1 Estimating System**

The Offeror shall provide a summary description of its standard estimating system or methods. The summary description shall cover separately each major cost element (e.g., Direct Material, Engineering Labor, Manufacturing Labor, Indirect Costs, Other Direct Costs, Overhead, G&A, etc.). The Offeror shall identify any deviations from its standard estimating procedures in preparing this proposal volume. The Offeror shall indicate whether the Government has approved the system and if so, provide evidence of such approval.

#### **7.2.2.2 Purchasing System**

The Offeror shall provide a summary description of its purchasing system or methods (e.g., how material requirements are determined, how sources are selected, when firm quotes are obtained, what provision is made to ensure quantity and other discounts). The Offeror shall identify any deviations from its standard procedures in preparing this proposal. The Offeror shall indicate whether the Government has approved the system and if so, provide evidence of such approval.

#### **7.2.2.3 Accounting System**

The Offeror shall provide a summary description of its accounting systems or methods. The Offeror shall identify any deviations from its standard procedures in preparing this proposal. The Offeror shall indicate whether the Government has approved the accounting system and if so, provide evidence of such approval.

#### **7.2.2.4 Explanation of Estimating Methods Used**

The Offeror shall explain the methodology used to estimate each cost element. The Offeror shall provide the information shown in Attachment 13 – MMP Upgrade SDD Cost Formats at a

minimum for each cost element. If a portion of the required information is not applicable for a particular cost element, the Offeror shall so state.

#### **7.2.2.4.1 Past Experience-Based Estimates**

Where cost estimates are based upon past experience, the Offeror shall identify the past experience, explain how the past experience relates to the current effort, including similarities and differences, and explain how cost data available from the past experiences was adapted to the current effort.

#### **7.2.2.4.2 Learning Curve Estimates**

Where cost estimates are based upon learning/improvement curve applications, identify the specific area subject to learning, the curve hypothesis (unit or cumulative) and the slope of the curve as a percent. Also, identify the data used to develop the first unit cost and slope and explain how this data related to the current effort and how entry on the learning curve was attained (i.e., how the first unit cost was derived).

#### **7.2.2.4.3 Engineering Labor Hours**

If engineering labor hours have been estimated based upon other than past experience, the Offeror shall provide detailed rationale on how they have been estimated.

#### **7.2.2.4.4 Engineering Labor Hour Skill Mix**

The Offeror shall explain how the proposed engineering labor hour skill mix has been derived and how the skill mix on this proposal compares with the overall plant skill mix. The Offeror shall explain why the cost element requires an average, higher, or lower than average skill mix, as applicable. The Offeror shall state if the Offeror's normal estimating system uses a plant-wide average for proposal purposes.

#### **7.2.2.4.5 Manufacturing Labor Hours**

If manufacturing labor hours have been estimated based upon other than past experience and/or learning curve application, the Offeror shall provide detailed rationale on how they have been estimated. If standards were used, the Offeror shall identify and explain how they were derived and state whether or not they have been used on other programs. The Offeror shall explain if other than normal procedures were used to estimate manufacturing hours.

#### **7.2.2.4.6 Management Reductions**

If estimated costs to perform the proposed effort have been decreased due to a management decision, provide a summary of the reduction by major cost element summary. Also provide complete rationale for the reduction.

### **7.2.3 Section 3: Basis of Estimate**

The Basis of Estimate (BOE) shall provide in sufficient detail the basis, rationale, estimating methodology, and historical database used to derive the proposed labor and material estimates to support the proposed costs for each task identified in the Offeror's IMP and IMS including all level of effort tasks. The support should be comprehensive enough to provide sufficient detail and clarity to enable the Government to perform a cost/price realism assessment of the proposed costs.

The Offeror shall incorporate all programmatic and technical risks along with the corresponding mitigation strategies into the development of their BOEs. These risks shall map to the Risk and Opportunity Management Program (ROMP) as identified in Paragraph 3.2.2 of the Statement of Work. Each BOE containing a risk shall provide sufficient detail and clarity to allow the government the ability to assess the impacts to cost and schedule.

To support the proposed labor hours presented in the Cost Formats, the Offeror shall provide a BOE for each WBS element. If historical data of a comparable project is used, the comparability of the projects should be described, along with rationale for any adjustments in the metrics being used.

The Offeror shall provide proposed labor hours by skill category/level, at a CWBS level sufficient to provide understanding of the level of effort being planned for each of the activities proposed in the IMP and approach presented in the IMS. It is acceptable to provide BOEs based on composite rates. The Offeror must provide clear traceability from the BOEs to the CWBS Microsoft Excel cost format. Cost per labor hour and total labor costs will not be included in the BOE submission.

Each BOE must be traceable to an IMS element and vice versa.

The Offeror shall identify the man-month to man-hour conversion factors used in preparing the cost proposal.

### **7.2.4 SECTION 4: Cost Formats**

Cost formats are addressed in Attachment 13 – MMP Upgrade SDD Cost Formats.

### **7.2.5 SECTION 5: OTHER INFORMATION**

The Offeror shall include other information such as base support, Government Furnished Property, long lead costs, termination costs, development/production schedule, inflation rate summary and explanation, life cycle cost, special tooling, and special test equipment. The Offeror shall list each exception to the ground rules and assumptions provided in the solicitation and each qualification of the cost/price volume, if any, and provide complete rationale.

#### **7.2.5.1 Commonality with Other Programs**

Any cost reductions made in your proposal that are attributed to commonality with other programs, company-funded efforts, or capitalization of equipment must be supported with the following:

- |                            |   |
|----------------------------|---|
| (a) Commonality            | - Identify the specific program(s) and why it is applicable.<br>- Address the cost allowability and allocability of this action per FAR and your CAS Disclosure Statement.  |
| (b) Company-Funded Efforts | - Identify the specific efforts, the planned start and end dates, the applicability to the current solicitation, the source of company funding and how you plan to account for or allocate these costs in accordance with generally accepted accounting principles, and your CAS Disclosure Statement, if applicable. |
| (c) Capital Equipment      | - Identify the specific item(s) capitalized and what other applications exist for the equipment, provide corporate approvals for each action, address the cost allowability and allocability of the action per the FAR and your CAS Disclosure Statement.   |

#### **7.2.5.2 Funding Profile**

The Offeror shall submit then-year funding requirements by type of funds, by Government Fiscal Year (FY), supported by monthly/quarterly projections of expenditures, commitments, and termination expense. Note that the funding schedules must be consistent with any imposed Government budgetary constraints.

#### **7.2.5.3 Probable Subcontractors**

The Offeror shall submit a listing of the proposed probable subcontractors and interdivisional transfers showing

- (a) Each subcontractor to include name, division, address, POC, Phone, CAGE Code for each;
- (b) Description of effort;
- (c) Type of contract;
- (d) Price and hours proposed by each; and
- (e) Price and hours included in prime contractor's proposal to the Government.

#### **7.2.5.4 Submission of Cost Models**

The Offeror is requested to submit an electronically encoded cost/price model in support of their proposed price. Any cost/price model submitted must be consistent with your approved estimating system and must duplicate the logic and mathematical formulas reflected in the paper copy of your proposal. Cost/price models submitted must comply with the following format requirements:

- a. Data file should be submitted on a CD.
- b. Data files should be accessible by a Pentium compatible computer running MS Windows 2003 or later.
- c. Data file should be .XLS file format (MS Excel 2003 or earlier) compatible format.

#### **7.2.5.5 Work Breakdown Structure**

The Work Breakdown Structure (WBS) is provided as Attachment 3 to the solicitation. The Offeror in developing its proposed CWBS shall adhere to this structure and use the latest version of MIL-HDBK-881A as a guide. The Offeror should extend the CWBS to the lowest level where the work is defined. The Offeror shall provide WBS definitions at the lowest CWBS level. The Offeror shall provide cost visibility by extending the WBS to the same level at which the BOEs are created. Cross-reference between the CWBS and the Offeror's IMS elements should be identified.

### **7.3 Cost Format Instructions**

The Offeror shall submit Cost Formats using an electronically submitted format compatible with MS Excel 2000 (".xls") containing embedded formulas that provide insight into the build-up of the cost proposal. The MS Excel cost formats (i.e., MMPU Cost Formats.xls) are provided as Attachment 13 – MMP Upgrade SDD Cost Formats to the solicitation. All worksheets shall show dollars in thousands. The labor categories in the cost worksheets are provided as examples only. The Contractor shall use its own labor categories in filling out the worksheets. All costs shall be at a WBS level sufficient to describe the Offeror's design and proposed CWBS. Information shall be consistent across all worksheets (e.g., labor categories, WBS elements, cost elements).

Each section of the MS Excel cost formats is described below.

#### **7.3.1 Cost/Price by Government Fiscal Year (GFY)**

This worksheet provides a summary of the estimated cost by cost element by Government FY.

#### **7.3.2 Cost by WBS**

This worksheet provides a detail of cost at the WBS level for the MMPU effort. Costs for each WBS element shall be reported, as applicable, in the categories of Materials, Subcontracts, Interdivision Transfers, Prime Labor, Other Direct Costs, Indirect Costs and Facilities Capital Cost of Money (FCCOM).

#### **7.3.3 Cost by WBS by GFY**

This worksheet provides phased summary of annual costs by WBS by GFY.

#### **7.3.4 Labor Mix**

This worksheet provides the mix of direct labor categories for each WBS. The Offeror shall include labor categories for the prime contractor and for each subcontractor/interdivisional transfer. The Offeror must change the column headings to match the Offeror's labor categories. The Offeror shall provide a brief description of each labor category to include the following: general statement of duties, amount and type of experience required, level of education and/or professional certification required. The Offeror shall submit no more than one page per labor category as part of the Cost/Price Volume.

#### **7.3.5 Labor Hours**

This worksheet identifies the proposed labor hours for each WBS for the prime contractor and for each subcontractor/interdivisional transfer. To support the proposed labor hours, the Offeror

shall provide, in Section 2 of the Cost/Price Volume, a BOE for each WBS element. Subtotals shall also be included up to the next higher-level WBS cost element.

#### **7.3.6 Labor Hours by WBS by GFY**

This worksheet provides phased summary of labor hours (prime, sub-contractor, total) by WBS by GFY.

#### **7.3.7 Software Information**

This spreadsheet provides sizing, schedule, and historical information for each proposed CSCI. Follow instructions included with the sample format below the table and provide detailed rationale for inputs.

#### **7.3.8 Software Analogy**

For each CSCI and firmware (FW) listed under the “Software Information” tab in section 6.5.7, provide historical metrics for each program referenced as analogy. Use the same metric definition as provided under the “Software Information” tab below the table. “At bid” are the predicted metrics proposed at the start of these programs. “Current” are the actual metrics these programs demonstrated at the end of the contract (or phase). Explain any variances between predicted and actual.

#### **7.3.9 Prime Contractor Rates**

This worksheet provides the direct labor rates and indirect rates used in this proposal by Government FY. The Offeror shall explain the basis of their allocation of all rates, as appropriate.

#### **7.3.10 Time and Material**

This worksheet identifies the proposed labor categories and their fully loaded rates that will be utilized in all Time and Material (T&M) CLINs. The Offeror shall include labor categories for the prime contractor and for each subcontractor/ interdivisional transfer. The Offeror must change the row headings to match the Offeror’s labor categories. For evaluation purposes, the Government will assign an estimated value of \$5,000,000.00 to all T&M CLINs.

#### **7.3.11 Bill of Material**

This worksheet shall describe in detail the list of materials included in the Offeror’s design by item (nomenclature), part number, quantity, unit price, and total price of each item.

#### **7.3.12 B-tables**

Please provide unit prices for B-kits, A-kits, and spare kits for each quantity break by GFY specified in the table.

#### **7.3.13 Procurement Summary at BEQ**

Provide unit and total prices for Best Estimated Quantities (BEQ) indicated in the table.

#### **7.3.14 Unconstrained Procurement**

Provide the optimum procurement schedule and cost unconstrained by government funding limitation.

#### **7.3.15 Production Schedule**

Unconstrained by production funding, provide optimal production schedule and total cost by year. Provide substantiation for proposed unconstrained manufacturing rate.

#### **7.3.16 Price Track**

This worksheet shall be required only if discussions are conducted and a request for Final Proposal Revision is issued. This format is used to summarize the impact of changes (e.g., revised labor hours, rates, escalation factors, subcontract prices, changes in technical approach) made to a proposal in developing a Final Proposal Revision (FPR).

Any changes in the Offeror's proposal from initial to final shall be reflected through profit/fee. As an example, the amount that should be shown for a change in the TEU development effort should reflect the change in Direct Labor dollars and include any burdens (e.g., Fringe, Overhead, G&A, FCCOM, and Profit/Fee). As an attachment to the Price Track format, the Offeror shall provide rationale to support the FPR adjustments. The Price Track format shall be completed by WBS for the MMPU effort. Additional cost format worksheets may be required to be submitted with the FPR and will be identified if cost discussions are conducted during the source selection process.

#### **7.3.17 CLIN SUMMARY**

This worksheet shall report all target/estimated cost, award/fixed fee, and cost plus fee for all CLINs. For FFP CLINs, provide prices at BEQ quantities. For T&M CLINs, insert the normalized value of \$5,000,000.

**Attachment L1**  
**Past Performance Information**



## Past Performance Information

Provide the information requested in this form for each contract/program being described.  
Provide frank, concise comments regarding your performance on the contracts you identify.  
Provide a separate completed form for each contract/program submitted. Limit the number of past efforts submitted and the length of each submission to the limitations set forth at paragraphs 6.3, 6.3.1 and 6.3.2, respectively, of Section L of this solicitation.

A. Offeror Name (Company/Division): \_\_\_\_\_  
CAGE Code: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_

(NOTE: If the company or division performing this effort is different than the Offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume.)

B. Program Title: \_\_\_\_\_

C. Contract Specifics:

1. Contracting Agency or Customer \_\_\_\_\_
2. Contract Number \_\_\_\_\_
3. Contract Type \_\_\_\_\_
4. Period of Performance \_\_\_\_\_
5. Original Contract \$ Value \_\_\_\_\_ (Do not include unexercised options)
6. Current Contract \$ Value \_\_\_\_\_ (Do not include unexercised options)
7. If Amounts for 5 and 6 above are different, provide a brief description of the reason

---

---

---

---

D. Brief Description of Effort as \_\_Prime or \_\_Subcontractor

(Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition)

E. Completion Date:

1. Original date: \_\_\_\_\_
2. Current Schedule: \_\_\_\_\_
3. Estimate at Completion: \_\_\_\_\_
4. How Many Times Changed: \_\_\_\_\_
5. Primary Causes of Change: \_\_\_\_\_

---

---

F. Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

<b>1. Program Manager:</b>	<b>Name</b>	_____
	<b>Office</b>	_____
	<b>Address</b>	_____
	<b>Telephone</b>	_____
<b>2. Contracting Officer:</b>	<b>Name</b>	_____
	<b>Office</b>	_____
	<b>Address</b>	_____
	<b>Telephone</b>	_____
<b>3. Administrative Contracting Officer:</b>	<b>Name</b>	_____
	<b>Office</b>	_____
	<b>Address</b>	_____
	<b>Telephone</b>	_____

G. Address any technical (or other) area about this contract/program considered unique.

H. For each of the applicable subfactors under the Mission Capability factor in Section M, illustrate how your experience on this program applies to that subfactor.

I. For each of the applicable relevancy criteria in Section M, paragraph 2.6, illustrate how your experience on this program applies to those criteria.

J. Specify, by name, any key individual(s) who participated in this program and are proposed to support the instant acquisition. Also, indicate their contractual roles for both acquisitions.

K. Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

L. Identify whether a subcontracting plan was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

M. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also, estimate the percentage of the total proposed effort to be performed by this entity and whether this entity will be performing as the prime, subcontractor, or a corporate division related to the prime (define relationship).

N. For each contract/program described, provide the date and findings report for any independent reviews (e.g., red teams, Independent Review Teams (IRTs), International Standards Organization Assessments, rebaselining reviews) conducted during the period of performance for those contracts/programs.

**Attachment L2**  
**Past Performance Questionnaire**

## PAST PERFORMANCE QUESTIONNAIRE

SOLICITATION NUMBER FA8726-05-R-0007

1. Please provide your responses to the following questions concerning the contractor's performance for the past five (5) years on the identified contract. Handwritten responses are sufficient. If you need more space than that provided, please attach additional pages or write on the back. Responses will be treated as source selection sensitive information. Fax the completed questionnaire to:

653d Electronic Systems Group (653d ELSG/PK)  
MMP Upgrade Source Selection  
ATTN: Mariah Blaine, Contracting Officer  
5 Eglin St., Bldg. 1624  
Hanscom AFB, MA 01731-2100

DSN phone: 478-0971  
DSN fax: 478-7496

Commercial phone: (781) 377-0971  
Commercial fax: (781) 377-7496

2. Explanation of codes:

<u>CODE</u>	<u>PERFORMANCE LEVEL</u>
E	EXCEPTIONAL - Performance meets contractual requirements and exceeds many requirements <b>to the Government's benefit</b> . The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
V	VERY GOOD - Performance meets contractual requirements and exceeds some requirements <b>to the Government's benefit</b> . The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
S	SATISFACTORY - Performance meets contractual requirements. The contractual performance of the element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
M	MARGINAL - Performance does not meet some contractual requirements. The contractual performance of the element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.
U	UNSATISFACTORY - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element being assessed contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

N NOT APPLICABLE - Unable to provide a score. Performance in this area not applicable to effort assessed.

3. Please complete the following identifying information and past performance assessment:

- A. Contractor: \_\_\_\_\_  
B. Contract number: \_\_\_\_\_  
C. Period of Performance: \_\_\_\_\_  
D. Negotiated price or cost at award: \_\_\_\_\_  
E. Current estimated contract dollar amount: \_\_\_\_\_  
F. Describe product acquired: \_\_\_\_\_

---

---

---

4. Circle the appropriate letter for each item on the questionnaire and provide supporting narrative.

ASSESSMENT ELEMENTS

(1) Contractor's cost control. Did the contractor deliver at the agreed-to price/cost? Describe the reasons for changes to contract value (e.g., scope changes, overrun/underrun, Government-imposed schedule changes, etc.)

E V S M U N

---

---

---

---

(2) Did the contractor deliver according to the agreed-to schedule? What were the causes of any schedule variances?

E V S M U N

---

---

---

---

(3) Did the product or service meet all program requirements according to the contract?

E V S M U N

---

---

---

---

---

(4) What is your overall rating of the contractor's performance?

E                      V                      S                      M                      U                      N

---

---

---

---

---

(5) Identify the contractor's overall strengths and weaknesses.

---

---

---

---

---

(6) Given the choice, would you award to this contractor again?

---

---

---

---

---

(7) Are you aware of any other contracted efforts performed by this contractor similar in nature to this contract? Please identify contract/program and point of contact.

---

---

---

---

---

(8) Is there anyone else we should send this questionnaire to? Please identify by name, organization, and phone number.

---

---

---

---

---

(9) Did the contractor follow a disciplined process to identify and mitigate program and technical risks? Did they continuously update their risk data base keeping all risks and mitigation strategies current?

---

---

---

---

(10) If the contractor had a Risk Management Program, were their risk mitigation strategies effective in reducing or eliminating risks and were they able to execute the mitigation strategies in time and in a way that prevented adverse impacts to the program in terms of cost, schedule, and technical performance?

---

---

---

---

(11) Did the contractor follow documented program management and technical processes as a part of their program? Did they include technical performance measures (TPMs) and/or technical performance indicators (TPIs) that provided insight into the maturity of the products and linkage to requirements at the product, CI and CSCI or lower levels? Was this insight effective and of value to the government?

---

---

---

---

(12) Did the contractor reuse software and or firmware developed for other programs or from other sources? If so, were their estimates of the amount of reuse and the functions provided accurate? Did actual reuse as compared to their original estimates change (check one):  
Shrink/decrease somewhat?  
Shrink/decrease substantially?  
Grow/increase somewhat?  
Grow/increase substantially?

(13) Did any programs require developing, qualifying, and certifying high assurance and secure software and systems? Were problems experienced in developing, qualifying, and certifying the products? If so, please elaborate.

---

---



---

---

(if more comment space is needed, use the back of the page or attach additional pages.)

14. . Please provide a relevancy assessment of the effort on the indicated contract in comparison to the following relevancy factors for the MMP Upgrade program:

- a. Past contracts in the development, integration or production of MILSATCOM systems, that involve COMSEC and TRANSEC of classified information.
- b. Past contracts with a requirement to develop high assurance software and complete Information Assurance and National Security Agency certifications and accreditations, and to support the Department of Defense Information Technology Security Certification and Accreditation Process and/or Defense Information Assurance Certification and Accreditation Process.
- c. Past contracts with significant product (i.e., software, hardware, and firmware) reuse from other sources.
- d. Past management of contracts valued over \$50 million to include: design, development or production.

Circle which relevancy factors have been met using the criteria below:

**a      b      c      d**

- ☐ **Very Relevant:** The past contract meets **all criteria listed above**
- ☐ **Relevant:** The past contract meets **three out of four criteria above**
- ☐ **Somewhat Relevant:** The past contract **meets two out of four criteria above**.

Comments on why contract met/did not meet relevancy criteria:

---

---

---

---

---

6. Please provide the name, title, address, and phone number of the person completing this questionnaire.

---

---

---

---

Phone

FAX

---

7. Thank you for your assistance in this source selection. If you have any questions, please call Mariah Blaine @ 781-377-0971.

**Attachment L3**  
**Cost Report Formats Provided in file:**  
**MMPU Section L Attachment L-3.xls**

**Attachment L4.xls**  
**Cost Report Formats**