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DEFENSE INTELLIGENCE AGENCY

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Ordering Guide

Version 1.0: April 1, 2021

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www.dia.mil/Business/SITE-III

*Notice: The official version of the SITE III Ordering Guide is posted at www.dia.mil/Business/SITE-III.
Any printed copy is considered superseded.*

Please submit proposed changes and comments on NIPRNet to: DIA_SITE_III@DODIIS.MIL

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Welcome to the DIA CIO's SITE III Ordering Guide

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1. Introduction

Solutions for the Information Technology Enterprise III (SITE III) is a 10-year Indefinite Delivery/Indefinite Quantity (IDIQ) contract following the Enhanced Solutions for the Information Technology Enterprise (E-SITE) IDIQ contract that provided the centralized and synchronized acquisition of information technology (IT) capabilities for the Chief Information Office (CIO) at the Defense Intelligence Agency (DIA).

The SITE III IDIQ contract addresses evolving Information Technology needs vital to the security of the United States. The SITE III IDIQ contract facilitates worldwide coverage for integrated IT intelligence requirements and technical support services to the DIA and National Geospatial-Intelligence Agency (NGA). It also supports business process reengineering/development, performance measures and metrics, feasibility studies, IT systems architecture development and planning, research, design, engineering and/or development of systems, and fielding and installation of systems with capabilities developed during the design and engineering phase.

This guide provides end user customers and Contracting Officers with instructions for using the SITE III IDIQ contract. It also provides guidance for obtaining decentralized ordering authority and outlines procedures and process flows for identifying SITE III Task Order requirements through Task Order award. The SITE III IDIQ contract terms are identified and explained to facilitate the ordering process.

The Defense Intelligence Agency, Chief Financial Officer (CFO), also known as the Virginia Contracting Activity, is the contracting organization with overall contractual responsibility for the SITE III IDIQ contracts as the Procuring Contracting Office (PCO). The DIA CIO is the customer organization responsible for program management and technical oversight of the basic contracts. The SITE III Program Manager (PM) and supporting Program Management Office (PMO) serve as the CIO's designated office of responsibility for managing and administering functional and technical oversight of the program.

The SITE III IDIQ contract features decentralized ordering with NGA and is designed as a flexible and responsive end-user solution with acquisition streamlining advantages.

The latest version of the SITE III Ordering Guide and copies of the contracts can be accessed on the following SITE III websites or by request to DIA_SITE_III@dodiiis.mil.

NIPRnet www.dia.mil/Business/SITE-III
 JWICS *JWICS URL (TBD)*

Notice: This guide is not intended to take precedence over any aspects of the contracts. In the event of any conflict between the information in this guide and the terms and conditions of the contract, the contract is the binding document.



2. Scope

The SITE III IDIQ contract supports both classified and unclassified programs on multiple security domains. The services and capabilities supported by the SITE III IDIQ contract provide responsive, flexible, adaptive, and timely solutions to satisfy current and future IT requirements.

SITE III Task Orders are issued under FAR 16.505 and must provide each awardee a fair opportunity to be considered for each order, except as FAR 16.505 (b)(2) or FAR 19.504 applies. A solicitation synopsis in beta.SAM.gov is not required or recommended for Task Orders issued against indefinite delivery contracts, except per FAR 16.505(a)(4) and (11), and FAR 16.505(b)(2)(ii)

SITE III Task Orders shall be within the SITE III IDIQ scope, issued within the ordering period, and be within the maximum value of the SITE III IDIQ contract.

Agencies supported by this contract vehicle are DIA and NGA.

2.1. Contract Terms

The SITE III Multiple Award IDIQ uses the following terms and provisions:

Contract Terms	SITE III
Contract Ceiling	The aggregate total of all orders placed against all SITE III contracts shall not exceed \$12.6B over the life of the contract
SITE III IDIQ Ordering Period	Life of the SITE III IDIQ contract; inclusive of: <ul style="list-style-type: none"> • Base period of five (5) years from March 2, 2021 to March 1, 2026 • Five (5) 12-month option years from March 2, 2026 to March 1, 2031
Task Order PoPs	Task Order PoPs may be for up to five (5) years total <ul style="list-style-type: none"> • One (1) base year • Four (4) 12-month option years • One 6-month extension of services may be included (total of 5 years and 6 months)
Pricing Structure	Include, but not limited to: Fixed Price: including FPAF, FPIF, & FPIFF Cost Type: including CPAF, CPFF & CPIF Labor Hour, T&M, and Hybrid
Performance-Based Contracting	Preferred method for acquiring services
Fair Opportunity to be Considered	Subject to FAR 16.505 and DFARS 216.505-70



2.2. SITE III Requirements

Section C of the SITE III IDIQ contracts contains a description of the services that are within the scope of work for a SITE III Task Order. Customers should clearly identify the SITE III task areas that are applicable to the work defined in their requirement documents.

A summary of major services and support considered within the scope of the SITE III IDIQ contract consists of the major six (6) task areas identified below and paragraphs 5.1 through 5.6 of Section C of the SITE III IDIQ Contract. The Section C document may be found at www.dia.mil/Business/SITE-III.

- 5.1. Enterprise Activities and Services
- 5.2. Infrastructure Development/Sustainment
- 5.3. Application Development and Sustainment
- 5.4. Other Special Services
- 5.5. Support Core Functions
- 5.6. Cybersecurity Services

2.3. SITE III Pricing Structure

The SITE III contract offers multiple pricing arrangements to allow the contracting office to select the contract type most appropriate to the circumstances of the Task Order.

2.4. Performance Based Service Acquisitions (PBSA)

PBSA involves acquisition strategies, methods, and techniques that describe and communicate measurable outcomes rather than direct performance processes. PBSAs are structured around defining a service requirement in terms of performance objectives and providing contractors the latitude to determine how to meet those objectives. This is a method for acquiring *what is required* and placing the responsibility for *how it is accomplished* on contractors. Although Firm Fixed Price contracts are preferred for PBSAs, they are not always the best solution (FAR 37.102(a)(2), Public Law 106-398, section 821a). Contract-type decisions involve an assessment of the agency's requirements and the uncertainties involved in performance when selecting the Task Order type. The contracting office will follow their internal procedures and regulatory requirements when developing types and structures that place the appropriate degree of risk, responsibility, and incentives, targets, adjustment formulas, and performance and evaluation criteria on the Contractor for optimum performance. Frequently Asked Questions (FAQ) regarding the use of the SITE III contract are provided in Appendix A.

2.5. SITE III Contract Line-Item Numbers (CLINs)

SITE III IDIQ contract has established six (6) CLINs for the base period and each of the option years based on the type of pricing required in a Task Order. They are defined below. The customer should work with the contracting office to determine the appropriate CLIN structure for the task order.

- CLIN 1001 – Minimum Guarantee (DIA use only)
- CLIN ####2 – O&M Services IAW the SOW
- CLIN ####3 – RDT&E Services and Deliverables IAW the SOW



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- CLIN ###4 – Travel IAW the SOW
- CLIN ###5 – Procurement Supplies and Provide Deliverables IAW the SOW
- CLIN ###6 – Contract Data Requirements Lists (CDRLs)
- CLIN ###7 – Surge



3. Compliance with SITE III Acquisition Plan

3.1. Contractor versus Government Performance

OMB Circular A-76 has been considered and the SITE III IDIQ is compliant. The SITE III IDIQ shall not be used to replace Government employees.

3.2. Inherently Governmental Functions

Consideration was given to the subpart FAR 7.503(c) conditions, and contractors will not be performing inherently governmental duties. Each task order will be examined to ensure that no Inherently Governmental Functions will be performed.

3.3. Information Assurance Compliance

Each Task Order issued under the SITE III IDIQ contract must be screened for compliance with applicable information assurance statute, policies, and procedures. The customer (requiring activity) is responsible for providing the requirements (PWS/SOO/SOW) that meet information assurance requirements as specified in DFARS Subpart 239.7102; inspection and acceptance methods and criteria; a determination as to whether the IT requires protection against compromising emanations; and a determination as to whether the IT being acquired constitutes a “mission critical” or “mission essential” capability as defined in DoDI 5000.2, Operation of the Defense Acquisition System.

3.4. Time and Material (T&M) Task Orders

Prior to issuance of a T&M task order under SITE III, a Determinations and Findings (D&F) required by FAR 16.601(d) and DFARS 216.601(d) must be executed.



4. SITE III Team

4.1. Procuring Contracting Officer (PCO)

The DIA CFO4B4 Section Chief serves as the SITE III PCO. The SITE III PCO has overall contractual responsibility for the SITE III IDIQ contracts. The SITE III PCO's responsibilities include:

- Performing all administrative functions associated with the contracts, including issuance of modifications, final decisions, explanations of terms and conditions and contract interpretation.
- Managing all protests, claims and contract litigation associated with the original IDIQ SITE III contracts (not individual Task Orders).
- Ensuring program and procedural compliance with the Federal Acquisition Regulation (FAR), DoD FAR Supplement (DFARS), FAMRS-Q10.001, DIA Acquisition Regulation Supplement (DARSI), and other governing regulations, policies, laws, and statutes.
- Upon request, providing guidance to the DIA Contracting Officers and the NGA Decentralized Contracting Office (DCO) executing Task Orders under the SITE III contracts.

4.2. SITE III Program Management Office (PMO)

The SITE III PMO Team Lead in DIA CIO designates a Portfolio Manager to each SITE III Task Order who provides cradle to grave acquisition support for each task order. The Portfolio Managers provide timely and accurate support to financial offices, Contracting Officers (KOs), Awardees and CORs in the coordination, preparation, and execution of all SITE III requirements. PMO is responsible for program management and technical oversight of the SITE III IDIQ contracts. The PMO is responsible for providing guidance to the DIA program managers in developing the task order requirements package (TORP) including Performance Work Statements (PWS), Statements of Objectives (SOO), Statement of Work (SOW), Independent Government Cost Estimates (IGCE), Quality Assurance Surveillance Plans (QASP), and Proposal Evaluation Criteria.

The SITE III PMO responsibilities for DIA include:

- Arranging/facilitating pre-solicitation conferences.
- Managing the allocation of contract ceiling on behalf of the PCO.
- Conducting Program Management Reviews including Quarterly Business Reviews (QBRs).

4.3. DIA Customer (End-User) Responsibilities

The requiring organization is responsible for the following:

- Identifying the requirement,
- Ensuring funds are available by date of task order award,
- Preparing the PWS, SOO or SOW (guidance available from the SITE III PMO),
- Developing Proposal Evaluation Criteria,



- Initiating the Procurement Planning Conference (PPC),
- Initiating the PALT using the ARTT tool,
- Preparing other documentation to ensure the TORP is complete,
- Reviewing contractor's proposal for technical approach/technical costs,
- Providing written technical evaluation document,
- Supporting the Contracting Officer as needed in negotiations,
- Coordinating assignment of a COR and ACOR,
- Performing technical surveillance,
- Monitoring the QASP and documenting positive and negative contractor performance,
- Completing Contractor Performance Evaluation (CPE) reports,
- Ensuring all deliverables have been submitted and meet Task Order requirements,
- Reporting any suspected fraudulent activities by SITE III contractors to the DCO/PCO for possible referral to the cognizant Office of the Inspector General (IG),
- Reporting the outcomes of any investigations conducted to the DCO/PCO and the SITE III PM, and
- Performing Award Fee review and evaluation activities, if applicable.

4.4. Task Order Contracting Officer Responsibilities

DIA and NGA Task Order Contracting Officers are responsible for the following:

- Receiving Task Order package from requesting organization,
- Seeking SITE III IDIQ PCO endorsement/approval if Fair Opportunity exemption is intended (refer to paragraph 6.6),
- Reviewing the PWS, SOO, or SOW and Proposal Evaluation Criteria,
- Developing the Source Selection Plan,
- Ensuring Funding Documentation is accurate,
- Requesting proposals from contractors (all, some or one as appropriate),
- Receiving proposals and leading source selection proceedings,
- Conducting discussions (unless awarded without discussions),
- Awarding the Task Order (provide copy to SITE III IDIQ PCO DIA_SITE_III@dodiis.mil),
- Administering the Task Order,
- Resolving Task Order disputes, claims and protests,
- Ensuring past performance is completed in accordance with agency procedures for each Task Order,
- Conducting close-out procedures,
- Ensuring all orders issued are subject to the terms and conditions of the IDIQ contract, and
- Ensuring the SITE III IDIQ contract takes precedence in the event of conflict with any Task Order.

In addition to the normal processing of Task Orders, the issuing contracting office for the Task Order also has the ultimate responsibility for:

- Ensuring that the SITE III IDIQ PCO is provided copies of all Task Orders and modifications issued against SITE III IDIQ contracts within 15 days of issuance,



- Appointing a COR and ACOR and specifying their duties/responsibilities under SITE III Task Orders,
- Providing a copy of the COR and ACOR appointment letters to the SITE III PCO,
- Ensuring that the SITE III PCO and PM receive timely information on any issues or problems with the Task Order,
- Providing information copies of reports to the SITE III PCO required by FAR, DFARS and statute as applicable, and
- Reporting fraudulent activities or investigations regarding SITE III contractors to the DIA Inspector General (IG) office through the SITE III PCO and PMO.

4.5. COR/ACOR Responsibilities

The SITE III PCO will designate a COR and ACORs for the IDIQs by letter of appointment. Task Order Contracting Officers are responsible for designating the COR and ACORs for the Task Orders.

The COR:

- Obtains Service/Agency required training for CORs,
- Serves as focal point for all task activities and acts as primary point of contact for contractors, including submission and management of contractor security clearance requests,
- Assists the Government Program Manager with technical oversight of the Task Order and ensures adherence to the terms and conditions of the Task Order and SITE III contract,
- Is not authorized to make commitments or changes that may affect price, quality, quantity, delivery or other terms and conditions of the IDIQ contracts and the Task Order and may be held personally liable for unauthorized acts,
- Conducts final inspection and acceptance of Task Order services and deliverables,
- Accepts Task Order services, receives any materials purchased, receives and reviews deliverables, and performs contractor surveillance in accordance with the QASP,
- Participates in the SITE III COR Administration Program,
- Maintains a complete record of required COR folders in the SITE III SharePoint Task Order library, and
- Ensures accuracy of invoices.



5.NGA Ordering

5.1. Service or Agency Sponsoring Activity

DIA administers the SITE III IDIQ contract centrally but authorizes decentralized ordering by NGA. SITE III is available for use by NGA whose Information Technology (IT) requirements are within the scope of the SITE III IDIQ Statement of Work (SOW).

5.2. Decentralized Contracting Office (DCO)

The designated NGA Decentralized Contracting Office is empowered to place orders in accordance with the terms and conditions of the SITE III IDIQ contracts, SITE III ordering guidelines, the FAR, DFARS, or applicable Service/Agency procedures. The DARS clauses in the SITE III IDIQ are specific to DIA only.

For questions concerning a requirement and whether or not it can be supported under the SITE III IDIQ, contact should contact the SITE III IDIQ PCO at DIA_SITE_III@dodis.mil. The Requiring Activity is responsible for recommending the “in scope” determination, assisted by their DCO and the SITE III PM as necessary.

The SITE III IDIQ PCO will not make any judgments or determinations regarding Task Orders awarded under the SITE III IDIQ contracts by a DCO, except in cases where sole source or limited competition Task Orders are intended. All issues, including protests and disputes must be resolved in accordance with individual agency procedures and/or oversight. Upon request, the SITE III IDIQ PCO is available to provide guidance to Ordering Contracting Officers executing orders under the SITE III IDIQ contracts.

The DCO is responsible for acquisition planning. The requiring activity will follow their internal processes for planning the requirement, requesting approval, and documenting the acquisition process for each Task Order.

5.3. Security Responsibilities

DIA and NGA requirements owners are responsible for their own contractor personnel security management to include the processing and maintenance of security clearance approvals for contractors according to their guidelines.

Over the course of the SITE III IDIQ contract, occasionally contractor personnel will need to move between Task Orders that may be serviced by different Security Organizations (e.g., moving from a completed DIA Task Order to a new NGA Order). Pursuant to reciprocity procedures, requests for transferring Contractor personnel with SCI billets between Services or Agencies will comply with Intelligence Community Policy Directive (ICPD) 704.2. The COR is responsible for this coordination.

As a courtesy among SITE III sponsored activities, and to reduce any potential “down-time” while clearance requests are being processed by the new security office, each losing COR and



managing Security Office are encouraged to aid in this transition by maintaining the existing security position for 90 days beyond the Task Order before the Contractor employee is entirely “read-off” by the losing organization (this is fully allowable because the primary IDIQ Contract with the Contractor’s personnel is still in force). It is requested that a 90-day perm-cert for this transition period from the losing Security Office to the new Security Office be performed to provide to the Government with the ability to immediately engage the contracted services of the transitioning employees.



6. Initiating a SITE III Task Order (TO)

6.1. Types of Requirement Documents

The SITE III IDIQ contract is a Performance Based Service Acquisition (PBSA) vehicle for the delivery of IT services. Upon identification of a requirement, the customer shall specify the performance specifications for meeting the requirement via a Performance Work Statement (PWS), Statement of Objectives (SOO) or Statement of Work (SOW). A sample PWS can be found in Appendix B.

6.2. The Purchase Request Package

Upon confirmation by SITE III PMO that the requirement is appropriate and recommended to be within scope for SITE III IDIQ contract, the requiring activity should use SITE III templates provided in this guide along and other individual Service /Agency procedures to prepare and process the procurement package to initiate a SITE III Task Order. The SITE III Checklist will assist the customer in understanding what is required for the procurement package prior to submission to the contracting activity (Appendix I).

Requiring and contracting activities should perform due diligence in planning for and funding the requirement, gaining all necessary approvals and documenting the acquisition process for each Task Order.

6.3. Acquisition Plan

A SITE III IDIQ level acquisition plan was completed as part of the SITE III IDIQ acquisition, therefore, the acquisition plan is not required for DIA initiated task orders.

An Acquisition Plan may be required by the NGA ordering office in accordance with NGA procedures. The format and completion of this plan will be defined and accomplished in accordance with NGA guidelines.

6.4. Market Research

A Market Research report is required by FAR 10.002. The Market Research performed for the SITE III IDIQ contract is valid for the first 18 months of the IDIQ (2 March 2021- 2 Sep 2022) in accordance with FAR 10.002 (b)(1). After this initial 18 month period is over, Market Research should be conducted for Task Orders exceeding the Simplified Acquisition Threshold (\$250,000). Market Research should consider the IT marketplace and other existing contracts in addition to SITE III.

Market Research is required when at least one of these conditions apply:

1. To restrict competition in accordance with FAR 16.505(b)(2), *Exceptions to the Fair Opportunity Process*.



2. There are at least 2 qualified small business concerns among the SITE III contract holders to justify limiting competition exclusively to small business concerns or socio-economic categories.
3. Small business set-aside criteria imposed by FAR 19.502-2(b) cannot be met.

The format for this report is defined and accomplished in accordance with DIA or NGA guidelines.

6.5. Task Order Requirements Package (TORP)

The TORP contains several documents prepared by the customer (end-user or COR) that are required by the KO for developing the Task Order and executing the acquisition. Included among these are the following key documents:

- Performance Work Statement (PWS), Statement of Work (SOW), or Statement of Objective (SOO) and any supporting data clarifying the requirements to be satisfied by the contractor (Appendix B).
- Quality Assurance Surveillance Plan (QASP) (Appendix C).
- Independent Government Cost Estimate (IGCE) (Appendix D).
- Source Selection Evaluation Criteria (Appendix E).
- Purchase Request.
- COR Nomination Letter.
- Price/Cost Spreadsheet Template (To be used by vendors to submit their Price/Cost proposal).

DoD Contract Security Classification Specifications (DD Form 254) and any supplements or attachments as required by the specific Agency are required for Contractors working in classified facilities or using classified IT systems in fulfillment of requirements.

The requirement description should be written to encourage contractors to propose their best approach to accomplishing task order objectives. The PWS, SOO, or SOW developed by the customer will include the work to be performed, locations of work, list of equipment to be supported and/or maintained at each location, list of deliverables, performance standards, documentation standards, acceptance criteria, performance schedule, and any special requirements, (i.e., security clearances, deployment, travel, special knowledge) in sufficient detail to permit accurate estimation of cost, hours, and other resources and completion date (as applicable) by the contractor(s).

The customer shall also propose the type of Task Order recommended, (e.g., Fixed Price, Cost Reimbursable, Labor Hour, Time and Material) provide the IGCE, the proposed evaluation criteria, and a QASP that specifies (1) all work requiring surveillance; and (2) the method of surveillance, pursuant to FAR 46.401.

All required deliverables, such as reports and technical manuals, must have a complete description. One approach to documenting these requirements is to use a contract data requirement listing (CDRL), DD Form 1423. Another approach is to use a table of deliverables within the PWS or SOO.



Assistance from SITE III contractors (Prime or Sub-contractors) in developing a procurement package is strictly prohibited.

6.6. Placing Orders

Unless an exception to the fair opportunity process is used, or a small business set-aside is selected, all SITE III awardees will be provided a fair opportunity to be considered for each order. SITE III is governed by FAR 16.505(b), Orders under Multiple Award Contracts. Under this governance, Contracting Officers will provide each contractor a fair opportunity to be considered for each Task Order exceeding \$3,500.00. All contractors will receive the Request for Proposal (RFP) with the exception of those Task Orders in which competition is limited to Small Business, or those afforded exemption by FAR 16.505(b).

Prior to issuing Task Orders under the SITE III IDIQ contract, it must be determined by the ordering authority whether to:

- Compete the Task Order among all SITE III IDIQ contract holders unless it can be determined the task order may be competed as a set-aside for only the small business contract holders or other socio-economic categories pursuant to FAR 19.502-2(b). Business size may be a determining factor in the fair opportunity decision. Accordingly, the ordering activity may offer any requirement to the small business contract holders or specific socio-economic categories only. (See FAR 19.000 (a)(3))
- Restrict competition in accordance with FAR 16.505(b)(2), *Exceptions to the Fair Opportunity Process*. Use of any of the exemptions afforded by FAR 16.505(b), Orders under Multiple Award Contracts, must be documented by the requiring activity and approved as required by DFARS 216.505-70 and DFARS PGI 216.5. Reminder: DCOs should contact the SITE III IDIQ PCO for guidance and endorsement prior to formalizing acquisition plans for sole source or limited competition Task Orders. Such sole source or limited competition Task Orders are not authorized on SITE III without prior written authorization and approval of the SITE III IDIQ PCO. These types of Task Orders should rarely occur.

NOTE to DCOs: The SITE III contract (LAW FAR 52.219-14) requires that, for total small business set-asides, “at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the [Offeror]”. The 50% rule applies at the Task Order level.

6.7. Order Duration

Task Orders may be awarded at any time during the ordering period of the SITE III IDIQ contract. The SITE III IDIQ ordering period is for a base period of five years and five one-year options.

Base Period: Begin Date 2021/03/02 – End Date 2026/03/01
 Option Year 1: Begin Date 2026/03/02 – End Date 2027/03/01
 Option Year 2: Begin Date 2027/03/02 – End Date 2028/03/01
 Option Year 3: Begin Date 2028/03/02 – End Date 2029/03/01
 Option Year 4: Begin Date 2029/03/02 – End Date 2030/03/01
 Option Year 5: Begin Date 2030/03/02 – End Date 2031/03/01



Task Order issuance beyond the current IDIQ Base Period is dependent upon the SITE III IDIQ PCO exercising the associated ordering period option of the SITE III IDIQ contracts.

The Task Order period of performance end-date is not dependent upon the current SITE III IDIQ ordering period end date (potentially 1 March 2031). However, the Task Order period of performance start date must fall within the SITE III current ordering period. Ensure that the Task Order term is consistent with the Agency's policy, regulatory/statutory restrictions, and appropriation limitations on Task Order duration and funding. Ordering activities may consider the use of options in Task Orders, that when exercised, extend the Task Order's period of performance. All SITE III Task Orders may contain option periods. In accordance with FAR 17.204, Task Orders are limited to a maximum performance period of 60-months unless approved by higher authority for a longer duration. Contact the SITE III KO for additional guidance.

6.8. Request for Proposal

The ordering activity shall provide the Request for Proposal (RFP) to every SITE III IDIQ contract awardee, to small business contract awardees, or specific socio-economic categories when set-aside procedures are used. The RFP will dictate the contract type, estimated Task Order start date, period of performance and will include the work specification, evaluation criteria (e.g., relevant experience and past performance), the order of importance of the criteria, instructions for submission of a technical and cost/price proposal, submission past performance information; any special requirements (i.e., security clearances, travel, special knowledge); any other information deemed appropriate for the respective order; and deadline for receipt of proposals.

6.9. Evaluation

Award of competitive Task Orders will be made to the contractor whose proposal is the most advantageous to the Government based on an integrated assessment of evaluation criteria. Each solicitation will explain the selection criteria that the proposals will be evaluated against and the order of importance of the criteria. FAR 16.505 (b)(ii) states:

The contracting officer may exercise broad discretion in developing appropriate order placement procedures. The contracting officer should keep submission requirements to a minimum. Contracting officers may use streamlined procedures, including oral presentations. If the order does not exceed the simplified acquisition threshold, the contracting officer need not contact each of the multiple awardees under the contract before selecting an order awardee if the contracting officer has information available to ensure that each awardee is provided a fair opportunity to be considered for each order. The competition requirements in part 6 and the policies in subpart 15.3 do not apply to the ordering process. However, the contracting officer shall—

(A) Develop placement procedures that will provide each awardee a fair opportunity to be considered for each order and that reflect the requirement and other aspects of the contracting environment;



(B) Not use any method (such as allocation or designation of any preferred awardee) that would not result in fair consideration being given to all awardees prior to placing each order;

(C) Tailor the procedures to each acquisition;

(D) Include the procedures in the solicitation and the contract;

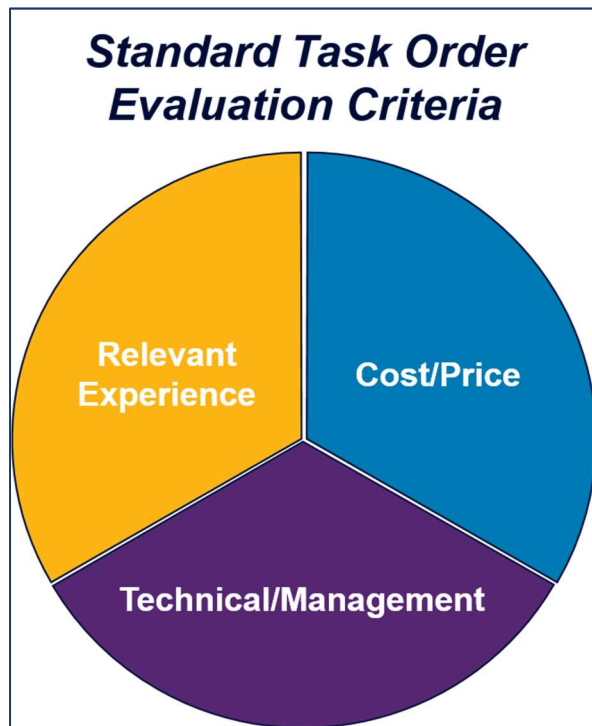
(E) Consider price or cost under each order as one of the factors in the selection decision;

(F) Except for DoD, ensure the criteria at 15.101-2(c)(1)-(5) are met when using the lowest price technically acceptable source selection process; and

(G) Except for DoD, avoid using the lowest price technically acceptable source selection process to acquire certain supplies and services in accordance with 15.101-2(d).

In the technical factor, relevant experience should be given sufficient evaluation weight to ensure that it is meaningfully considered throughout the source selection process and will be a valid differentiator among the Task Order proposals received. A sample of evaluation criteria that might be used is provided in Appendix E.

The ordering activity shall evaluate all proposals received using the evaluation criteria stated in the RFP. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable.



Note: Requiring Activities are responsible for providing the appropriate technical evaluation criteria with the competitive procurement package. This includes relevant experience, technical approach, CMMC, security, SCRM and past performance, as required. The ordering offices will provide the price/cost evaluation criteria.

Additional evaluation factors relevant to the particular Task Order may be considered in the awards under this contract. The following factors are examples:

- Specific Technical Expertise.
- Management Approach.
- Optimum Technical Solution.
- Delivery Schedule or Turnaround Time.
- Manning levels by labor categories (labor mix).
- Other factors the customer believes relevant to the award of an order.

6.10. Award

Once evaluations are complete, an authorized source selection official will make an award decision and document the rationale for his/her decision. Prior to making a decision, copies of all evaluations will be prepared and provided, and a complete award recommendation package assembled to document the selection process and serve as evidence that the fair opportunity to be considered rule was applied, unless an exception was taken under FAR Part 16.505(b)(2).

At a minimum, the award decision will include:

- A statement indicating whether announcement of the Task Order requirement was made to all contractors eligible for receiving an award for the task requirement, or if an exception to a fair opportunity to be considered rule was cited (cite the exception).
- The selection criteria /methodology used to evaluate the competing contractors.
- The results of the evaluation.
- The rationale for the recommendation of the Task Order awardee, including a summary of any negotiations conducted, cost/price analysis and best value analysis.

FAR 16.505(b)(5) Ordering, states that the KO shall document in the Task Order file the rationale for placement and price of each Task Order, including the basis for award and the rationale for any tradeoffs among cost or price and non-cost considerations in making the award decision. This documentation need not quantify the tradeoffs that led to the decision. The contract file shall also identify the basis for using an exception to the fair opportunity process. If the agency uses the logical follow-on exception, the rationale shall describe why the relationship between the initial Task Order and the follow-on is logical (i.e., in terms of scope, period of performance or value). The document supporting the award should be sufficiently detailed to clearly explain why the contractor was selected for award.

In accordance with FAR 16.505(a)(10)(i)(A), the ordering agency's award decision on each order is generally not subject to protest under FAR Subpart 33.1 except when an order increases the scope, period, or maximum value of the IDIQ contract, or an order is valued in excess of \$25M (per 10 U.S. Code 2304c(e) and FAR 16.505(a)(10)(i)(B)(2)). If required, an Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures in the contract.

The ordering activity will then place the order with the contractor that represents the best value and will adhere to published ordering procedures (reference FAR 16.505 and terms of the SITE III contract). After award, the ordering activity will provide timely notification to unsuccessful Offerors. If an unsuccessful Offeror requests information on an award that was based on factors other than price alone, an explanation of the basis for the award decision shall be provided IAW debriefing requirements in FAR 16.505.

6.11. Contents of Task Orders

Each Task Order will contain:

- Date of order,
- Contract number and order number,
- Contract line-item number (CLIN) and description, quantity, and price,



- Delivery/Performance schedule,
- Place of performance,
- Identification of contract option periods,
- Accounting and appropriation data,
- Work Specifications (PWS / SOO / SOW),
- Quality Assurance Surveillance Plan (QASP),
- Service Deliverable Summaries, as applicable (CDRL),
- DD Form 254 (Contract Security Classification Specifications) as applicable,
- Any Government-furnished property, material, equipment, or base support to be made available for performance under the Task Order,
- Contractor Proposal as applicable, and
- Contract Clauses as applicable.

Task Orders will be issued in writing on a DD Form 1155 (Order for Supplies and Services). Decentralized orders will adhere to the numbering sequences specified in DFARS 204.16. DIA has not yet modified its contract software to comply with the 2016 change in the numbering system are required by the DFARS. Task Order numbers 0001 thru 9999 are reserved for DIA use. NGA may use any numbering system provided it does not conflict with either of these numbering systems.

Agency Specific Clauses and Additional FAR Clauses: Provisions and clauses that supplement the FAR, which are prescribed and included in authorized agency acquisition regulations and issued within an agency to satisfy the specific needs of the agency, may be added at the Task Order level so long as they are not inconsistent with the terms of the SITE III IDIQ contract.

Existing Status of Forces Agreements (SOFA): Contact SITE III PMO at DIA_SITE_III@dodis.mil for guidance on OCONUS contract requirements.

6.12. Organizational Conflicts of Interest

Due to the nature and scope of the work encompassed in the SITE III IDIQ, the Government requires that there be no conflict of interest which would preclude the awardee from performing any portion of PWS, SOO, or SOW regardless of whether it intends to subcontract that portion.

If any Offeror or proposed subcontractor has an OCI, or if any Offeror or proposed subcontractor has taken or proposes to take any steps to avoid, neutralize, or mitigate an OCI and the Offeror believes the conflict is adequately addressed, the Offeror must notify the Government and must submit an OCI Mitigation Plan with its proposal. Failure by an Offeror that has identified an actual or potential OCI to submit an OCI Mitigation Plan with its proposal shall be considered grounds for disqualification.

IAW 5552.209-9007 Organizational conflict of interest certification (APR 1984).

The Offeror warrants, to the best of its knowledge and belief, that (1) there are no relevant facts that could give rise to organizational conflicts of interest, as defined in FAR 9.5; or (2) the Offeror has disclosed all relevant information



regarding any actual or potential organizational conflicts of interest. Offerors are encouraged to inform the contracting officer of any potential conflicts of interest, including those involving contracts with other foreign or domestic government organizations, before preparing their proposals to determine whether the Government will require mitigation of those conflicts. If the successful Offeror was aware, or should have been aware, of an organizational conflict of interest before award of this contract and did not fully disclose that conflict to the contracting officer, the Government may terminate the contract for default.

6.13. Post-award Notices and Debriefing of Unsuccessful Awardees for Task Orders Exceeding \$6 Million

The Task Order KO shall notify unsuccessful awardees via a post-award notification when the total price of a Task Order exceeds \$6M per FAR 16.505(b)(iv). For Task Orders in excess of \$6 million, unsuccessful awardees will receive, at a minimum:

- The number of Offerors solicited.
- The number of proposals received.
- The name and address of each Offeror receiving an award.
- Total contract price.
- In general terms, the reason(s) the Offeror's proposal was not accepted, unless the price information readily reveals the reason, in no event shall an Offeror's cost breakdown, profit, overhead rates, trade secrets, manufacturing processes and techniques, or other confidential business information be disclosed to any other Offeror.

If a debriefing is requested by an unsuccessful awardee, the procedures at FAR 15.506 Post-Award Debriefing of Offerors shall be followed. A summary of the debriefing shall be included in the Task Order file. Post-Award Notices and Debriefings for Task Orders less than \$6 million are also encouraged but are not required.



7. The SITE III Task Order Reporting Tool

The SITE III PMO has implemented web-based services and capabilities designed to support SITE III CORs and a multi-vendor environment for the management of the SITE III IDIQ contracts and individual SITE III Task Orders. This includes the data management services necessary for storing and processing task order information in support of planning, awarding, monitoring, tracking and producing task order and IDIQ management reports. This information system, consists of a SharePoint on Intelink-U/IntelShare. Users must be a DoD CAC holder and request access through DIA_SITE_III@dodis.mil.



8. Post Award/Administration of Task Orders

The Task Order KO will perform all required administrative functions, including closeout procedures on their respective orders.

8.1. Reporting Contractor Performance Evaluations

As required by their Agency, the requesting organization COR or Program Manager shall be responsible for past performance assessment reporting for SITE III Task Orders as required by regulation. Although DIA and NGA are exempted from using the Contractor Performance Assessment Reporting System (CPARS) and Past Performance Information Retrieval System (PPIRS), CORs and Program Managers are responsible to provide copies of any Contractor Performance Evaluations (CPE) to the SITE III PM to be included in the overall quality assurance program for the SITE III IDIQ contracts.

Past performance evaluations may be used in the “selection process” for determining award (see FAR 16.505 Ordering). The Federal Acquisition Regulation Part 42.15 requires that past performance evaluations shall be prepared for each Task Order with a period of performance, including options, exceeding one year. Agencies shall prepare an evaluation of contractor performance for each Order that exceeds the simplified acquisition threshold placed under a task. Agencies shall retain past performance reports in accordance with their Agency procedures.

8.2. Task Order Closeout.

Task Order KOs are required to provide a Task Order completion statement to the SITE III IDIQ PCO verifying that all terms of the contract have been met and there are no remaining open items. Closeout procedures (FAR 4.804 and 4.805) shall include a release of claims from the contractor. KOs are strongly encouraged to utilize quick closeout procedures in FAR 42.708, when applicable, because it is a faster method of completing the closeout process. It allows the KO to negotiate the indirect rates rather than waiting for the cognizant Administrative Contracting Officer (ACO) to negotiate the final indirect rates.



9. List of SITE III Prime Contractors

Prime Offeror	Contract Number
22nd Century Technologies, Inc.	HHM402-21-D-0003
Accenture Federal Services, LLC	HHM402-21-D-0004
Advanced Systems Development, Inc./Team ASD	HHM402-21-D-0005
Agile Defense, Inc.	HHM402-21-D-0006
AT&T Corp.	HHM402-21-D-0007
BAE Systems Technology Solutions & Services, Inc.	HHM402-21-D-0008
BE (Buchanan & Edwards)	HHM402-21-D-0009
BIA (Boeing Intelligence & Analytics)	HHM402-21-D-0010
BoozAllenHamilton	HHM402-21-D-0011
CACI	HHM402-21-D-0012
CGI Federal, Inc.	HHM402-21-D-0013
Data Systems Analysts, Inc. (DSA) / TeamDSA	HHM402-21-D-0014
Deloitte	HHM402-21-D-0015
GDIT	HHM402-21-D-0016
Illuminate Mission Solutions (Cyberspace Solutions, LLC dba Illuminate Mission Solutions)	HHM402-21-D-0017
IndraSoft, Inc. (ISI)	HHM402-21-D-0018
Intrepid Solutions and Services, LLC	HHM402-21-D-0019
Jacobs Technology, Inc.	HHM402-21-D-0020
Leidos	HHM402-21-D-0021
M.C. Dean, Inc.	HHM402-21-D-0022
ManTech	HHM402-21-D-0023
MetroStar	HHM402-21-D-0024
NGSC (Northrop)	HHM402-21-D-0025
Novetta Inc.	HHM402-21-D-0026
Octo Consulting Group, Inc.	HHM402-21-D-0027
Parsons Government Services, Inc.	HHM402-21-D-0028
Perspecta Enterprise Solutions, LLC / Team Perspecta	HHM402-21-D-0029
SAIC	HHM402-21-D-0030
Smartronix	HHM402-21-D-0031
Solutions By Design II, LLC	HHM402-21-D-0032
SOS International, LLC (SOSi)	HHM402-21-D-0033
Team BI /Business Integra Technology Solutions, Inc.	HHM402-21-D-0034
TELESIS Corporation/Team TELESIS	HHM402-21-D-0035
The Buffalo Group, LLC	HHM402-21-D-0036



Prime Offeror	Contract Number
Trowbridge & Trowbridge, LLC	HHM402-21-D-0037
UGROUP ByteCubed dba U Group	HHM402-21-D-0038
WWTAS (World Wide Technology Government Services)	HHM402-21-D-0039
1CyberForce, LLC	HHM402-21-D-0040
Actionable Solutions Group	HHM402-21-D-0041
Aderas, Inc.	HHM402-21-D-0042
AEEC, LLC	HHM402-21-D-0043
Alpha Omega Integration, LLC	HHM402-21-D-0044
AnaVation, LLC	HHM402-21-D-0045
AOC Connect, LLC	HHM402-21-D-0046
Armedia, LLC	HHM402-21-D-0047
ASIRTek Federal Services, LLC	HHM402-21-D-0048
AttainX, Inc.	HHM402-21-D-0049
Bowhead Total Enterprise Solutions, LLC	HHM402-21-D-0050
Braxton-Grant Technologies, Inc.	HHM402-21-D-0051
BridgePhase, LLC/Team BridgePhase	HHM402-21-D-0052
Castalia	HHM402-21-D-0053
Cedge Software Consultants	HHM402-21-D-0054
cFocus Software Incorporated	HHM402-21-D-0055
Choisys Technology, Inc.	HHM402-21-D-0056
CKA, LLC / Team CKA	HHM402-21-D-0057
clearAvenue, LLC/ Team clearAvenue	HHM402-21-D-0058
Competitive Range Solutions, LLC (CRS)	HHM402-21-D-0059
Creative IT Solutions, LLC	HHM402-21-D-0060
Cyber and Engineering Excellence (CE2) JV	HHM402-21-D-0061
CyberPeak Innovations, LLC	HHM402-21-D-0062
DAn Solutions, Inc.	HHM402-21-D-0063
Data Intelligence Technologies, Inc.	HHM402-21-D-0064
Datastrong, LLC	HHM402-21-D-0065
Derivative, LLC	HHM402-21-D-0066
DigiFlight, Inc. (Team DigiFlight)	HHM402-21-D-0067
Diverse Systems Group, LLC	HHM402-21-D-0068
DKW Communications, Inc.	HHM402-21-D-0069
Dynamo-VariQ Joint Venture (DVJV)/Team DVJV	HHM402-21-D-0070
Dynanet Corporation	HHM402-21-D-0071
Edgewater Federal Solutions, Inc.	HHM402-21-D-0072
EnDepth Solutions, LLC	HHM402-21-D-0073
Enhanced Veterans Solutions (EVS), Inc.	HHM402-21-D-0074
Epsilon Inc.	HHM402-21-D-0075
E-volve Technology Systems, Inc.	HHM402-21-D-0076



Prime Offeror	Contract Number
Expression Networks, LLC	HHM402-21-D-0077
Federated IT, Inc.	HHM402-21-D-0078
Fortem Services Group, LLC	HHM402-21-D-0079
Full Visibility, LLC	HHM402-21-D-0080
Fusion Technology, LLC	HHM402-21-D-0081
Futron, Inc.	HHM402-21-D-0082
GCubed Enterprises, Inc. / Team GCubed	HHM402-21-D-0083
George Consulting, LTD	HHM402-21-D-0084
Graham Technologies, LLC / Team GRAHAM	HHM402-21-D-0085
Halvik Corp (Halvik)	HHM402-21-D-0086
Highlight Technologies, LLC_	HHM402-21-D-0087
HPI Solutions, LLC	HHM402-21-D-0088
Imperative Critical Infrastructure Protection, LLC	HHM402-21-D-0089
IMPRES Technology Solutions, Inc.	HHM402-21-D-0090
Information Management Group, Inc. (IMG)	HHM402-21-D-0091
Information Technical Strategy	HHM402-21-D-0092
iNovex Information Systems, Inc.	HHM402-21-D-0093
Integrated Computer Solutions, Inc. (ICS)	HHM402-21-D-0094
Intelligent Innovations Group	HHM402-21-D-0095
InterImage, Inc.	HHM402-21-D-0096
Invictus International Consulting, LLC	HHM402-21-D-0097
IPT Associates, LLC (IPT)/IPT Team	HHM402-21-D-0098
iSenpai, LLC	HHM402-21-D-0099
ISPA Technology	HHM402-21-D-0100
IT Concept	HHM402-21-D-0101
Kingfisher Systems, Inc.	HHM402-21-D-0102
Lentech, Inc.	HHM402-21-D-0103
Manta Group, LLC	HHM402-21-D-0104
MicroTech	HHM402-21-D-0105
Navitas Business Consulting, Inc.	HHM402-21-D-0106
Netorian	HHM402-21-D-0107
New River Systems Corporation	HHM402-21-D-0108
Nisga'a Data Systems, LLC	HHM402-21-D-0109
NOVA-Dine, LLC	HHM402-21-D-0110
NucoreVision, Inc. (CTA Team Lead)	HHM402-21-D-0111
Obsidian Solutions Group	HHM402-21-D-0112
Occam Solutions, Inc / Team Occam	HHM402-21-D-0113
Paradyme Management, Inc.	HHM402-21-D-0114
Patriot, LLC	HHM402-21-D-0115
Plus3 IT Systems, LLC (Plus3 IT)	HHM402-21-D-0116



Prime Offeror	Contract Number
Probity Inc.	HHM402-21-D-0117
Pueo Prescient Edge	HHM402-21-D-0118
Quadrant, Inc.	HHM402-21-D-0119
Red Arch Solutions, Inc.	HHM402-21-D-0120
RIVA Solutions, Inc.	HHM402-21-D-0121
RTL Networks, Inc.	HHM402-21-D-0122
Saliency Technologies LLC	HHM402-21-D-0123
Secure Innovations, LLC	HHM402-21-D-0124
Seneca Telecommunications, LLC d/b/a Seneca Solutions	HHM402-21-D-0125
SHINE Systems, LLC	HHM402-21-D-0126
SHR Consulting Group, LLC	HHM402-21-D-0127
SNA International, LLC/Team SNA	HHM402-21-D-0128
SOFTEK FEDITC, LLC (SOFITC)	HHM402-21-D-0129
Spathe Systems LLC	HHM402-21-D-0130
Spiral Solutions & Technologies, Inc./Team Spiral	HHM402-21-D-0131
Spry Methods, Inc.	HHM402-21-D-0132
Storage Strategies, Inc./SSI	HHM402-21-D-0133
SydanTech, LLC (Team SydanTech)	HHM402-21-D-0134
Synertex, LLC	HHM402-21-D-0135
Systems Plus, Inc. / Team Systems Plus	HHM402-21-D-0136
TEAM IMTAS/Innovative Management & Technology Approaches, Inc. (IMTAS)	HHM402-21-D-0137
Team LTG (LinTech Global, Inc.)	HHM402-21-D-0138
TekSynap Corporation	HHM402-21-D-0139
Technical and Management Resources, Inc. (TMR)	HHM402-21-D-0140
TENICA and Associates LLC	HHM402-21-D-0141
Veteran's First, LLC / Team Veteran's First	HHM402-21-D-0142
Vexterra Group	HHM402-21-D-0143
Volant Associates, LLC	HHM402-21-D-0144
Webworld Technologies, Inc. dba WTI	HHM402-21-D-0145
Yahya Technologies, LLC (DBA Y-Tech, LLC)	HHM402-21-D-0146



10. List of Appendices

Appendix A. Frequently Asked Questions

Appendix B. SITE III Task Order PWS Template and Instructions

Appendix C. Quality Assurance Surveillance Plan (QASP) Instructions

Appendix D. Preparing Independent Government Cost Estimates

Appendix E. Source Selection Criteria

Appendix F. Instructions to Offerors and Evaluation Criteria

Appendix G. Acronyms



Appendix A. Frequently Asked Questions

- Question:** How long does it take to get my task order awarded under the SITE III IDIQ?
Answer: Please use the Acquisition Requirement Timeline Tool (ARTT) or NGA equivalent.
- Question:** What is different about the Purchase Request (PR) process and required attachments for a SITE III Task Order?
Answer: The PR process is the same already used within an Agency and necessary PR documents/attachments are those dictated by regulatory procedures, but some documents may have slight differences or prescribed formats to accomplish a SITE III Task Order. All the common PR attachments used for writing a requirement for a service contract are required by SITE III. The specific documents and formats that have been modified for use with SITE III Task Orders are (all others follow existing Agency acquisition practices):

PWS or SOO: To expedite and standardize the processing of Task Orders, a generic task order template has been established for the preparation of the SOO or PWS. This template format for the SOO and/or PWS is required for SITE III and is Appendix D. This task order template replaces the individual templates for the PWS and SOO in previous editions.

IGCE: An Independent Government Estimate Excel Spreadsheet is provided on the SITE III web-site which contains sample labor categories and rates to be used for the base period and option years.

SITE III Checklist: Format provided in Appendix L of the SITE III Ordering Guide.
- Question:** What does the SITE III InteLink/IntelShare SharePoint offer the COR?
Answer: SITE III SharePoint provides government stakeholders and SITE III vendors a document sharing environment to support the full lifecycle of task orders, including SITE III reference materials, tools, and templates. It provides an electronic COR folder for every task order, and the COR determines and controls who has permission and access to their task order folders. It also serves as a convenient place for vendors to submit their deliverables.
- Question:** How do I get started if I am not sure exactly where to start or how to prepare my Task Order Requirements Package?
Answer: Contact your SITE III KO to determine if SITE III is an appropriate acquisition vehicle for the anticipated IT requirements. The SITE III PMO will also help in guiding you on preparing and refining the requirement. Then define and document the requirements in the form of a PWS, SOO, or SOW and prepare the other supporting documentation (e.g., independent government estimate, source selection plan) as required by your KO.
- Question:** Are there any restrictions, (critical, limited, or contingency) on SITE III requirements?
Answer: There are no restrictions.



6. **Question:** What is the lead-time until award of Task Orders under SITE III?

Answer: The proposal lead-time is not dictated by the basic SITE III contract; but established within each solicitation for a Task Order proposal. Once the customer has completed the required PR documentation and submitted the request to the contracting office for review and processing, the request will be submitted to the Contractors for proposals. Customarily, Contractors should be afforded a reasonable amount of time to compile a Task Order proposal, typically 15 to 30 calendar days depending on the size and complexity of the Task Order to which they must respond. The KO will require an evaluation panel be convened to review the proposals and make a recommendation for source selection. Ultimately, the Source Selection Authority and the KO will make a determination of the selected contractor and negotiate as necessary.

Note: Due to the potential complexity of a given SITE III order and/or its extensive evaluation criteria, the actual lengths of time from initiating the request to completing a signed Task Order can vary significantly.

7. **Question:** Who evaluates the technical proposals for each prospective Task Order?

Answer: The technical evaluation should be accomplished in accordance with Agency policy (normally by the requiring PM/COR and other requirements personnel within the activity who have responsibility for the requirement).

8. **Question:** Who issues modifications to Task Orders under SITE III?

Answer: The modifications to individual Task Orders will be issued by the cognizant KO within the requiring activity with responsibility for administration of the Task Order.

9. **Question:** Can contractors receive debriefings on competitive Task Orders?

Answer: If requested by the contractor, debriefings will be provided either orally or in writing above \$6M. Awardee notification is provided via e-mail or letter.

10. **Question:** Can contractors protest the award of a competitive Task Order?

Answer: Yes, if the Task Order's aggregated amount is in excess of \$25M, or if the order increases the scope, period, or maximum value of the contract under which the Task Order is issued (see FAR 16.505 (a) (10)(i)(A)).

11. **Question:** Is an EEO clearance required for each order issued under SITE III that exceeds \$10M?

Answer: EEO clearance was obtained for each of the prime awardees. However, if a proposal for a Task Order includes a first-tier subcontractor performing over \$10M, EEO clearance must be obtained for that subcontractor.

12. **Question:** Can a vendor 'no bid' a task?

Answer: Yes.

13. **Question:** Do I have to prepare a determination and findings (D&F) memo to justify the type of order I issue?



Answer: If the resultant Task Order will be a T&M, the D&F must be prepared, signed, and coordinated by the cognizant KO.

14. **Question:** Must the Agencies follow the ordering instructions in the contract with regard to Small Business set-aside?

Answer: Yes

15. **Question:** When, if ever, would you have to obtain a Certificate of Current Cost and Pricing Data?

Answer: Only in accordance with FAR 15.403. This should be a rare occurrence.

16. **Question:** Will DIA sponsor all security clearances?

Answer: No. Each Agency is responsible to provide security services for Task Orders initiated by their KO. The Task Order DD 254 will define the servicing security office of responsibility.

17. **Question:** How will requests from a COCOM be handled (i.e., will they need to sign an IA)?

Answer: If DIA is the responsible contracting office for the COCOM element making the request (e.g., JIOC), no IA is required.

18. **Question:** Are there any costs incurred by using the SITE III contracts (e.g., fixed or percentage usage fees)?

Answer: There are no fixed or percentage usage fees for SITE III.

19. **Question:** Do you have to fully fund a base year before the Task Order is awarded?

Answer: No, the SITE III contract allows for incrementally funded Task Orders. When task orders are incrementally funded, they will state the amount of funds allotted to the order and the estimated date of performance through which the funds will sufficiently cover.

20. **Question:** Is the process for issuing CAC Cards (CONUS or OCONUS) defined in the contract?

Answer: No. Issuance of Common Access Cards is the responsibility of the Customer/COR in accordance with their Agency policies. The COR should take the appropriate actions required for issuing CACs to Contractor personnel.

21. **Question:** What does the customer have to do to exercise an option year?

Answer: As long as the options have been solicited, evaluated, and awarded in the Task Order, you simply need to provide the funding for the options (may be incrementally funded), complete the performance evaluation for the past year, and provide notification to the KO of your intent to be exercised the option. You should do this NLT 90 days prior to the start date of the option (in accordance with the SITE III IDIQ contracts, notification to the vendors must be performed 30 days prior and awarded NLT 14 days prior to the end of the current period of performance. The option years shall be exercised exactly as awarded in the original Task Order. If changes are required, they must be renegotiated prior to exercise of the option (be sure to plan for additional lead time). If you do have changes, contact your KO and SITE III PMO on how to handle these changes.



Appendix B. SITE III Task Order PWS Template and Instructions

(Instructions: Replace or delete all Blue text when completing Task Order)

Project Title: Provide a short, descriptive title of the work to be performed.

Organization: Provide the complete Customer/Agency name and address.

1. BACKGROUND

Insert a brief overview to describe the need for the services, the current environment, and the office's mission as it relates to this requirement.

2. SCOPE

Insert a clear description of the objectives of the proposed task order. Indicate which SITE III contract task area(s) apply to the work to be performed. Include a high-level view of the procurement, its objectives, size, and projected outcomes. State whether it is an on-going or one-time requirement. Do not include anything that would not contribute to the expected result. Do include impacts/implications.

3. REQUIREMENTS

Insert a narrative of the specific performance requirements and standards or tasks that make up the performance requirements. Describe the work in terms of the required output, i.e., what is expected from the contractor, rather than how the work is to be accomplished or the number of hours to be provided. Number the tasks sequentially, e.g., Task 1-Title of Task and description, Task 2-Title of Task and description, etc. The requirement must be defined sufficiently for the contractor to submit a realistic proposal and for the government to negotiate a meaningful price or estimated cost.

Describe the specific tasks and services required, including the results that will be provided to the Government. Be specific and include all results required under this request for services.

4. APPLICABLE DOCUMENTS

List any standards, regulatory, or policy documents that are relevant to work. Include necessary information such as title, document number, date, etc., and state where documents can be obtained. State which portions of the documents apply, if applicable.

5. INCENTIVES

Some efforts are more conducive to use of incentives than others. Incentives should be used when they will encourage better quality performance. They may be either positive, negative, or a combination of both. Incentives may be monetary or non-monetary. Incentives do not need to be present in every performance-based contract as an additional fee structure. In a fixed price



contract, the incentives would be embodied in the pricing and the contractor could either maximize profit through effective performance or have payments reduced because of failure to meet the performance standard.

Positive incentives. Actions to take if the work exceeds the standards. Standards should be challenging, yet reasonably attainable.

Negative Incentives. Actions to take if work does not meet standards.

If applicable, tie incentives to those work/tasks which are most critical and for which risk of failure is high. An example of proposed input:

Incentives will be used? No ___ Yes___

If “YES” complete the following – otherwise delete this section of text

The following incentives are provided:

- 5.1
- 5.2
- 5.3

6. DELIVERABLES

Review paragraph 3 to document the deliverables - state what the Government expects the contractor to deliver and the required milestones and frequency. Examples are:

Para	Description of Deliverable	Distribution	Format	When and how often
3.x	Project Plan	1 softcopy to COR	Microsoft Project	10 Days after Start w/ongoing updates as required by COR
3.x	Monthly Status Reports	1 Hardcopy 1 softcopy	MS Word	10 th of each month
3.X	Quarterly Business Reports	1 softcopy	MS Power Point	TBD days after the end of each fiscal quarter
3.x	Quality Assurance & Surveillance Reports	1 softcopy	MS Excel	12 th of each month

7. CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED

Required? ___ No___ Yes___ If YES, complete the following:

The contractor shall meet the following requirements (provide references defining certification):



Include only those items that are required to successfully complete the task.

Examples are:

- Certifications in a particular program or field of study
- Knowledge of a particular software program, type of equipment, etc. (Para 3.x)

8. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

(Note: Refer to the Appendix C for further guidance on completing a QASP.)

Para	Task/ Deliverable	Performance Standard	Acceptable Quality Level	Method Used/ Frequency

9. PERIOD OF PERFORMANCE

Example:

The base period of performance shall commence upon award for period of 24 months with options to renew for three 12-month periods.

10. PLACE OF PERFORMANCE

The place of performance is _____.

<OR>

All work shall be performed at the contractor facility.

11. OPERATIONAL HOURS

Indicate the number of hours to be worked each week and any restrictions, if applicable, and whether performance will be required outside of normal business hours, i.e. evenings, weekends, and shift work.

Examples:

Work will be performed _____ hours per week during normal business hours, Monday-Friday, excluding Federal holidays.

Shift Work: No ___ Yes ___ / M ___ Tu ___ W ___ Th ___ F ___ Sa ___ Su ___

On-Call: No ___ Yes ___

12. OVERTIME

Required? No ___ Yes ___ Number of Hours per Week _____



13. GOVERNMENT FURNISHED EQUIPMENT, INFORMATION, BADGE, KEYS AND/OR FACILITIES PROVIDED

GFE Provided? No ___ Yes ___ Indicate whether the Government will be providing any tools, equipment, documents or facilities to the contractor.

If Yes, the Government will provide the following GFE: _____

Example: The Government will provide contractor personnel with an office environment typically provided to Government personnel that includes workstations, facsimile, telephones and computers with access to the Internet and local area network (LAN).

14. SAFETY ISSUES

Safety Issues? No ___ Yes ___

If yes, the following safety issues that may affect performance: _____

Insert any safety issues that may affect performance such as expected lifting of materials or objects up to specified weights; exposure to hazardous conditions such as gases or fumes, solvents or grease; or possible performance in adverse or uncomfortable environmental conditions such as excessively hot or cold weather.

Reimbursable Safety Equipment Required? No ___ Yes ___

If yes, the anticipated amount is: Cost: \$ _____

If Contractor's are being sent to a high-risk area, contact the PCO for additional guidance on wording for this section.

15. SECURITY

Work under this Task Order requires the following minimum clearance (select one):

___ UNCLASSIFIED ___ SECRET ___ TOP SECRET ___ TOP SECRET (SCI)

Additional Information:

16. REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)

Travel or reimbursable expenses are required? No ___ Yes ___

[If "Yes", complete for travel, conferences and training (to the degree possible) indicate the expected locations, frequency, and duration.]



The contractor will be required to travel to other locations in support of the tasks described in this Performance Work Statement (if conferences or training is required, list here and include a justification). Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the COR that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Joint Travel Regulation (JTR) and FAR 31.205-46. Materials and subcontracts will be reimbursed at actual cost, including allocable material handling costs, as applicable, in accordance with FAR 52.232-7 - PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS. [ADD OTHER CLAUSES HERE AS APPROPRIATE].

17. NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

18. GOVERNMENT CONTRACTING OFFICERS REPRESENTATIVE (COR)

The government COR will provide general instructions on limitations and deadlines and is responsible for the administration of the Task Order in compliance with the contract to include inspection and acceptance of deliverables.

19. INTERNATIONAL SERVICES

International Services Required? NO YES

If YES, Complete the information below for the type of support required-- otherwise delete all the text from here down:

 Permanent TDY Deployed

Country(s):

 Country has: SOFA MOU TRADE ACT or Other

 Country has: SOFA MOU TRADE ACT or Other



Appendix C. Quality Assurance Surveillance Plan (QASP) Instructions

1. Purpose

This Quality Assurance Surveillance Plan (QASP) provides a systematic method to evaluate performance for the stated contract. The Government or the contractor can write the QASP, in accordance with FAR 37.604 (Quality Assurance Surveillance Plans).

This QASP explains the following:

- What will be monitored.
- How monitoring will take place.
- Who will conduct the monitoring.
- How monitoring efforts and results will be documented.

This QASP does not detail how the contractor accomplishes the work. Rather, the QASP is created with the premise that the contractor is responsible for management and quality control actions to meet the terms of the contract. It is the Government's responsibility to be objective, fair, and consistent in evaluating performance. In addition, the QASP should recognize that unforeseen and uncontrollable situations may occur.

The QASP shall be in accordance with FAR 46 (Quality Assurance).

NOTE: When using a PWS, the QASP is prepared by the Government and accompanies the PWS. When using a SOO, the Government may require the contractor to propose the QASP rather than having the Government develop it.

2. Reports

A signed report is verification that tasks have been performed or deliverables have been received (at the **Green** level) and meet the Government standards for quality, timeliness and quantity such that payment is authorized. In cases where services or deliverables are rated **Yellow** or **Red**, report immediately to the KO. This is a two-step process. First, develop a four-part QASP:

- Tasks or deliverables to be completed (what will be monitored?)
- Performance standard (what is expected?)
- Acceptable quality level/compliance level (what constitutes acceptance?)
- Surveillance method/frequency (how will you perform your check? i.e., random sampling, customer complaint, etc.)

Second, perform surveillance as performance progresses and document the results. Surveillance will be performed in accordance with a method listed below.

Document surveillance on the QASP worksheet if a deliverable is **Yellow** or **Red**. Do not sign a receiving report where any deliverable is marked **Yellow** or **Red** without immediately reporting the quality concern to the KO. Periodically, the KO will request a copy of the worksheet to document the official Task Order file.



3. Acceptable Surveillance Methods

Random Sampling: This method is designed to evaluate performance by randomly selecting and inspecting a statistically significant sample. Random sampling is highly recommended for large quantity, repetitive activities with objective and measurable quality attributes. Software is available to help establish sampling procedures and manage data.

One Hundred Percent Inspection: This method may be too expensive for most cases. 100% inspection is used for stringent performance requirements when safety and health is a factor.

Periodic Inspection: This method, sometimes called “planned sampling,” consists of the evaluation of tasks selected on other than a 100% or random basis.

Direct Observation: Direct observation of services and products is used to survey the requirements. Observations can be performed periodically or through 100% surveillance. The observations are documented in a surveillance log.

User Survey: This method combines elements of validated user complaints and random sampling. A random survey is conducted to solicit user satisfaction. This is appropriate for high quantity activities which have historically been satisfactory.

Compliance Level and Date: This method is used to determine whether the required services or deliverables meet the Acceptable Quality Level on the QASP. It will be used to provide documentation for deficiencies requiring payment adjustment (when afforded by contract provision) or other action from the contractor. The compliance block is filled out using a color code (**Green, Yellow, or Red**):

Green: Deliverable required has been met in a satisfactory manner.

Yellow: Deliverable required is not being consistently met satisfactorily; attention is needed in certain areas.

Red: Deliverable is not being met; requires Contracting Officer/Contractor attention.

A deliverable rated **Yellow** or **Red** will need detailed documentation explaining the rating. This will be used to help the KO determine the course of action, in accordance with the terms of the contract, to resolve quality issues.

4. QASP Sample

Task/Deliverable	PWS/ SOO Para.	Performance Standard	Acceptable Quality Level	Method Used/ Frequency	Compliance Level and Date
Documents produced in final form using standard software packages	3.1	Format in accordance with regulation 12.4, deadlines met, error-free on final document	Most drafts in full accordance with regulation; on time and error free on final document	Random Sampling/ Weekly	Green (date)
Predictive/preventative maintenance	3.2	Remedial maintenance services	System availability must be 95% during	Direct Observation/	Red (date)



UNCLASSIFIED

		performed, and problem resolution completed within specific timeframe	the hours 0800-1600. Response times within 4 hours of request.	Each occurrence	
Database developed and deployed	3.3	Validated against Oracle Database 10g R2	Data calculations are error-free	Periodic Inspection/ Quarterly	Green (date)
Responses to user inquiries	3.3	Response made within one hour of receipt	No more than 3 valid customer complaints per month	User Survey at Completion	Yellow (date)



Quality Assurance Surveillance Plan (QASP)

PWS TITLE: _____

Task Order Number: _____

(See Instructions for assistance in completing this worksheet)

Task/Deliverable	PWS/SOO Paragraph	Performance Standard	Acceptable Quality Level	Method Used/Frequency	Compliance Level and Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Agency COR Signature/Date: _____

Contracting Official Signature/Date: _____

Page ____ **of** ____ **Pages**



Appendix D. Preparing Independent Government Cost Estimates

1. Overview

The Independent Government Cost Estimate (IGCE) is the Government's estimate of the resources and projected cost of the resources a contractor will incur in the performance of a contract. These include costs items such as labor, surge requirements, supplies, equipment, travel, transportation and some indirect costs such as material overhead. The data provided in the IGCE Guide is not intended to cover every possible SITE III Task Order, but rather explains elements of cost within the general context of their use. The IGCE should include only those applicable to and developed from the PWS, SOO, or SOW in describing the products and services to be acquired.

The IGCE is developed by the customer (requiring activity) and used to establish a realistic price/cost for budget purposes. In addition, the Contracting Officer uses the IGCE for technical and management information. The IGCE is the baseline for evaluation of a realistic task order price/cost. Format and contents of the IGCE will vary in accordance with the complexity and value of the requirement.

NOTE: The IGCE is a procurement sensitive document and should be handled accordingly. Access to the IGCE shall be on a need-to-know basis.

2. SITE III IGCE Process

The first consideration in developing the IGCE is establishing a mindset as if the developers would be working in a commercial environment. Standards, practices, and procedures that are normally used by industry should be used as the basis for developing the IGCE.

All requirements submitted to your supporting contracting office require an IGCE. For SITE III, the IGCE is determined using an Excel Workbook available from the SITE III PMO. The workbook contains all the major elements required to calculate a SITE III IGCE. It includes a labor spreadsheet which has the appropriate labor rates by labor category and location of each contract year for estimation purposes, a set of ODC spreadsheets for capturing the most common types of ODCs such as travel, equipment, etc. (it can also be extended for other special ODC or cost requirements), and finally a top-level spreadsheet which summarizes all the costs associated with the proposed Task Order.

3. Determining a SITE III Labor Estimate

To determine the IGCE projected labor costs for SITE III Task Orders, use historical information, on-line pricing tools, or personal knowledge of the labor rates. You may refer to the GSA, Contract–Awarded Labor Category (CALC) tool at <https://calc.gsa.gov/>. CALC provides labor costs that are fully burdened (Contractor's overhead, G&A, and fee costs). CALC provides research and price analysis for professional labor categories across a database of GSA contract awarded prices.



4. Determining SITE III Other Direct Costs (Price Estimates)

The Other Direct Costs category provides an estimate of the types and quantity of material, equipment, and travel necessary for the contractor to perform the work you expect to accomplish. For work in non-US locations, consider relocation, housing and dependent tuition costs. These costs can be charged directly against the specific requirement. Item descriptions, quantities and related price estimates can be obtained using catalogs, price quotes, market surveys, historical data, etc. The emphasis in estimating other direct costs should be on accuracy of type and quantity.

The price estimate for ODCs must be "independently" developed based on a comparison and analysis of factors such as published catalogs prices, historical prices paid, market survey information, vendor price quotes, etc. The price estimate is not broken down into the various cost elements and depends more upon bottom line prices paid or available in the marketplace.

Typically, the Contracting Officer or specialist can help you research for "pricing" information. When developing the price estimate, focus should be placed on:

For equipment and materials pricing:

- Prices and quotes found in published or current catalog prices.
- Previous prices and quantity purchased.
- Quantity of items to be purchased.
- Market Surveys and other miscellaneous source of pricing data.

For calculating travel, use the published Government travel rates for the projected locations of travel for the first year—the spreadsheet will add an inflation factor for the options years (if used).

For calculating non-US relocations, ceiling costs (per one-way move) have been negotiated for each SITE III vendor.

5. Determining SITE III Indirect Costs

Indirect (Overhead) Costs

Overhead costs are already included in the labor estimates and projected within the percentage markup estimates used in the SITE III IGCE spreadsheet for ODCs.

General & Administrative (G&A) Costs

G& A costs are already included in the labor estimates and projected within the percentage markup estimates using in the IGCE spreadsheet for ODCs.

Profit/Fee



Profit or fee is already included in the contract labor rates of the IGCE workbook. Profit/fee is excluded from ODC since ODCs are cost reimbursable and profit is not allowable.

When using incentive/award fee arrangements, fee is a negotiable cost element. For the purposes of incentive/award fee arrangements, estimators may utilize the IGCE worksheets as a basis for task order estimates; but, giving proper consideration to profit adjustment formulas, targets, incentives, performance criteria and award fees pursuant regulatory requirements and internal procedures.

6. Escalation Considerations for the IGCE

The impact of inflation should be considered when developing your IGCE. For labor costs, this is already included in the “loaded” prices of the awarded base year and 4 option years.

To forecast other option year(s) costs, appropriate escalation factors are applied to the previous cost elements to bring it them up to a realistic value. If the task order performance involves more than one-year, different escalation factors may be applied dependent on the labor/material mix as appropriate.

7. Summary

An IGCE is required for every new SITE III acquisition that exceeds the simplified acquisition threshold. A subject matter expert should independently prepare it. Do not base the IGCE on a contractor’s cost/price estimate.

When including commercial items as ODCs, the estimator should research past price history and make adjustments for any changes in specifications, quantities or inflation factors. For items that do not have a detailed pricing history it may be necessary to do a detailed analysis of individual cost elements.

With a little diligence, you can provide an accurate estimate of these costs. By reviewing the work specification, you can determine the labor categories and effort required plus equipment, materials, and other direct costs plus overhead to perform the operation.

A brief narrative of how the costs were developed and what reference material was used should be provided with the completed IGCE along with name, title, and signature of the estimator and an approving official.



Attachment D-1. Assumptions When Preparing Your IGCE

Preparation Instructions:

Assumptions Used: Identify any and all assumptions and methodologies used in cost computations.

Basis for Cost Estimates: Specify the item, the basis for the factor used and the source of the data used in preparing the IGCE.

Item	Basis	Sources
1. _____		
2. _____		

Other Project Information: Identify any other information which may be necessary or helpful in the proper evaluation of the cost estimates, i.e., Statements of Objectives (SOO),



Appendix E. Source Selection Criteria

1. Overview

This appendix is designed to provide the Customer/COR with instructions on how to properly prepare source selection criteria and associated documentation. It will be given to the DCO and then used by the Government to award a competitive Task Order to the Contractor whose proposal is the most advantageous to the Government based on an integrated assessment of evaluation criteria.

The technical evaluation processes are normally performed by the Customer/COR and include: (1) Evaluating skill mix, manning levels, labor hours and/or delivery schedules, (2) Reviewing technical solutions, capacity and/or technical/management approach. (3) Evaluating past performance on earlier orders under the contract and previous contracts, including quality, timeliness and cost control.

2. Determining Best Value

All source selections should ensure that the Government selects the Offeror proposing the best value to the Government. **BEST VALUE** can be determined by using the “tradeoff” process.

- Tradeoff means, “In the best interest of the Government to consider award to other than lowest priced Offeror or other than the highest technically rated Offeror.” This means that the Government will evaluate both technical and price/cost factors as well as past performance and will award to the Offeror whose proposal offers the best value to the government, considering trade-offs between price/cost and other factors.

Success proposal evaluation depends on the following elements:

- Appropriate, well-defined evaluation criteria.
- Evaluation rating standards that are understood and applied consistently among evaluators and among all proposals being evaluated.

3. Process for Developing Evaluation Criteria

Follow the process beginning on the next page as a guide to developing the evaluation criteria. Contained within this process are examples of instructions to the Offerors and the standards for each of the factors to be evaluated. You may use one or more of these examples as stated, tailor them or develop new criteria to meet your program needs. This information will then be used by the DCO when preparing the Request for Proposal (RFP).

Assistance in Preparing Source Selection Criteria

Step 1. Identity Evaluation Factors and Priorities

The table below lists the most common non-cost type evaluation factors used during source selections. The relative importance of these factors must be stated in the RFP.



Note: For Technical and Management you can either prioritize and evaluate them separately or combine them into a single factor. If you prioritize them as separate priorities, do not also prioritize the combined factor and vice versa.

Not all factors are required for the evaluation process – if not relevant leave the Priority blank (Cost/Price and past performance must always be considered).

In the Priority column, mark which factors are to be used (1 being the highest and 5 the lowest). Factors can have the same priority (for example if all factors are considered of equal importance to the selection process they can all be marked as “1” or just an “X”).

Selection Factor	Priority
Technical	
Management	
Technical/Management	
Relevant Experience	
Other:	

Step 2. Priority of Cost/Price

Cost and price evaluation criteria are part of the evaluation, but are separate from the list of factors. The RFP shall also state, at a minimum, whether all evaluation criteria (other than Cost/Price), **when combined**, are (mark one):

- Significantly more important than Cost/Price;
- Approximately equal to cost or price; or
- Significantly less important than cost or price (FAR 15.304(e)).

Step 3. Develop Technical Evaluation Factors:

- Insert the number of pages for this factor. Offerors shall submit proposals of no more than a total of 50 pages, excluding past performance and the cost proposal.

The table below provides some sample technical evaluation factors and Instruction(s) to Offeror. Others may need to be defined in addition to the ones listed below based on the type of requirements to be addressed in the Offeror proposals. The goal is to provide the type of discriminators which allow the Government to make a best selection decision. “Discriminators” are the significant aspects of a task order requirement that are expected to distinguish one proposal from another, thus having an impact on the ultimate selection decision, and allowing the source selection team to accomplish an evaluation that distinguishes among competing proposals in areas the Government believes are most important. Mark on the left which to “Use”.



Use	Description	Instruction to Offeror	Example Evaluation Standard
<input type="checkbox"/>	Technical Solution/ Approach	Provide a description of Offeror's technical solution/approach to meet the requirements of the SOO/SOW/ PWS dated	The standard is met when the proposal provides a sound technical solution/approach, including the implementation of sound technical processes/procedures which meet requirements of the SOO/SOW/ PWS dated and ensures system and software operability and maintainability, and the ability to recognize and address program interoperability, safety and security issues, including but not limited to personnel, data, data analysis tools, and assets.
<input type="checkbox"/>	Mix/ Availability of Skills	Provide a description of the mix of skills proposed in the numbers needed in the time required that meets the requirement of the SOO/SOW/PWS dated If personnel are subcontracted, the approach illustrates the method of administration and technical control of the subcontractor(s).	The standard is met when the Offeror provides a sound, compliant approach, which meets the requirement of the SOO/SOW/PWS dated and illustrates a thorough knowledge and understanding of those requirements, adequate and appropriate personnel skills, any associated risks, and actions the Offeror will take to mitigate the risks, if any. If personnel are subcontracted, the approach illustrates a sound method of administration and technical control of the subcontractor(s).
<input type="checkbox"/>	<i>[Others]</i>		

Step 4. Develop Management Evaluation Factors:

- Insert number of pages for this factor (for simple requirements typically 3-5 pages, for moderate requirements 5-10 pages and for complex requirements 15-25 pages).

The table below provides sample management evaluation factors and Instruction(s) to Offeror. Others may need to be defined in addition to the ones listed below based on the type of requirements to be addressed in the bidder proposals. The selections should be limited to those which provide the type of discriminators which allow the Government to make a best value decision.



Use	Description	Instruction to Offeror	Example Evaluation Standard
<input type="checkbox"/>	Management Approach	Provide a description of Offeror's management approach to meet the requirements of the SOO/SOW/ PWS dated . The proposal should provide all task related materials and services (not otherwise being provided as GFE) required to efficiently and effectively manage accomplishments of tasks covered by requirements. You may want to add - The contractor should provide a program plan tailored to accomplishing administrative, management, technical, and financial requirements, as a minimum a milestone chart, projected spending rate and estimated man-hours should be included.	The standard is met when the proposal provides a sound, compliant approach, which meets requirements of the SOO/SOW/PWS dated and illustrates a thorough knowledge and understanding of those requirements, their associated risks, if any, and actions the Offeror will take to mitigate the identified risks This includes all materials and services required to efficiently and effectively manage accomplishments of tasks covered by requirements (add the following if adding additional sentence as highlighted above) and a program plan tailored to accomplishing administrative, management, technical, and financial requirements, as a minimum a milestone chart, projected spending rate and estimated man-hours.
<input type="checkbox"/>	Delivery Schedule or Turnaround Time	Provide a description of Offeror's delivery schedule or turnaround time which meets or exceeds the requirement specified in the PWS. If subcontracted, the approach should illustrate the method of administration and technical control of the subcontractor(s).	The standard is met when 1) the proposal provides a sound and compliant approach to the delivery schedule or turnaround time which meets or exceeds the requirement specified in the PWS, and illustrates a thorough knowledge and understanding those requirements and demonstrates the Offeror's ability to accomplish the logistics efforts associated with providing parts and personnel to residential and on-call locations within CONUS and OCONUS locations, including deployed locations. 2) If subcontracted, the approach, which illustrates the method of administration and technical



			control of the subcontractor(s), is acceptable.
<input type="checkbox"/>	Capacity	Provide a description of the Offeror's capacity to meet the required delivery schedule (or proposed delivery, if earlier). If subcontracted, the approach illustrates the capacity of the subcontractor and the method of administration and technical control of the subcontractor(s).	The standard is met when the Offeror demonstrates the ability to produce the necessary resources to meet or exceed the required delivery schedule (or proposed delivery, if earlier), including but not limited to training, support personnel, diagnostics, and OEM support agreements. If subcontracted, the approach illustrates the capacity of the subcontractor and the method of administration and technical control of the subcontractor(s).
<input type="checkbox"/>	<i>[others]</i>		

Step 5. Development of Technical / Management Evaluation Rating Scale

Choose the appropriate rating scale from below or provide your own:

Best Value: A sample rating scale for evaluating best value is provided below.

Interpretation	Definition
<i>Excellent</i>	The Contractor's proposal provides evidence that the Government can expect superior performance of the tasks and deliverables listed in the PWS/SOW/SOO, with minimal proposal risk of substandard performance. An excellent rating indicates that the proposal contains many strengths and few or no weaknesses.
<i>Good</i>	The Contractor's proposal provides evidence that the Government can expect performance of the tasks and deliverables listed in the PWS/SOW/SOO, to meet standards, with moderate proposal risk of substandard performance. A good rating indicates that the proposal contains several strengths, but also some weaknesses.
<i>Marginal</i>	The Contractor's proposal provides evidence that the Government can expect minimal performance of the tasks and deliverables listed in the PWS/SOW/SOO, with moderate to high proposal risk of substandard performance. A marginal rating indicates that doubt exists that the Offeror can satisfactorily perform the proposed effort.
<i>Unacceptable</i>	The Contractor's proposal provides evidence that the Government can expect substandard performance of the tasks and deliverables listed in the SOO/SOW/PWS, with high proposal risk of substandard performance. An unacceptable rating indicates that the proposal may present some strengths, but it also contains many weaknesses and may be deficient in one or more areas.



Develop Past Performance Factors

The Government will conduct a performance risk evaluation based upon the past performance of the Offeror and the proposed major subcontractors as it relates to the probability of successfully performing the solicitation requirements. In conducting the performance risk evaluation, the Government may use data provided by the Offeror and data obtained from other government sources.

The past performance information presented will document the Offeror's ability to meet Quality of Product or Service, Schedule, Cost Control, Business Relations and Management of Key personnel. The Government may evaluate the past performance of the Offeror's proposed key subcontractors, predecessor companies, or personnel who have relevant experience to the extent warranted. Only relevant experience will be considered for past performance purposes.

When considering the relevance of PPI, similarities in the following should be considered:

- Location of the work to be performed,
- Nature of the business area involved,
- Required level of technology,
- Contract types,
- Type of work (product/service),
- Scope of work or complexity/diversity of tasks, and
- Skills required to provide the service.

An Offeror with no record of relevant past performance will be given a neutral rating for past performance.

The Offeror will provide Past Performance references on at least three (3) relevant efforts performed within the last three years, having task requirements like those that are in the PWS support areas. The Offeror may also provide Past Performance information on the proposed subcontractor, in providing solutions like those in scope, complexity, and size required by the effort. Two of the three past performance references must be for the prime Offeror. The third past performance reference may be for the prime Offeror's subcontractor or for the prime offer

The Past Performance Assessment will be performed using a best value approach. This type of evaluation documents the risks associated with an Offeror's proposed approach.



Adjectival rating table:

Rating	Definition
High Performance Risk	Based on the Offeror's past performance record, substantial doubt exists that the Offeror will successfully perform the required effort.
Moderate Performance Risk	Based on the Offeror's past performance record, some doubt exists that the Offeror will successfully perform the required effort. Normal contractor emphasis should preclude any problems.
Low Performance Risk	Based on the Offeror's past performance record, little doubt exists that the Offeror will successfully perform the required effort.
Unknown Performance Risk	No relevant past performance record is identifiable.

Pass or Fail rating table:

Rating	Definition
PASS	A review of the Offeror's past performance demonstrates that the Offeror has performed successfully, without any unresolved quality issues. Performance has been timely and fully acceptable to the Government. In the event of performance problems, all issues have been resolved to the satisfaction of the Government.
FAIL	A review of the Offeror's past performance demonstrates that the Offeror has not performed successfully.



Appendix F. Instructions to Offerors and Evaluation Criteria (*SAMPLE*)

Fair Opportunity or Small Business Set-Aside

1. INSTRUCTION TO OFFERORS

- 1.1. Offerors shall coordinate an individual time of submission with the contract specialist. Coordination must be arranged via email **NLT xx xx 2021 at 12:00 Noon Eastern time**.
- 1.2. **Terms:** All terms and conditions of the Offeror's **SITE III IDIQ** Contract remain in effect.
- 1.3. **Format:** Proposal pages are to be standard 8.5 x 11 inches. Pages shall be single spaced and single sided. Use at least 1" margins on the top, bottom and side margins. Headers and Footers are allowed in the margins.
- 1.4. **Text Spacing and Type:** Except for the reproduced sections of the solicitation document, the text size shall be no less than 12 point. Pages shall be numbered sequentially by factor. Pages exceeding this page limitation set forth will not be read or evaluated and will be removed from the proposal. Each page shall be affixed with the legend: "SOURCE SELECTION INFORMATION". Headers and footers can be as small as 8 point.
- 1.5. **Illustrations and Tables:** Tables, charts, graphs, diagrams 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 8.5 x 11 inches. Foldout pages shall not be used. Elaborate formats, bindings or color presentations are not required. Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are neither required nor desired. Illustrations and tables shall be no smaller than eight point.
- 1.6. **Number of Copies/Page Limits:** Offerors shall submit proposals in accordance with these instructions. Offerors shall provide the price proposal in a format which can be extracted from the proposal. The cover page, table of contents, acronym list, proposal matrix, list of subcontractors, and staffing plan will not be included in the **XX page limit**. Each factor must be written on a stand-alone basis, so that its contents can be evaluated with no cross-referencing to other factors. Information required for proposal evaluation that is not found in its designated factor may result in unfavorable proposal evaluation. The Government reserves the right to award this effort based on the initial proposal, as received.
- 1.7. **Late Proposals:** Offerors are reminded that proposals will be considered late if the proposal is not received in accordance with the terms of this solicitation. Late submission, modification, revision, and withdrawal of offers, proposals, or quotes will be handled in accordance with FAR 15.208. Additionally, in accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals.



- 1.8. **Point of Contact (POC): The Contract Specialist, Name,** is the primary point of contact for this acquisition. The Contracting Officer is NAME. Address any questions or concerns you may have to DIA_SITE_III@dodis.mil. **Questions are due xx xx 2021, 12:00 Noon Eastern time.** The Government will not guarantee that questions submitted after this date will be answered. *It is the responsibility of all Offerors to submit their questions as early as possible.*
- 1.9. **Proposal Format:** Offerors shall provide all information that will allow the Government to evaluate proposals in accordance with the provided evaluation criteria. Offerors shall submit one proposal in response to the Task Order RFP. Offerors shall submit four (4) non-cost factors and a cost evaluation criteria:

Table 1: Proposal Format

Factor Number	Evaluation Criteria Name	Page Count
1	Security	Unlimited
2	Relevant Experience	35
Sub-Factor 1		
Sub-Factor 2		
Sub-Factor 3		
3	Technical Approach	5
4	Staffing Approach	5
	Cost	Unlimited

2. **Proposal contents:** All information the Offeror wishes to have considered must be submitted with the initial proposal submission. The Government proposal evaluation will be limited to the information provided by the Offeror and nothing will be assumed. Offerors are responsible for including sufficient details to permit a complete, thorough, and accurate evaluation of the submitted proposal. Proprietary information shall be clearly marked as such.
- 2.1. **Factor 1: Security:** The Offeror shall have an accredited SCIF for work to be performed under this contract. Offerors will provide their SCIF Identification Number(s), Accrediting Authority, CAGE Code, Accreditation certification. The Offeror’s proposal may not be considered for further evaluation if proposed SCIFs do not meet the security criteria.
- 2.2. **Factor 2: Relevant Experience:** The Offeror shall demonstrate experience and expertise with a previous or current contract that is relevant and has similar scope (technical and functional areas), magnitude, and complexity to this solicitation that they have performed, and provide the information stated in this section about each project. The Offeror’s contract or project should demonstrate TASK 1, TASK 2, TASK 3 ... Relevant magnitude and scope for this solicitation is characterized as 1



year of continuous performance since 1 January 2018 on a Federal Government contract successfully supporting multiple CONUS/OCONUS locations AND ANY OTHER REQUIREMENTS.

2.2.1. Sub-factor 1 – BREAK DOWN OF EXPERIENCE REQUIRED

2.2.2. Sub-Factor 2 – BREAK DOWN OF EXPERIENCE REQUIRED

2.3. **Factor 3: Technical Approach**

2.3.1. The Offeror will demonstrate their approach and solution to THE REQUIREMENTS OF THE SOLICITATION

2.4. **Factor 4: Staffing Approach**

2.4.1. Staffing Plan: The staffing plan narrative shall clearly and succinctly describe the Offeror's plan to provide the appropriate cleared personnel to meet the requirements in the PWS and implement their Technical Approach provided for Factor 2.

2.4.1.1. Position descriptions and labor category names must be provided. Offerors may use the suggested labor categories and descriptions in the Historic LCAT Descriptions tab or may modify, change, or propose different labor categories and position descriptions, as needed to fulfill all task order requirements per the PWS.

2.4.1.2. Offerors shall include the employment status within the Offeror's company or additional key personnel intended to perform on the contract. Employment statuses are current, subcontractor, or Letter of Intent (LOI) employees.

2.4.1.3. The staffing plan shall include a feasible and achievable estimate describing the timeline of when the contract will be fully staffed. The timeline should include meeting DoD security requirements. The Offeror shall propose a reasonable skill and labor mix able to meet the requirements list in the PWS. The Offeror shall identify in the plan whether personnel will work at a Government or Contractor owned/managed facility.

2.4.1.4. The staffing plan spreadsheet has no page limit and does not count against the narrative page limit. Offerors may not include information to be evaluated for other Factors in this spreadsheet. Offerors are encouraged to write as succinctly as possible in order to reduce confusion.

2.5. **Cost/Price:** Proposals are required to be valid for at least **120 days**.

2.5.1. **A Cost/Pricing Spreadsheet** is provided in the solicitation for the Offerors. Offerors must clearly show their cost methodology in their spreadsheets and may edit the format of the spreadsheets if needed to account for all costs, rates and fees.

2.5.1.1. CLIN 0001, 2001, 3001, 4001, and 5001 – Labor

2.5.1.2. CLIN 0002, 2002, 3002, 4002, and 5002 – Surge



2.5.1.3. CLIN 0003, 1003, 2003, 3003, 4003, and 5003 – Travel

2.5.1.4. CLIN 0004, 1004, 2004, 3004, 4004, and 5004 – Materials ODCs

2.5.1.5. CLIN 0005, 1005, 2005, 3005, 4005, and 5005 – Award fee

2.5.2. **Spreadsheet:** The first tab of the spreadsheet shall be a summary to include a top-level rollup of the price elements: labor category, skill level, hours, fringe and overhead (as applicable), materials, travel, General and Administrative (G&A) (as applicable), profit/fee and total Task Order cost. Included in the summary tab shall be a column that serves as a reference. The reference column shall state the location in the proposal where the support for each cost element (e.g. Defense Contract Audit Agency (DCAA) audits, quotes, subcontractor information, etc.) can be found. A separate tab on the spreadsheet shall be used for the Concern and each Subcontractor. Excel workbooks, files and spreadsheets must contain all formulas and calculations; no read-only or file protected spreadsheets shall be accepted.

2.5.3. **Section B and pricing spreadsheets:** Offerors shall provide cost for the CLINs as indicated in section B of the RFP. However, in the instance of any inconsistencies, Section B will take precedence over the price spreadsheets for purpose of evaluation.

2.5.3.1. **Data Required:** In accordance with FAR 15.403-1(b), Offeror shall submit data other than certified cost or pricing data to support cost realism. The cost proposal should delineate the proposed costs for each of the following elements as appropriate:

- **Direct Labor:** The proposed labor shall be presented by labor category and include applicable labor hours, direct labor rates and cost per labor category.
- **Indirect Rates and Factors:** For each cost breakdown submitted, Offerors shall identify the individual indirect rates applied to each respective cost element, the base to which the rate is applied and the amount proposed.
- **Sensitive Compartmented Information Facility (SCIF) Facilities and Equipment:** Offerors shall provide a detailed Firm Fixed Price (FFP) breakdown of their proposed SCIF facilities and equipment costs.
- **Travel:** For the purposes of evaluation, use the following amount for the effort: TRAVEL: \$PLUG NUMBER per year. (Submission of a breakout of travel is not required). The Travel estimate plus the applicable indirect charges will be included in any resultant Task Order on a separate Cost CLIN (NO FEE). All Subcontractor travel costs shall be proposed using the same restrictions.
- **Materials ODCs:** For the purposes of evaluation, use the following amount for the effort: MATERIALS: \$PLUG NUMBER (Submission of a breakout of materials is not required). The material estimate plus the applicable indirect



charges will be included in any resultant Task Order on a separate Cost CLIN (NO FEE). In no case shall fee be applied to material costs by either the prime or subcontractor. All Subcontractor material costs shall be proposed using the same restrictions.

2.5.4. Subcontractor submission breakout:

2.5.4.1. Subcontractor data shall be provided in the same detail as required for the prime contractor. The proposal must be received no later than the date and time identified above to be considered in evaluation of the proposal in accordance rules for timely proposals discussed in paragraph A, above.

2.5.4.2. The Offeror shall identify all proposed subcontractors, and the contract type the Offeror proposes for each. Offerors shall clearly identify and state if subcontractors were selected on a competitive basis and provide their rationale for any sole source decisions. In addition the Offeror shall provide price analysis/rationale to demonstrate the competitive basis of subcontractor selection and proof that competition exists (e.g., competitive bids or the RFQ). In the absence of such information, the Government reserves the right to request certified cost and pricing data for the subcontractor. Also, this volume shall include the period of performance for each subcontractor. It is noted that the subcontractor's Period of Performance (PoP) start date should coincide with the Offeror's start date and completion date cannot exceed the period of performance for the order. Any variance should be explained.

2.5.5. Facilities Capital Cost of Money (FCCOM): If FCCOM is proposed, Offerors shall identify the individual rates applied to each respective cost element, the base to which the rate is applied and the amount proposed for each cost breakdown submitted. Offerors shall include the percentage distribution of fixed assets for land, buildings and equipment for each business unit involved. State whether the distribution has been reviewed and/or accepted by Defense Contract Management Agency (DCMA)/DCAA.

2.6. **Award Fee** – Identify the proposed base and award fee percentages used to calculate the proposed total cost. Ensure fee computations exclude Travel and ODCs. Provide justification for proposed fee based upon the level of risk borne by the Offeror. Additionally, provide a separate table for Fee Pools proposed (Base and Award Fee) bi-annually by Contract Year (50% award fee for each bi-annual period). Offerors are reminded DFARS 216.405-2 directs the base fee shall not exceed three percent of the estimated cost of the contract exclusive of the fee.

2.7. To help the Government ensure excessive pass-through charges are avoided, within its own tabbed section, the Offeror shall state what their pass through rate is on sub-contractors. In accordance with FAR 52.215-22 "Limitations on Pass-Through Charges – Identification of Subcontract Effort" within the price proposal, the Offeror shall identify in its proposal the total cost of the work to be performed by the offeror, and the total cost of the work to be performed by each subcontractor under the task order.



Ensure the additional clause stipulations are followed if the **70 percent** threshold is exceeded.

3. **Organizational Conflicts of Interest:** The Government requests Offerors to submit an OCI Mitigation Plan, if applicable, with their proposals as an appendix to Volume 3. The Government retains the right to determine what, if any, OCI provision is appropriate for incorporation into any particular Task Order (TO). The OCI Mitigation Plan does not count against the established page limitation.

4. **BASIS FOR AWARD AND EVALUATION INFORMATION**

- 4.1. Basis for Award: An award will be made to the responsible Offeror whose offer, conforming to the solicitation, is determined to be the best overall value to the Government. The evaluation shall be conducted in accordance with the evaluation criteria stated below. The Offeror's initial proposal should contain the Offeror's best terms from a stated price and technical standpoint. Offerors are notified that this acquisition is being conducted pursuant to FAR 16.505, FAR 19.5, DFARS 216.505 and DFARS 219.502-2. The rules, policies, and procedures of FAR Subpart 15.3 and DFARS Subpart 215.3 do not apply to this acquisition.
- 4.2. After receipt of proposals, the Government will conduct an evaluation of proposals and the Government may award based on initial proposals without communicating with Offerors. However, during the evaluation process the Government may, solely at its discretion, communicate with an Offeror for any purpose such as to gain a better understanding of the proposal. The Government need not communicate with all Offerors. Rather, the Government may, at its discretion, communicate with only some Offerors or only one Offeror. As a result of such communication, the Government may allow an Offeror to submit a proposal revision. The Government need not provide all Offerors with an opportunity to submit a proposal revision. Rather, the Government may, at its discretion, permit only some Offerors or only one Offeror to submit a proposal revision. If proposal revisions are allowed from more than one Offeror, the Government may, solely at its discretion, impose non-common due dates for the revisions. In other words, the Government may elect to have a proposal revision date for an Offeror that is different than a proposal revision date for another Offeror(s).
- 4.3. At any time prior to award, including upon receipt of proposals, the Government may exclude a proposal from further consideration for reasons such as (but not limited to) non-compliance with instructions related to this solicitation or if the proposal is not likely to be selected for award.
- 4.4. Offerors should note that the Government may select other than the lowest proposed price. The Government may select a superior technical offer if it is determined that the additional merit offered is worth the additional price in relation to the other proposals



received. It should be noted that price is not a numerically weighted factor. In the best value tradeoff, the importance of price as an evaluation area may increase with the degree of equality of the non-price factors.

4.5. The Factor One - Security Non-price Factor will receive a Pass/Fail Rating. Any proposal failing to comply with the Security Factor will result in the proposal being deemed deficient and rendered un-awardable and will be removed from consideration. The Government may discuss the Factor 1- Security part of the proposal with the Offeror before making the rating decision.

4.6. Trade-Off Analysis: The SSA may consider the input of the technical evaluation team and the price evaluation team when performing the Trade-Off Analysis. The Government may reject any or all offers if such action is determined to be in the best interest of the Government.

5. EVALUATION CRITERIA:

5.1. The Government will evaluate the following non-cost factors: Factor 1 - Security, Factor 2 -Relevant Experience, Factor 3 - Technical Approach, Factor 4 - Staffing Approach; and a Cost criteria. Factor 1 - Security will receive a Pass/Fail rating. Factors 2 and 3 will receive an adjectival rating from the Combined Technical/Risk Rating Table. Within Factor 2, Relevant Experience, Sub-factor 1 and Sub-factor 2 are weighted equally. In the Factor 4 - Staffing Approach will receive Low/Medium/High Confidence rating. Overall importance of Factors in descending order is Factor 2 - Relevant Experience, Factor 3 - Technical Approach, and Factor 4 - Staffing Approach. The non-cost/price factors, when combined, are significantly more important than Cost/Price evaluation criteria.

NOTE: Offerors are cautioned not to simply rephrase or restate details within the PWS in their proposals. Rather, the proposal shall detail the Offerors approach (in clear, concise, and in sufficient detail) to accomplishing the PWS for evaluation in accordance with the evaluation criteria described below.

6. EVALUATION FACTORS:

6.1. **FACTOR 1 – Security:**

6.1.1. **Sensitive Compartmented Information Facilities (SCIFs)**

The Government will evaluate the Offeror’s SCIF by confirming the CAGE provided with the DSS database. The Government will confirm the SCIF with other accrediting agencies if the information is not found in DSS

Table 1: Pass/Fail Ratings for Factor 1

Rating	Description
Pass	The Prime Offeror meets the minimum requirements of the Factor 1 - Security criteria.



Fail	The Offeror’s proposal does not meet the minimum requirements of the Factor 1 - Security criteria.
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6.2. **FACTOR 2 - Relevant Experience:** The Government will evaluate the Offeror’s proposal on the ability to clearly address and articulate their relevant experience in the areas listed below. The Government will score each sub-factor using the adjectival rating, per table 2.

6.2.1. **Sub-Factor 1: BREAKDOWN OF EXPERIENCE REQUIRED**

6.2.2. **Sub-Factor 2: BREAKDOWN OF EXPERIENCE REQUIRED**

6.3. **FACTOR 3 - Technical Approach:** The Government will evaluate the offeror on their approach and solution to THE REQUIREMENTS OF THE SOLICITATION.

Table 2. Adjectival Rating Descriptions for Factors 2 and 3.

Combined Technical/Risk Ratings		
Color	Rating	Description
Blue	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Purple	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Green	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate
Yellow	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The Proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.



Red	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.
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6.4. FACTOR 4 - Staffing Approach:

6.4.1. Staffing Plan:

The Government will evaluate the proposed staffing plan and staffing plan spreadsheet that provides the number of qualified staff and skill mix needed to meet the requirements of PWS paragraph 4.. The Offeror’s proposal will be given a performance confidence rating based upon Table 3.

Table 4. Performance Confidence Assessments Rating Method

Adjectival Rating	Description
Substantial Confidence	Based on the Offeror’s proposed Staffing Plan, the Government has a high expectation that the Offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the Offeror’s proposed Staffing Plan, the Government has a reasonable expectation that the Offeror will successfully perform the required effort.
Limited Confidence	Based on the Offeror’s proposed Staffing Plan, the Government has a low expectation that the Offeror will successfully perform the required effort.
No Confidence	Based on the Offeror’s proposed Staffing Plan, the Government has no expectation that the Offeror will be able to successfully perform the required effort.

6.5. Cost/Price: The Price Team shall evaluate the Offeror’s cost/price proposal, using one or more of the techniques in FAR 15.404, ultimately determining cost



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reasonableness to arrive at a Probable Price. The Offeror's proposal shall be evaluated for award based upon the proposed price, including the proposed Award Fee, for the entire period of performance (including option years and option to extend). Evaluation of options shall not obligate the Government to exercise such options.



Appendix G. Acronyms

ACAT	Acquisition Category
AE	Acquisition Executive
BPN	Business Partner Network
C2	Command and Control
CBA	Cost Benefit Analysis
CDRL	Contract Data Requirement Listing
CFC	Combined Federal Campaign
CLIN	Contract Line Item Number
CMS	Contract Management System
COCOM	Combatant Command
CONUS	Continental United States
COR	Contracting Officer's Representative
CP	Cost Plus
CPAF	Cost Plus, Award Fee
CPARS	Contractor Performance Assessment Reporting System
CPIF	Cost Plus, Fixed Fee
CPIF	Cost Plus, Incentive Fee
D&F	Determination and Findings
DBA	Defense Base Act
DCAA	Defense Contract Audit Agency
DCO	Decentralized Contracting Office
DD Form	Department of Defense Form
DFARS	Defense FAR Supplement
DIA	Defense Intelligence Agency
DID	Data Item Description
DoDIIS	Department of Defense Intelligence Information System
DUNS	Data Universal Numbering System (ID issued by Dun and Bradstreet)
EEO	Equal Employment Opportunity
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FIPS	Federal Information Processing Standard
FOB	Freight On Board
FOE	Fair Opportunity Exception
FP	Fixed Price
FPAF	Fixed Price, Award Fee
FPFF	Fixed Price, Fixed Fee
FPIF	Fixed Price, Incentive Fee
FPLOE	Fixed Price, Level of Effort
G&A	General and Administrative Costs
GFE	Government Furnished Equipment
GFI	Government Furnished Information



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GFP	Government Furnished Property
GOV	Government Owned Vehicle
GPP	Green Procurement Program
IA	Interagency Agreement
IAW	In Accordance With
IC	Intelligence Community
ICPD	Intelligence Community Policy Directive
ID	Identification
IDIQ	Indefinite Delivery/Indefinite Quantity
IGCE	Independent Government Cost Estimate
ISO	International Standards Organization
ISP	Intelligence Support Panel
ISR	Intelligence, Surveillance and Reconnaissance
IT	Information Technology
KO	Contracting Officer
LAN	Local Area Network
LH	Labor Hour
MAIS	Major Automated Information System
MOU	Memorandum of Understanding
NACI	National Agency Checks and Inquires
OCONUS	Outside CONUS
ODC	Other Direct Cost
ODS	Ozone Depleting Substances
OEM	Other Equipment Manufacture
OSD	Office of the Secretary of Defense
PBA	Performance Based Assessment
PBSA	Performance Based Service Acquisition
PCO	Procuring Contracting Office
PM	Program Manager
PNM	Price Negotiation Memorandum
POC	Point of Contact
PR	Procurement Request
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
SATCOM	Satellite Communications
SITE III	Solutions for the Information Technology Enterprise III
SOFA	Status of Forces Agreement
SOO	Statement of Objectives
SOW	Statement of Work
SER	STORMS Expense Report
T&M	Time and Material
TESA	Technical Expert Status Accreditation
TORP	Task Order Requirements Package



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U.S.C.	United States Code
VoIP	Voice over IP
WBS	Work Breakdown Structure





DEFENSE INTELLIGENCE AGENCY

COMMITTED TO EXCELLENCE IN DEFENSE OF THE NATION