

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Section L – Instructions, Conditions and Notices to Bidders

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PART IV REPRESENTATIONS AND INSTRUCTIONS

SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS.

L.1. FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998).

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

<http://www.arnet.gov/far/>

http://www.uscg.mil/hq/cg-85/acquisition_regulations.htm#DHS

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.204-6	Data Universal Numbering System (DUNS) Number	OCT 2003
52.211-7	Alternatives to Government-Unique Standards	NOV 1999
52.215-1	Instructions to Offerors – Competitive Acquisition	JAN 2004
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.232-13	Notice of Progress Payments	APR 1984

L.2. PROVISIONS INCORPORATED IN FULL TEXT.

L.2.1. FAR 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997), ALTERNATE IV (OCT 1997).

- (a) Submission of certified cost or pricing data is not required.
- (b) Provide information described below:
 - i. A Cost/Price proposal shall be provided in accordance with L.9.

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ii. The government reserves the right to require the submission of certified cost or pricing data if the Contracting Officer later determines that none of the exceptions listed at FAR 15.403-1, Prohibition on Obtaining Cost or Pricing Data, apply.

(End of Provision)

L.2.2. FAR 52.216-1 TYPE OF CONTRACT (APR 1984).

The Government contemplates award of one hybrid type contract using a mixture of cost-plus-incentive-fee (CPIF), cost-plus-fixed-fee (CPFF), and firm fixed price (FFP) Contract Line Item Numbers (CLINs).

(End of Provision)

L.2.3. FAR 52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993).

(a) Recompensation of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, Offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the Offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned

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that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of Provision)

L.2.4. FAR 52.233-2 SERVICE OF PROTEST (SEP 2006).

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

Commandant (CG-9124)
U.S. Coast Guard
Attn: Ms. Kerri B. Williams, NAIS Contracting Officer
2100 Second St., SW
Jemal Building, Room 11-0703
Washington, DC 20593

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

(End of Provision)

L.2.5. FAR 52.234-3 NOTICE OF EARNED VALUE MANAGEMENT SYSTEM – POST AWARD IBR (JUL 2006).

(a) The Offeror shall provide documentation (an Advance Agreement) that the Cognizant Federal Agency has determined that the proposed earned value management system (EVMS) complies with the EVMS guidelines in ANSI/EIA Standard -748 (current version at time of solicitation).

(b) If the Offeror proposes to use a system that has not been determined to be in compliance with the requirements of paragraph (a) of this provision, the Offeror shall submit a comprehensive plan for compliance with the EVMS guidelines.

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- (1) The plan shall –
 - (i) Describe the EVMS the offeror intends to use in performance of the contracts;
 - (ii) Distinguish between the Offeror's existing management system and modifications proposed to meet the guidelines;
 - (iii) Describe the management system and its application in terms of the EVMS guidelines;
 - (iv) Describe the proposed procedure for administration of the guidelines, as applied to subcontractors; and
 - (v) Provide documentation describing the process and results of any third-party or self-evaluation of the system's compliance with the EVMS guidelines.
 - (2) The offeror shall provide information and assistance as required by the Contracting Officer to support review of the plan.
 - (3) The Government will review and approve the Offeror's plan for an EVMS before contract award.
 - (4) The Offeror's EVMS plan must provide milestones that indicate when the offeror anticipates that the EVM system will be compliant with the ANSI/EIA Standard -748 guidelines.
- (c) Offerors shall identify the major subcontractors, or major subcontracted effort if major subcontractors have not been selected, planned for application of the guidelines. The prime Contractor and the Government shall agree to subcontractors selected for application of the EVMS guidelines.

(End of provision)

L.2.6. HSAR 3052.209-72 ORGANIZATIONAL CONFLICT OF INTEREST (JUN 2006).

- (a) Determination. The Government has determined that this effort may result in an actual or potential conflict of interest, or may provide one or more Offerors with the potential to attain an unfair competitive advantage. Of primary concerns are those contractual arrangements in which the Offeror has provided or provides support to the Nationwide Automatic Identification System Project Office, CG-939 for NAIS Increment 1 or Increment 2 at the USCG HQs (Washington, DC), USCG Operations Systems Center (Martinsburg, WV), USCG R&D Center (Groton, CT), Naval Sea Logistics Center (Mechanicsburg, PA), Department of Transportation – Volpe (Cambridge, MA), and Space and Naval Warfare Systems

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(San Diego, CA). Also of concern are those contractual arrangements in which the offeror has provided or provides support to the NAIS Program Sponsor's Office, currently titled the Office of C4 and Sensor Capabilities, CG-761, at USCG HQs (Washington, DC). Also of concern are those contractual arrangements in which the Offeror has provided or provides support to the Assistant Commandant for Acquisition, CG-9, at the USCG HQs (Washington, DC). General guidance may be found in FAR 9.505; however, this guidance is not all inclusive. The Offeror's attention is directed to the "Organizational Conflict of Interest" (or similar) requirement which may be contained in current or completed contract(s) which prohibits the prime or subcontractor from providing certain supplies or services to the Government as described above during the period of the current "support" contract(s) or for a period after completion of the "support" contract(s). Notwithstanding the existence of non-existence of an Organizational Conflict of Interest (OCI) clause or similar requirement in current or completed contract(s), the Offeror shall comply with FAR 9.5 and identify whether an OCI exists and not rely on the presence of an OCI requirement.

(b) If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include the appropriate provisions to avoid, neutralize, mitigate, or waive such conflict in the contract awarded. After discussion with the offeror, the Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government, and the offeror may be found ineligible for award.

(c) Disclosure: The offeror hereby represents, to the best of its knowledge that:

(1) It is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, or

(2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential organizational conflicts of interest, and has included a mitigation plan in accordance with paragraph (d) of this provision.

(d) Mitigation. If an offeror with a potential or actual conflict of interest or unfair competitive advantage believes the conflict can be avoided, neutralized, or mitigated, the offeror shall submit a mitigation plan to the Government for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan. If a mitigation plan is approved, the restrictions of this provision do not apply to the extent defined in the mitigation plan.

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(e) Other Relevant Information: In addition to the mitigation plan, the Contracting Officer may require further relevant information from the offeror. The Contracting Officer will use all information submitted by the offeror, and any other relevant information known to DHS, to determine whether an award to the offeror may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

(f) Corporation Change. The successful offeror shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divestures that may affect this provision.

L.3. INFORMATION TO OFFERORS.

L.3.1. CONTRACTOR SELECTION.

Selection of a Contractor will be based on a best value determination consistent with the evaluation factors described in Section M, Evaluation Factors for Award. Offerors shall submit their best offer as their initial offer. Offerors are advised the Government intends to award without discussions. Pursuant to the provisions of the Clause at FAR 52.215-1, Instructions to Offerors – Competitive Acquisition, to the degree that negotiations are required, the Government intends to negotiate with all responsible offerors whose proposals are determined to be within the competitive range. In accordance with FAR 15.306, Exchanges with Offerors after receipt of Proposals, limited communication may be conducted with Offerors for the purpose of establishing the competitive range. Those Offerors outside of the competitive range, if established, will not be permitted to continue in the procurement and will be notified in writing.

L.3.2. RFP CLARIFICATIONS AND AMENDMENTS.

The point of contact for this acquisition is the NAIS Contracting Officer, Ms. Kerri Williams, Commandant (CG-9124). The Contracting Officer (KO) is the sole point of contact for this acquisition.

In order to seek any necessary clarifications to this RFP, questions may be submitted to the Coast Guard via the Internet website: www.naisproject.net. Questions must be submitted through the Offerors' Q&A links provided on the solicitation pages. Solicitation questions must be addressed to the Contracting Officer with a copy submitted by email to kerri.b.williams@uscg.mil no later than 3:00 PM Eastern Standard Time on Thursday, January 31, 2008. ALL answers to questions will be posted to the website. Whenever possible, the KO will reshape the questions received to allow a response to all Offerors without incorporating information that reveals the identity of individual potential Offerors. Questions received after the above cutoff date and time may not be answered. Submission of questions and any resulting answers from the Government will not require the KO to extend the solicitation closing date. Only proposals submitted in

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accordance with the Proposal Preparation Instructions of this solicitation will be evaluated. Amendments, should they be required, will be released via website at www.naisproject.net and <http://www.fedbizopps.gov>. The KO will notify Offerors when amendments are posted and available.

L.3.3. DEBRIEFINGS.

The KO 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. The KO will notify unsuccessful Offerors in the competitive range of the source selection decision in accordance with FAR 15.506. Upon such notification, unsuccessful Offerors may request and receive either a pre-award or post-award debriefing. Offerors desiring debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

L.3.4. NOTIFICATION TO OFFERORS OF USE OF NON-GOVERNMENT PERSONNEL.

L.3.4.1. Offerors are advised that employees of the firms identified below may serve as Advisors to the Source Selection Organization during the source selection process. These individuals will be authorized access to only those portions of proposal data and discussions that are necessary to enable them to provide comments and make recommendations to the source selection evaluation teams. Such firms are explicitly prohibited from competing on the subject acquisition and from scoring or rating of proposals or recommending the selection of a source.

Booz Allen Hamilton, Inc.
Enterprise Information Services, Inc.
B.I.G. Enterprises, Inc.
Columbia Research Group, Inc.

Note: Companies listed above may not assist or participate in preparation or submission of any proposal associated with this acquisition.

L.3.4.2. In order to perform their duties related to source selection, a limited number of contractor support employees will have controlled access to information contained in Offerors' proposals. The Coast Guard shall take into consideration measures to avoid organizational conflicts of interest and shall ensure that contractor support employees safeguard information contained in Offerors' proposals. Contractor support employees are subject to the criminal and civil penalties under the Procurement Integrity Act for unauthorized use or release of information contained in Offerors' proposals.

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Before any contractor support employee is given access to proposal information, the Coast Guard shall provide training in the requirements of and penalties under the Procurement Integrity Act.

L.3.5. SITE VISITS.

Pursuant to FAR 52.237-1, Site Visit, a site visit is scheduled (see below). All Offerors intending to submit a proposal may attend the site visit. However, no more than two representatives from each company or major division of a company may attend.

The site visit will be held at U.S. Coast Guard Recruit Training Center (Ida Lewis Auditorium), Cape May, New Jersey on January 8th, 2008. Registration at the site will begin at 7:45 am. Presentations will begin at 8:30 am and are expected to end by 5:00 pm. During the site visit, the Coast Guard will present information on Rescue 21 sites, NAIS Increment 1 Sites, and Coast Guard Sector Command Centers located within the NAIS IOC Sectors; the Coast Guard Operations Systems Center; and the Coast Guard Navigation Center. Additionally, attendees will be able to visit the Rescue 21 Remote Fixed Facility site in Cape May, NJ, where the Coast Guard has conducted NAIS/Rescue 21 equipment integration testing. Directions to the U.S. Coast Guard Recruit Training Center are provided at <http://www.uscg.mil/hq/capemay/directions.htm>.

All interested attendees must pre-register at www.naisproject.net no later than December 31, 2007 to attend the site visit. Representatives who are Foreign Nationals must provide additional information for prior clearance by the Government. To allow ample time to complete this vetting, any Foreign National who wishes to attend as part of a potential Offeror's team must pre-register no later than January 2, 2008 (Notification of the site visit and opportunity to pre-register provided with release of solicitation synopsis to FEDBIZOPS on November 27, 2007).

L.3.6. TECHNICAL LIBRARY.

The Government has developed a technical library to assist potential Offerors with information to develop their proposals. To view the contents of Attachment J.8, Technical Library, Offerors are required to register for access at the following location:

http://www.naisproject.net/NAIS_External/Naismain/default_tech.asp

Registration requires completing a registration form, signing a non-disclosure agreement, and sending in the non-disclosure agreement via fax or e-mail (if the signed agreement is scanned as a PDF beforehand). The

Contracting Officer will review submitted registrations. If approved, a unique username and password will be e-mailed to the registrant.

Approved registrants will be able to login and view the contents of the Technical Library at the following location:
http://www.naisproject.net/NAIS_External/NAISMain/default_tech.asp.

L.3.7. USE OF NON-DEVELOPMENTAL ITEMS (NDI).

The use of NDI in the design and development of the NAIS is preferred if such use meets the operational and performance requirements. The term NDI means:

- (1) Any item of supply that is available in the commercial marketplace;
- (2) Any previously developed item of supply that is in use by a department or agency of the United States, a State or local government, or a foreign government with which the United States has a mutual defense cooperation agreement;
- (3) Any item of supply described in paragraph (1) or (2) that requires only minor modification in order to meet the requirements of the procuring agency; or
- (4) Any item of supply that is currently being produced that does not meet the requirements of paragraph (1), (2), or (3) solely because the item:
 - i. Is not yet in use; or
 - ii. Is not yet available in the commercial marketplace.

Offerors are encouraged to propose NDI at all levels of the work breakdown structure.

L.3.8. USE OF E-VERIFY PROGRAM.

The Government will evaluate the process that Offerors use to confirm the legal working status of new hires. Use of the E-Verify program for this purpose will be considered a strength under the Management Capability and Approach factor. Firms may register for the E-Verify Program online at: <https://www.vis-dhs.com/employerregistration/>. This site provides instructions for completing the Memorandum of Understanding (MOU) for official registration in the Program. Offerors may also obtain additional information about E-Verify by visiting the U.S. Citizen and Immigration Services (USCIS) website at: <http://www.DHS.GOV/E-VERIFY> or calling the USCIS at 1 (888) 464-4218.

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L.3.9. PROPOSAL AND PAST PERFORMANCE QUESTIONNAIRE DUE DATE.

Offerors shall submit their proposals no later than 3:00 PM Eastern Standard Time on March 6, 2008. Offerors shall submit Past Performance Questionnaires directly to the Government no later than five (5) days in advance of the date set for submission of proposals. Offerors must use the templates provided in Section J.17.

Proposals will be received at the following address:

For U.S. Mail delivery:

Commandant (CG-9124/KBW)
Attn: Ms. Kerri Williams, Jemal Building 11-0703
U.S. Coast Guard Headquarters
2100 Second Street, SW
Washington, DC 20593-0001

Proposals submitted using the U.S. Postal Service are subject to possible delays and damage associated with security requirements involving irradiation of all incoming mail.

For commercial carrier and hand-carried deliveries:

U.S. Coast Guard (CG-9124)
Attn: Ms. Kerri Williams, 202-475-3298
Ref: HSCG23-08-R-ADA011
1900 Half Street, SW, Suite 11-0703
Washington, DC 20593

The U.S. Coast Guard Headquarters building on 1900 Half Street, Washington, DC, is a controlled access building. For Offerors intending to hand carry their proposal, prior arrangements for access must be made by contacting the Contracting Officer at least one work day prior to the date required for access. Expect some delays clearing building security and plan accordingly.

It is the Offeror's responsibility to ensure that proposals are delivered by the due date and time required. The required number of copies of the proposal must be received by the Contracting Officer at Coast Guard Headquarters prior to 3:00 PM on the required submission date. No changes or additions to a volume will be permitted after this date, except as provided under clarifications of proposals or discussions, if necessary. An Offeror that fails to meet any due date will be considered "late" in accordance with FAR 52.215-1, Instructions to Offerors – Competitive Acquisition, incorporated at L.1.

L.3.10. PROPOSAL ACCEPTANCE AND VALIDITY DATES.

The Offeror shall hold its proposal and prices firm for at least 365 calendar days from the date specified for receipt of proposals.

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L.3.11. DISPOSITION OF PROPOSALS.

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

L.3.12. ELECTRONIC REFERENCE DOCUMENTS.

All referenced documents for this solicitation are available on the Federal Business Opportunities (FedBizOpps) web site at <http://www.fedbizopps.gov>. Potential Offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

L.4. PROPOSAL PREPARATION INSTRUCTIONS – GENERAL.

This section provides general guidance for preparing proposals and proposal revisions, as well specific instructions on the format and content of the proposal.

L.4.1. COMPLIANCE WITH INSTRUCTIONS.

It is the Offeror's responsibility to ensure its proposal meets all requirements as stated in the solicitation. The Offeror's proposal must include all data and information requested by the instructions and must be submitted in accordance with these instructions. Non-conformance with the instructions provided in the instructions may result in an unfavorable proposal evaluation. Any exceptions to the solicitation's terms and conditions must be fully explained and justified. Alternative proposals will not be accepted or evaluated. As noted in Section L.9.2, Offerors shall not change the contract types provided in Section B. Non-conformance with this requirement shall result in the Offeror being eliminated from further competition.

L.4.2. INCLUDE NECESSARY AND SUFFICIENT DETAIL.

The proposal shall be clear, concise, and shall include necessary and sufficient detail for effective evaluation and for substantiating the validity of stated claims. 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. Statements such as "the Offeror understands," "the Offeror has a long history of outstanding support," along with responses that paraphrase the solicitation, are considered inadequate. Phrases such as "standard procedures shall be employed" or "well known techniques shall be used," without a specific

Government or industry reference, shall be considered inadequate and unsatisfactory.

L.4.3. EMBELLISHMENTS NOT DESIRED.

Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

L.4.4. PROPOSAL ORGANIZATION/NUMBER OF COPIES/PAGE LIMITS.

The Offeror shall submit the proposal as set forth in the Proposal Organization Table (Table 1) below. The titles and contents of the volumes shall be defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table 1. The attachments identified in the table shall be separately bound in three-ring, loose-leaf binders.

TABLE 1 PROPOSAL ORGANIZATION TABLE

VOLUME	SECTION	VOLUME/SECTION TITLE	COPIES	PAGE LIMIT
I	Volume Heading	Contract Documentation	Original, 1 Copy and 3 CDs	Itemized below
I	1	Executive Summary	Same as above	5 pages
I	2	Model Contract, Representations and Certifications	Same as above	None
I	3	OCI Mitigation Plan	Same as above	None
I	4	Compensation Plan for Professional Employees	Same as above	None
I	5	Advance Agreement or EVMS Plan	Same as above	None
II	Volume Heading	Technical Capability and Approach	Original, 6 Copies & 3 CDs	200 Pages
II	1	System Capability	Same as above	Included in above
II	2	Systems Engineering	Same as above	Included in above

VOLUME	SECTION	VOLUME/SECTION TITLE	COPIES	PAGE LIMIT
II	3	Deployment and Transition	Same as above	Included in above
II	4	Requirements Matrix (Completed Attachment J.24)	Same as above	None
III	Volume Heading	Management Capability and Approach	Original, 4 Copies, & 3 CDs	Itemized Below
III	1	Project Management Approach and Corporate Experience	Same as above	60 Pages
III	2	Past Performance	Same as above	N/A
III	3	Small Business Utilization	Same as above	None
IV	Volume Heading	Cost/Price	Original, 2 Copies and 3 electronic media storage devices with capacity to hold all PVN files, including the Offeror(s)/Subcontractor(s) Cost Proposal Worksheets on a single device - Use MS Excel 2003 and MS Word 2003.	N/A
IV	1	Completed Schedule B	Same as above	None
IV	2	Total Offered Price	Same as above	None
IV	3	Cost Proposal Worksheets (CPW)	Same as above – Use MS Excel 2003	None
IV	4	Price Volume Narration	Same as above - Use MS Word 2003	None
V		Redacted Copy	Original, 1 Copy	None

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VOLUME	SECTION	VOLUME/SECTION TITLE	COPIES	PAGE LIMIT
			and 1 CD	

L.4.5. PAGE LIMITS.

Page limits shall be treated as maximums. Page limitations apply to the proposal narrative and supporting information. Tables of Contents, Lists of Illustrations, Lists of Tables, Glossary of Acronyms and Abbreviations, and Lists of Appendices do not count against the page limit. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal and (for paper copies) will be returned to the Offeror as soon as practicable. Page limits may 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.

L.4.6. COST OR 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.

L.4.7. CROSS REFERENCING.

Proposals shall completely address the required information in the order in which it appears in this Section. 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. Information required for proposal evaluation, which is not found in its designated volume, will be assumed to have been omitted from the proposal. Illustrations, calculations and schematic documentation may be included to further explain the proposal. If the same supporting documentation is required in more than one place within a single Volume, the proposal may reference the submission in the discussion. If more than one Volume requires submission of the same documentation, the proposal must include the information in each Volume.

L.4.8. 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. Pages shall be individually, sequentially and uniquely numbered.

L.4.9. GLOSSARY OF ABBREVIATIONS AND ACRONYMS.

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each.

L.4.10. PAGE SIZE AND FORMAT.

(1) A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. Except for the reproduced sections of the solicitation document, the text size shall be no less than 12 point, Times New Roman font. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top and bottom and $\frac{3}{4}$ inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall also apply to responses to Evaluation Notices (ENs).

(2) Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inch in size. Foldout pages shall fold entirely within the volume (i.e., to 8.5 x 11 inches when folded). Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 8 point.

L.4.11. BINDING AND LABELING.

Each volume of the proposal should be separately bound in a three-ring loose-leaf binder, which shall permit the volume to lie flat when open. Staples shall not be used. A cover sheet shall bound each book, clearly marked as to volume number, title, copy number, solicitation identification, the Offeror's name and cage code. The same identifying data should be placed on the spine of each binder. Each page shall identify the submitting Offeror in the header or footer.

This program is unclassified. No classified data shall be submitted as part of the Offeror's proposal. 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.

L.4.12. DISTRIBUTION.

Offeror shall submit its proposal in accordance with the instructions in Table 1, Proposal Organization Table. The "Original" proposal shall be identified. Proposals shall be addressed to the Contracting Officer and mailed to:

Commandant (CG-9124)
Attn: Ms. Kerri B. Williams (Contracting Officer)
2100 Second St. SW
Jemal Building, Room 11-0703
Washington, DC 20593

L.4.13. ELECTRONIC OFFERS.

For electronic copies, submit the proposal on Microsoft Windows Operating System-compatible, virus-free CD-ROMs, in either Portable Document Format (PDF) or Microsoft Office 2003 applications. If files are compressed, the necessary decompression program must be included. Each CD shall be properly labeled with solicitation number, Offeror's name, date, volume number, file names, brief description, data restrictions, and cross-references. Use separate files to permit rapid location of all items, including exhibits, annexes and attachments, if any. There is no limit to the number of files or CDs that can be submitted, as long as the page limitations are met. The paper and electronic copies shall be identical in all respects. The paper copy marked "Original" will be the precedent if there are discrepancies between copies. The Offeror shall provide a listing of the file names and the content of each file.

L.4.14. IDENTIFICATION OF PROPOSAL PREPARERS.

As a part of the title pages of the proposal, the Offeror shall identify the parties that authored the proposal and their relationship to the Offeror, if not from the same company.

L.4.15. REDACTED COPY.

The Offeror shall prepare and deliver with the submission of the proposal a version of the proposal that the Coast Guard may release to the public. This version shall be submitted as the Redacted Copy Volume (Volume V) and shall highlight in yellow only information that is proprietary or is a trade secret. The electronic submission may consist of scanned pages in .pdf format.

L.5. PROPOSAL REVISIONS.

If the Government requests revised proposals, Offerors shall submit changes in accordance with the following:

- (1) Proposal revisions shall be submitted as one (1) original paper copy as well as one (1) extra hard copy and two (2) electronic copies on CD ROM disks
- (2) In the upper right corner of each revised page, include the Offeror's name, exact location (volume, section, page number, etc.) within the original proposal, and date of transmittal.
- (3) Changes shall be marked by a change bar in the margin to indicate the changed part of each page.
- (4) If the revision exceeds one page, each page shall be marked with the page number it is replacing and a numerical or alphabetical extension (i.e. 93-a...93-d).
- (5) For each deleted page, a blank page shall be submitted denoted with "page intentionally left blank" and the original page number.

L.6. PROPOSAL INSTRUCTIONS – VOLUME I: CONTRACT DOCUMENTATION.

L.6.1. SECTION 1: EXECUTIVE SUMMARY. In the Executive Summary volume, the Offeror shall provide the following information:

L.6.1.1. Narrative Summary. Include a concise narrative summary of the entire proposal, including significant risks, and a highlight of any key or unique features, excluding cost/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.

L.6.1.2. Table of Contents. The Offeror shall include a master table of contents of the entire proposal.

L.6.2. SECTION 2: MODEL CONTRACT/REPRESENTATIONS AND CERTIFICATIONS. The Offeror shall provide the following information:

- a. The original signed Standard Form 33, Solicitation, Offer and Award, should be clearly marked under separate cover and should be provided without any punched holes. Signature by the Offeror on the SF33 constitutes an offer, which the Government may accept.
- b. A signed SF 33 and Section B with cost/prices and other Offeror information completed.

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- c. A completed Section K, Representations, Certifications, and Other Statements of Offerors. (NOTE: Offerors shall complete electronic annual representations and certifications at <http://orca.bpn.gov> in conjunction with required registration in the Central Contractor Registration (CCR) database.)

L.6.2.1. Technical Data or Computer Software Rights Issues. The Offeror shall provide information regarding any technical data or software computer right issues, as follows:

Offers submitted in response to this solicitation shall identify, to the extent known at the time an offer is submitted to the Government, the technical data or computer software that the Offeror, its subcontractors or suppliers, or potential subcontractors or suppliers, assert should be furnished to the Government with restrictions on use, release, or disclosure.

The Offeror's assertions, including the assertions of its subcontractors or suppliers or potential subcontractors or suppliers, shall be submitted as an attachment to its proposal in the following format, dated and signed by an official authorized to contractually obligate the Offeror:

Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data or Computer Software.

The Offeror asserts for itself, or the persons identified below, that the Government's rights to use, release, or disclose the following technical data or computer software should be restricted:

Technical Data and Computer Software to be furnished with restrictions*	Basis for Assertion**	Asserted rights category***	Name of person asserting restrictions****
(List)*****	(List)	(List)	(List)

*For technical data (other than computer software documentation) pertaining to items, components, or processes developed at private expense, identify both the deliverable technical data and each such item, component, or process. For computer software or computer software documentation identify the software or documentation.

**Generally, development at private expense, either exclusively or partially, is the only basis for asserting restrictions. For technical data, other than computer software documentation, development refers to

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development of the item, component, or process to which the data pertain. The Government's rights in computer software documentation generally may not be restricted. For computer software, development refers to the software. Indicate whether development was accomplished exclusively or partially at private expense. If development was not accomplished at private expense, or for computer software documentation, enter the specific basis for asserting restrictions.

***Enter asserted rights category (e.g., government purpose license rights from a prior contract, rights in SBIR data generated under another contract, limited, restricted, or government purpose rights under this or a prior contract, or specially negotiated licenses).

****Corporation, individual, or other person, as appropriate.

*****Enter "none" when all data or software will be submitted without restrictions.

Date _____

Printed Name and Title _____

Signature _____

(End of identification and assertion)

An Offeror's failure to submit, complete, or sign the notification and identification required above with its offer may render the offer ineligible for award.

If the Offeror is awarded a contract, the assertions identified above shall be listed in an attachment to that contract. Upon request by the Contracting Officer, the Offeror shall provide sufficient information to enable the Contracting Officer to evaluate any listed assertion.

L.6.2.2. Authorized Offeror Personnel. Provide the name, title and telephone number of the company/division POC regarding decisions made with respect to your proposal and who can obligate your company contractually. Identify the individual authorized to negotiate with the Government. Also provide the name, position, and contact information for the person or persons to be notified of the award decision by the Source Selection Authority or designated representative.

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- L.6.2.3. Government Offices.** Provide the mailing address, telephone numbers, 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).
- L.6.2.4. Company/Division Address, Identifying Codes, and Applicable Designations.** Provide company/division's street address, city, state, and country; 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.
- L.6.3. SECTION 3: ORGANIZATIONAL CONFLICT OF INTEREST MITIGATION PLAN.** The Offeror shall identify any and all potential Organizational Conflicts of Interest and detail how each has been managed and will continue to be maintained to ensure to adequately mitigate risks of conflict as required by Section L.2.6.
- L.6.4. SECTION 4: COMPENSATION PLAN FOR PROFESSIONAL EMPLOYEES.** As instructed in Section L.2.3, the Offeror shall submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract.
- L.6.5. SECTION 5: ADVANCE AGREEMENT OR EARNED VALUE MANAGEMENT SYSTEM (EVMS) PLAN.** The Offeror shall provide the documentation required by Section L.2.5.
- L.7. PROPOSAL PREPARATION INSTRUCTIONS – VOLUME II: TECHNICAL CAPABILITY AND APPROACH.**
- L.7.1. GENERAL.**
- L.7.1.1.** Volume II shall be divided into the following sections:
1. System Capability
 2. Systems Engineering
 3. Deployment and Transition
 4. Requirements Matrix

L.7.1.2. If the proposal exceeds threshold requirements in a way that the Offeror considers beneficial to the Government, clearly state this in the narratives and include appropriate supporting documentation. However, the Offeror should support any statement based on a clear understanding of the Coast Guard's missions and the requirements of this RFP. Items that exceed the threshold requirements may be incorporated as part of any resulting contract.

L.7.1.3. The Offeror shall provide narrative that is specific and complete so as to clearly demonstrate a thorough comprehension of all performance requirements and that the proposed solution for NAIS has the capability to effectively support the concept of operations, while conforming to design constraints and meeting requirements for performance, reliability and maintainability. In addition, the Offeror shall clearly articulate how the proposed solution, coupled with the systems engineering, deployment and transition approach effectively support the Government's multi-phased implementation strategy and Government-led permanent support strategy.

L.7.2. SECTION 1: SYSTEM CAPABILITY.

L.7.2.1. Provide a thorough and complete description of the proposed solution with narrative provided for each component of the proposed system, with statements to describe how the proposed NAIS meets or beneficially exceeds the requirements in the PSPEC. The Offeror shall provide a conceptual design. At a minimum, the design shall include:

L.7.2.1.1. The NAIS topology, identifying system components and the constituent services in a manner consistent with the components presented in the PSPEC; and, application architecture with software components which should build and add greater specificity to the proposed topology and the Services Oriented Architecture (SOA) described in the PSPEC.

L.7.2.1.2. Describe how the design supports modular open systems architectures, industry standards (i.e., open standards), configurability, scalability, service-oriented architecture (SOA), commercial product based maintainability, net-centricity, interoperability, technology insertion, and technology refresh throughout the system life-cycle. Also describe to what degree software applications are hardware/vendor agnostic.

L.7.2.1.3. Describe the associated design constraints (beyond those specified by the Government) applicable to the proposed solution, the technical and implementation risks.

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- L.7.2.1.4.** For each system component, the following information shall be provided:
- L.7.2.1.4.1.** A mapping of the system components and their functional capabilities to the PSPEC.
 - L.7.2.1.4.2.** The source of the component. The Offeror shall provide the basis for recommending specific products based on any market research or analysis conducted.
 - L.7.2.1.4.3.** The technical maturity of the component. The majority of components should be COTS/NDI while some others may require development and/or configuration for use in the USCG enterprise environment and to meet the PSPEC. The level of complexity and technical risks and required development associated with delivering each system component and capability shall be fully described. The technical maturity of each component should be demonstrated by providing specific examples of how those components have been successfully deployed within similar business or operational environments and how the requirements or constraints being imposed by the Government are relevant or are expected to influence a change to the existing component.
 - L.7.2.1.4.4.** Design alternatives. Any sub-systems or system components that are conceptual must be clearly identified as such and a detailed description of the anticipated work associated with development, integration and testing provided. Additionally, the Offeror shall indicate the principal risks associated with successful development and integration of these components to meet cost, schedule and performance targets. If a component can be provided via multiple technical alternatives, provide a description of those options, the recommended alternative and basis for recommendation.
 - L.7.2.1.4.5.** Specification of the component interface, including required inputs, expected outputs, assumptions and an indication as to whether the interface is internal to NAIS or external (i.e., accessible by non-NAIS components).
 - L.7.2.1.4.6.** Identify any proposed component hardware or software that does not currently comply with Section 508 (for user interface components) or DHS and Coast Guard Enterprise Architecture (EA) Technology Reference Models (TRM) and Coast Guard IT Products Inventory (ITPI).

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L.7.3. SECTION 2: SYSTEMS ENGINEERING.

L.7.3.1. Describe the approach that will be used to progress the conceptual design to production baseline implementation. If subcontractors, teaming members or other stakeholders play a prominent role, describe their role and responsibilities. The approach description shall, at a minimum, address:

L.7.3.1.1. Systems Engineering Management and Design Planning. Critical systems engineering processes and plans for modeling (e.g., analyzing scalability, capacity, latency and availability requirements), designing, developing, building, integrating and testing a solution meeting SOW, PSPEC and other contractual requirements. In particular, address the System Development Life-Cycle processes and activities planned for integrating the proposed COTS/NDI components and developing any new software code needed to provide the capability offered with the proposed design. Also, address in specific terms how any constraints, uncertainties, technical risks associated with the proposed design will be resolved and mitigated in the design, development, integration, and test processes.

L.7.3.1.2. Testing and Evaluation Method. The proposed testing and evaluation method and specific actions to demonstrate and verify that the system delivered by the Offeror meets requirements for Enterprise Services, system modularity, services oriented architecture, and scalability as well as approach to conduct the integration testing among each Physical Shore Station (PSS), the Enterprise Data Center (EDC), the System Operation Center (SOC), and Sector Command Centers (SCCs).

L.7.3.1.3. Integrated Logistics Design and Planning. The proposed logistics design and planning approach to maximize the system's reliability, supportability and service life and support the Government's intended permanent support approach. In particular, address approach to ensure replacement components and parts will be available for long-term support, and availability of support data specified in the SOW. Also, highlight any features or methods of selecting equipment and applications that will allow the proposed NAIS to be more easily supported and maintained and contribute to lowering life cycle cost over the 15 year service life. Specifically identify any equipment or features proposed that reduce performance interventions, supply support or hardware and software maintenance requirements and efforts.

L.7.4. SECTION 3: DEPLOYMENT AND TRANSITION.

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L.7.4.1. Sector Coverage. The Offerors' proposal must specifically describe approach to conducting the assessment and analysis needed to recommend sites for a Sector that will enable required coverage to be met, in accordance with the PSPEC, at a minimum initial and life cycle cost to the government. Approach to conducting very high frequency (VHF) frequency modulation (FM) propagation analysis, site surveys, and recommending sites for Government approval to meet the NAIS system coverage requirements at a minimum life-cycle cost and environmental impact. Identify and describe the coverage model proposed to be used for Sector Coverage Design efforts. Provide a graphical print out of the coverage expected for the IOC Sectors, including all inputs, calibration factors and other assumptions. Describe other important factors in your analysis in addition to the factors that will contribute to the minimum lifecycle cost and environmental impact.

L.7.4.2. Core and Initial Operational Capability Implementation. Describe the approach that is proposed to be used to plan for, coordinate and implement the core capability and Initial Operational Capability. Describe the risks and complexities (e.g., associated with transition of Increment 1 to Increment 2) and how those are to be addressed to implement the Enterprise Data Center, System Operations Center, Physical Shore Station/Logical Shore Station capabilities for Initial Operational Capability.

L.7.4.3. Post-IOC Services. The Offeror's proposed approach for supporting the NAIS Project in reaching FOC. In particular, describe approach for continued systems engineering services post-IOC, addressing engineering changes, configuration management and technology insertion as required.

L.7.4.4. Transition. The Offeror's proposed approach to transition the NAIS and system documentation to the Government to facilitate full-scale deployment, implementation, operation and support.

L.7.5. SECTION 4: REQUIREMENTS MATRIX.

The Offeror shall complete Attachment J.24, indicating the traceability of the proposal section with each requirement of the PSPEC and SOW. Attachment J.24 is excluded from the page count limitation of Volume II of the proposal.

**L.8. PROPOSAL PREPARATION INSTRUCTIONS – VOLUME III:
MANAGEMENT CAPABILITY AND APPROACH.**

L.8.1. GENERAL.

L.8.1.1. Volume III shall be divided into the following sections:

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As of Amendment 7

1. Project Management Approach and Corporate Experience
2. Past Performance
3. Small Business Utilization

L.8.2. SECTION 1: PROJECT MANAGEMENT APPROACH AND CORPORATE EXPERIENCE.

L.8.2.1. Project Management Approach.

Describe the project management approach, organization and methodologies to meet or exceed the solicitation requirements, to include, at a minimum: staffing (including information requested in L.8.2.2), roles and responsibilities, teaming, subcontractor management, and project planning, monitoring, control, and execution (e.g., work breakdown structure, project scheduling, risk management, and project performance metrics).

L.8.2.2. Key Personnel – Resumes.

L.8.2.2.1. Key personnel are defined as follows: (1) Project Manager, (2) Lead Systems Engineer, (3) Lead Software Engineer, (4) Lead Logistician, and (5) Environmental Manager. The Offeror shall submit resumes for the five key personnel. Each resume is limited to two (2) pages and shall provide the following information:

- a. Name, years of experience, training, unique or special qualifications, current level of security clearance, positions held and tenure
- b. Degrees held and/or other pertinent education. Include date(s), degree(s), and identify the respective college or university from which the degree(s) were received.
- c. Work history as it relates to the anticipated SOW task(s) to be assigned to that individual.
- d. Show connection between individual work histories and the past performance information presented by the Offeror and all team members in the Past Performance Section of this Volume.
- e. Successful accomplishment of challenging tasks relevant to their work assignments.

L.8.2.3. Corporate Experience and Capability.

Describe demonstrated capability and accomplishments through examples of work completed in the past five years which demonstrate a proven knowledge in

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AIS technology and the design, development, integration and implementation of AIS networks, especially in an SOA environment. Provide information on the scope, scale and complexity of past work in relation to this project.

L.8.3. SECTION 2: PAST PERFORMANCE.

L.8.3.1. General. The Offeror shall provide the Commercial and Government Entity (CAGE) codes and DUNS codes for itself and subcontractors. Also, the Offeror shall provide descriptions of no more than five (5) Government and/or commercial contracts relevant to the effort covered by this solicitation that are ongoing or that have been completed in the past five (5) years. The Offeror shall include past performance information for any major subcontractor (as defined by the SOW Section 3.1.1.2.14.3) of the proposed contract. This past performance information should be relevant to the scope of work that they will perform under the contract resulting from this solicitation.

L.8.3.2. Relevant Contracts. Relevant contracts ideally include those involving design and integration efforts utilizing AIS technologies, contracts involving site selection efforts to achieve radio frequency coverage, contracts involving hardware and software installations at multiple sites, and contracts involving software development and the configuration and integration of COTS/NDI hardware and software systems of a similar scope and complexity to that of the NAIS system. Include rationale supporting any assertion of relevance. Note that the Government will not consider performance on a current contract without a performance history of at least 12 months, or a completed contract that concluded more than five years before the date specified for receipt of proposals.

L.8.3.3. Format. The Offeror shall present the information for each contract in the following format:

- a. Name of Offeror or Subcontractor
- b. Program Title
- c. Contract Number
- d. Contract Type
- e. Contract Dollar Value
- f. Period of Performance
- g. Place of Performance
- h. Enter P if performed as a prime Contractor or S if performed as a subcontractor
- i. List of Key Personnel from L.8.2.2 that worked on the Program and their roles
- j. Contracting activity
- k. Customer points of contact with telephone numbers and email addresses for the Procurement Contracting Officer (PCO), the Administrative Contracting Officer (ACO) and the Program Manager (PM)

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- l. Brief description of work performed. Explain the nature of the work involved and the extent the work involved is similar to the NAIS procurement in terms of technology, type of effort (development, production, and maintenance), contract scope and complexity, schedule and risk.
- m. Specific content regarding the contract effort as described in Section L.8.3.4.

L.8.3.4. Specific Content. Offerors shall 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 challenges 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 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. Submittal of quality performance indicators or other management indicators that supports that an Offeror has overcome past problems is required.

L.8.3.5. Past Performance Questionnaires. As soon as practicable, the Offeror shall send out Past Performance Questionnaires (see Attachment J.17) to each of the Offeror's and subcontractor's/teaming members' POC as identified for each relevant contract. The Offeror is urged to ensure that at least two POCs per relevant contract (Program Manager, Contracting Officer, Quality Manager, etc.) submit a Past Performance Questionnaire directly to the Government no less than 5 days prior to the date set for receipt of proposals. Failure to submit early proposal information will not result in Offeror disqualification. The completed Questionnaires shall be faxed by the relevant contract POC directly to the Contracting Officer, at FAX number (202) 475-3912. Offerors shall request POCs contact the Contracting Officer by phone (202) 475-3298 or e-mail, Kerri.B.Williams@uscg.mil prior to transmitting the Questionnaires.

L.8.3.5.1. For commercial contract references, a Client Authorization Letter must be included with the questionnaire to ensure their freedom to respond without liability. A sample of this letter is contained in Attachment J.17, Past Performance Package. The Offeror is required to send the client authorization letter with the Past Performance Questionnaire to each Point of Contact (POC) on commercial contracts. A separate copy of client authorization letter(s) for each commercial contract shall be included in the Offeror's proposal submission for the

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Government's use in the event that additional questionnaires need to be sent by the Government after proposal submittal.

- L.8.3.6.** Past performance information, including questionnaires, and the past performance sources are confidential and are not to be released to anyone outside the Government source selection team.

L.8.4. SECTION 3: SMALL BUSINESS UTILIZATION.

- L.8.4.1.** The Offeror shall submit a Subcontracting Plan addressing small business utilization in accordance with FAR 19.704. The successful Offeror's subcontracting plan will be incorporated as Attachment J.18 to the contract in accordance with the clause of Section I entitled "Small Business Subcontracting Plan (FAR 52.219-9).

- L.8.4.2.** The Subcontracting Plan shall include the Offeror's plans to meet the following Government established goals which are based on the total direct costs associated for the entire effort proposed under this contract:

- a. The degree of small business participation planned, against a 14% goal
- b. Plans to meet the 5% goal covering award to small disadvantaged business, women-owned small business, and service disabled veteran-owned small business concerns

- L.8.4.3.** The Offeror shall address its strategy for utilizing small business concerns in the performance of this contract. In this strategy, the Offeror shall describe:

- a. its approach to identifying small business concerns*;
- b. the extent of participation of small businesses on this contract;
- c. the complexity and variety of the work small businesses are to perform;
- d. past experience in meeting proposed goals and what processes have been implemented to correct inabilities to meet proposed goals; and
- e. how this strategy is consistent with its proposed subcontracting plan and the proposed targets therein.

*Efforts shall include, but not be limited to: sponsoring program specific outreach programs and industry conferences, and establishing Mentor-Protégé relationships with Small Disadvantaged and Woman Owned Small Businesses.

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- L.8.4.4.** The Offeror shall provide the following:
- a. its strategy for utilizing small business concerns;
 - b. its Small Business Subcontracting Plan as an Attachment to its complete, executed Standard Form 33 Package and as an enclosure within Volume IV of its proposal;
 - c. the September 30th Summary Subcontract Reports (SF 295) for the past five years; and
 - d. for verification purposes, a listing of all proposed first tier subcontractors individually by name with their addresses and the appropriate business categories [large (LB), small (SB), SDB, woman owned small (WOSB), HUBZone (HUBZ), veteran-owned small (VOSB), service-disabled veteran-owned small (SD-VOSB), and Historically Black Colleges & Universities/Minority Institutions (HBCU/MI)]. The description of a small business concern is as set forth in 13 CFR 121.105 as determined by the Small Business Administration (SBA) size standard for the specific work being subcontracted. The Offeror shall list all applicable small business categories for which each subcontractor qualifies. NOTE: The Central Contractor Registration database (<http://www.ccr.gov>) will be utilized to verify the small business category or categories of the proposed small businesses in the table. A sample table is provided below:

Name of Subcontractor (1 st Tier only)	Address	Business Category (LB, SB, SDB, WOSB, HUBZ, VOSB, SD-VOSB, HBCU/MI) (List all that apply.)	Principal Product / Service to be Provided	Percent of Total Subcontracted Amount Including All SLINs and All Options
ABC Co.	123 Main St Uptown, CA 01234	LB		
XYZ Co.	456 First Ave Downtown, CA 01234	SB, SDB, WOSB		

**L.9. PROPOSAL PREPARATION INSTRUCTIONS – VOLUME IV:
COST/PRICE VOLUME.**

L.9.1. General.

L.9.1.1. Volume IV shall be divided into the following sections:

1. Completed Section B (CLIN Schedule)
2. Total Offered Price
3. Cost Proposal Worksheets
4. Price Volume Narration

L.9.1.2. The Cost/Price Proposal must be a self-contained document not relying on any other volumes for reference by the government evaluation team. Where sections from other volumes must be duplicated in the Cost/Price Proposal, such as the Contract Work Breakdown Structure, ensure the sections are the same in both volumes. Offeror(s)/Subcontractor submittals shall comply with all of the pertinent instructions for the preparation of a Cost/Price Proposal as contained herein.

L.9.1.3. CLINs/SLINs that require submission of labor rates shall be submitted in dollars and cents rounded to no more than two decimal places. CLINs/SLINs that require submission of a percentage rate shall be submitted as a decimal not to exceed four decimal places. All other CLIN/SLIN prices shall be submitted in whole dollars.

L.9.1.4. All proposals shall include a summary of the total costs by year, including a breakout by each cost element (direct labor, each indirect cost, other direct costs, subcontractor costs, materials and profit/fee). The cost/price proposal must be mathematically correct and all parts must be numerically consistent.

L.9.1.5. Other Than Certified Cost or Pricing Data.

L.9.1.5.1. In accordance with FAR 15.403-1 (b) (1), the contracting officer expects adequate price competition. Therefore, as stated in FAR 52.215-20 Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data (Alternate IV) incorporated at L.2, submission of certified cost or pricing data with the proposal is not required. However, the government reserves the right to require the submission of certified cost or pricing data if the Contracting Officer later determines that none of the exceptions listed at FAR 15.403-1 Prohibition on Obtaining Cost or Pricing Data apply.

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L.9.1.5.2. Other than certified cost or pricing data is required for the Contracting Officer to perform a cost realism analysis. The purpose of the cost realism analysis is to determine that the Offeror/Subcontractor fully understands the requirements of the solicitation and has the ability and capacity to successfully perform the contract at the offered costs and prices. It is the responsibility of the Offeror/Subcontractor to provide convincing evidence supporting this conclusion. Therefore, the information requested herein is required from the Offerors/Subcontractors as applicable.

L.9.1.5.3. Other than certified cost or pricing data is required from the Offeror and from each major subcontractor, interdivisional transfer, and vendor (hereinafter referred to as subcontractor(s)) regardless of tier, whose total price for all effort in response to this solicitation exceeds \$11.5 million dollars.

L.9.1.5.4. The Offeror shall inform all subcontractors of this requirement and will direct all subcontractors who meet the required threshold, to submit the required data directly to the Prime Offeror. If the Subcontractor considers the material to be proprietary and does not want this information disclosed to the Prime Offeror, the Subcontractor may submit the material under signature seal to the Prime Offeror with the package clearly marked as “Proprietary: to be Opened Only by the Government’s Price Evaluation Team.” The Prime Offeror will then submit this unopened data as part of its Cost/Price Proposal.

L.9.1.5.5. When applicable, the Subcontractor’s signature-sealed submittal will be properly identified on its outside cover with the name of the Subcontractor, the name of the Prime Offeror to which the submitted information is applicable, the name of solicitation (NAIS) and the Solicitation Number (HSCG23-08-R-ADA011). Inside the Subcontractor’s submittal, the Subcontractor will provide a point of contact and the appropriate contact information (name, mailing address, voice and fax phone numbers, and email address).

L.9.1.5.6. Other than certified cost and pricing data will be submitted by the Offeror/Subcontractor in the Offeror’s/Subcontractor’s format. This information shall be the most current information available prior to submission.

L.9.1.5.7. Submitted information will show the applicable labor rate, fringes, all overheads, general and administrative costs, profit, and any other factors applied to the labor rates. Labor rates shall be verifiable through the submission of payroll data and/or documentation of forward pricing agreements. Fringes, all overheads, general and administrative costs, profit, and any other factors applied to the labor

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rates shall be verified from the submission of a DCAA audit report or a report from an independent auditor. If the Offeror/Subcontractor has reached an agreement with Government representatives on the use of forward pricing rates/factors, identify the agreement, include a copy, and describe its nature.

L.9.1.6. Adequate Price Competition.

L.9.1.6.1. Offerors shall provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions (such as subcontracts, purchase orders, material order, etc.) meeting or exceeding the previously defined thresholds for submitting other than cost or pricing data. For inter-organizational transfers priced at other than the cost of comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (see FAR 31.205-26(e)).

L.9.1.6.2. Subcontractors who meet or exceed the previously defined thresholds for submitting other than certified cost or pricing data (see L.9.1.5.3) shall provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions (such as subcontracts, purchase orders, material order, etc.) meeting or exceeding the previously defined thresholds for submitting other than cost or pricing data. For inter-organizational transfers priced at other than the cost of comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (see FAR 31.205-26(e)).

L.9.2. SECTION 1: COMPLETED SECTION B CLIN SCHEDULE.

Offerors shall submit a completed copy of Section B, CLIN Schedule. Offerors shall not change the contract types provided in Section B. Prices, rates, and/or fees must be provided for all contract line items (CLINs/SLINs). The values for prices, rates, and/or fees contained in the submitted copy of Section B must accurately represent the information contained in the Offeror(s)/Subcontractor(s) Cost Proposal Worksheets (CPW).

L.9.3. SECTION 2: TOTAL OFFERED PRICE (TOP).

Total Offered Price. Provide a computation of Total Offered Priced (TOP), as defined in Section M.5.3).

L.9.4. SECTION 3: COST PROPOSAL WORKSHEETS (CPW).

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- L.9.4.1.** The Offeror(s)/Subcontractor(s) are required to provide CPW using Microsoft Excel version 2003 to prepare their cost/price proposal. The CPW will consist of one or more Microsoft Excel workbooks with multiple worksheets that provides for the cost/price modeling of all requirements defined by Section 3 of the SOW and is capable of producing the CLIN/SLIN prices offered in Schedule B (summation of some elements is required).
- L.9.4.2.** When completed by the Offeror(s)/Subcontractor(s) the CPW shall provide a detailed cost buildup of all requirements for the base period and all option periods. The CPW shall be sufficiently expanded to the level determined by the Offeror to be necessary, when combined with the accompanying Price Volume Narration (PVN), to convincingly demonstrate that the Offeror/Subcontractor fully understand the requirements of the solicitation. The CPW shall address all hours and rates pertinent to labor, material, major equipment, subcontracted effort, or other items proposed. It must correlate to the Technical and Management Volumes and to the Price, Management and Technical evaluation factors as defined in Section M.
- L.9.4.3.** Subcontractors who meet the threshold requirement to submit other than cost or pricing data, are required to provide CPW using Microsoft Excel version 2003 to model their cost proposal. The CPW and the subcontractor's PVN must be sufficiently detailed to demonstrate that the Subcontractor fully understands the requirements of the solicitation and correlates to the Price, Management and Technical evaluation factors as defined in Section M.
- L.9.4.4.** The CPW shall include indirect cost rates. Offeror(s)/Subcontractor(s) shall explain the methodology for determining these rates and show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates in the PVN.
- L.9.4.5.** Identify in the CPW all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, Federal excise tax on finished articles, etc.). Use the narrative of the PVN to explain the basis for pricing these additional items.
- L.9.4.6.** The CPW shall be self contained and must not rely on external data or links to external sources in its computations. If the CPW consists of multiple workbooks, links to associated files are acceptable. When pasting information into the CPW from an external source, verify that external links are not inadvertently pasted into the CPW.
- L.9.4.7.** Offeror(s)/Subcontractor(s) shall provide a Labor Table within the CPW that includes proposed labor rates for each level of every proposed labor category in the Technical Volume. The proposed rates must be greater
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than zero and must progress in value from the lowest rate at the lowest experience/seniority level in a labor category to the highest rate as determined by the Offeror/Subcontractor at the highest proposed level of experience/seniority in the same labor category.

L.9.4.8. All computations and/or concatenations based on data inputs must be done with formulas. These formulas must not be converted to values or text and all cells shall be un-locked so as to facilitate the Government's determination that the CPW have been constructed with generally acceptable mathematical assumptions and calculations.

L.9.4.9. The formulas in the CPW shall round labor rate CLINs/SLINs to no more than two decimal places, shall round input or computed hour values to no more than two decimal places, shall round percentage rate CLINs/SLINs to no more than four decimal places, and shall round other dollar CLINs/SLINs to whole dollars.

L.9.4.10. Due to the anticipated size and complexity of the Offeror(s)/Subcontractor(s) CPW, it shall be submitted in electronic format only.

L.9.5. SECTION 4: PRICE VOLUME NARRATION (PVN).

L.9.5.1. The Offeror shall provide a PVN to narrate and/or explain inputs to the Offeror(s)/Subcontractor(s) CPW. The PVN is to be used to explain the basis for estimated hours, labor rates, labor categories, burden rates, escalation, etc. Where and when applicable, repetitive explanations are not required, an electronic bookmark to prior information is acceptable.

L.9.5.2. The PVN shall include an index, appropriately referenced, of all the information accompanying or identified in the Cost/Price Proposal.

L.9.5.3. The PVN shall provide a clear and convincing explanation supporting the Offeror/Subcontractor's understanding of the requirements of the solicitation and that they have the ability and capacity to successfully perform the contract at the offered price. Where and when applicable this shall include, but is not limited to:

L.9.5.3.1. An explanation of the judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data.

L.9.5.3.2. A proposed labor rate in the Cost/Price Proposal for each level of every proposed labor category in the Technical Volume. The proposed rates must be greater than zero and must progress in value from the lowest rate at the lowest experience/seniority level in a labor category to the

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highest rate as determined by the Offeror/Subcontractor at the highest proposed level of experience/seniority in the same labor category.

L.9.5.3.3. For every level of a labor category where the Offeror/Subcontractor has proposed a rate, the PVN shall include a description of the level of experience/seniority for the labor category and documentation or narration describing the basis of the rate.

L.9.5.3.4. A narrative of the hours associated with a particular task and the basis for the proposed hours including; an explanation as to whether or not the task is subject to improvement or learning, what rate of improvement has been used, the statistical data supporting the rate of improvement, and the distribution curve of the hours.

END OF SECTION L