Instructions to Offerors

1. Instruction to Offerors:

A. Preparation and Submittal: The following instructions cover the preparation and submittal of the offeror’s proposal for this solicitation. To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Offerors are cautioned that any noncompliance with the terms and conditions of the Request for Proposal (RFP) may cause their proposal to be determined to be unacceptable and therefore not eligible for award. If a joint venture arrangement exists for this acquisition, the offeror shall provide a copy of the joint venture agreement that is signed and dated by all joint venture members as part of the proposal submission. Proposals shall be submitted to the Government in seven (7) separate volumes as set forth below:

<table>
<thead>
<tr>
<th>VOLUME</th>
<th>PAGE LIMITS</th>
<th>NUMBER OF COPIES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>3</td>
<td>Completed RFP</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>4</td>
<td>Written Technical Proposal</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>1</td>
<td>SDS &amp; HWL (Safety Data Sheet &amp; Hazardous Warning Label)</td>
</tr>
<tr>
<td>4</td>
<td>30</td>
<td>4</td>
<td>Written Management Proposal</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>4</td>
<td>Past Performance</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>4</td>
<td>Small Business Participation Plan</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>2*</td>
<td>Price Proposal</td>
</tr>
<tr>
<td>Scenario</td>
<td>N/A</td>
<td>4</td>
<td>Scenario Based Responses (Provided to offerors at the time of proposal receipt by the Government. Responses will be due within 3 days.)</td>
</tr>
</tbody>
</table>

*Price proposal information shall be submitted in written form (2 copies) and CD-R or DVD-R (write once/read only) (1 copy) that is “closed” so that no further writes can be made to the media. CD-R/W or DVD-R/W media types are not acceptable. Media must be virus scanned by the offeror prior to submitting to the Government.

In addition to the page limitations set forth above, proposals should comply with the following format:

1. The sealed package used to submit the proposal package must show the time and date specified for receipt. Each volume shall be marked with the RFP number and the offeror’s name and address, and the number of the Volume (i.e. 1, 2, 3, etc.). Proposals shall be in the English language and all monies shall be proposed in United States dollars. Print should be no smaller than a font size of 12 and should be on 8 1/2 x 11 inch paper. Charts, graphs or spreadsheets may be on fold-out pages, but must fold within the page size specified and will count as one page. Each volume within the proposal notebook shall be separately tabbed and identified. Margins shall be no smaller than 1 inch and each page shall be numbered consecutively. Elaborate formats, bindings, or color presentations are not desired or required.
(2) The page limitation for Volume 2 and 4, Written Technical and Management Proposal is 30 pages for each volume. The page limitation includes any drawings, diagrams supporting illustrations, or spreadsheets, etc. but excludes any table of contents or list of acronyms (if utilized). Offerors are cautioned that any pages that exceed the page limitation shall not be read but shall be removed and either retained in the contract file without being considered in the evaluation or sent back to the offeror.

(3) Each page containing proprietary information should be so marked.

(4) The following must be stamped, at the bottom, or in the footer of each page:

SOURCE SELECTION INFORMATION--SEE FAR 2.101 and 3.104
FOR OFFICIAL USE ONLY

(5) Proposals received are subject to the requirements specified in FAR 52.212-1, unless otherwise tailored in the Addendum to the solicitation. Proposals must be received no later than 3:00 PM, Eastern Daylight Savings Time. However, offerors are requested to submit Volume 5, Past Performance Information, so that it is received ten (10) calendar days prior to the required due date for proposals. Failure to submit Volume 5 by the earlier date will not result in offeror disqualification.

Hard copy proposals shall be hand carried or mailed to:

DLA Aviation Attn: DSCC-ARCJ/Jodi A. Beard/33H-94
8000 Jefferson Davis Hwy
Richmond, Virginia 23297

All proposals must be identified with the Solicitation Number, Closing Date and Time on all outside envelopes/boxes, and be received by the closing date and time:

RFP Number - SPE4A2-15-R-0002
CLOSING DATE & TIME: October 1, 2015, 3pm Local Richmond Time

NOTE: Facsimile proposals will NOT be accepted.

(6) Page limitations may be placed on responses to Evaluation Notices (ENs), if issued. The specified limits for EN responses will be identified in the correspondence forwarding the ENs to offerors or on the EN form itself. ENs will be issued for clarification / communication purposes.

B. Communications:

Exchanges of source selection information between Government and offerors will be controlled by the Contracting Officer. **Exchanges of source selection information after submission of the initial proposal packages between the Government and offerors will be controlled by the Contracting Officer.** Email may be used to transmit such information only if the email can
be sent encrypted, and must include “Source Selection Information – See FAR 2.101 and 3.104” in the subject line of the email. Otherwise, source selection information will be transmitted via direct mailing or facsimile. In order to facilitate the sending and receiving of encrypted emails, offerors must use MS Outlook email configured to support encryption or a different email product that is S/MIME compatible and configured to support encryption. If you intend to submit your source selection information via encrypted email, you will need to contact the Buyer/Contracting Officer indicated on the face page of the solicitation prior to that first submittal in order to exchange certificates used for encryption. To ensure the process is working correctly, send a test encrypted message first (without including any source selection information).

When you are ready to send an encrypted email, ensure encryption is selected and include “Source Selection Information – See FAR 2.101 and 3.104” in the subject line of the email.)

The Government intends to award without discussions, but reserves the right to conduct discussions if determined necessary. Any discussions will be conducted in accordance with FAR 15.306.

C. Volume 1, Completed RFP

This volume will consist of the completed and signed RFP with a cover letter delineating any exceptions taken to the RFP terms and conditions with accompanying rationale. However, offerors are cautioned that any noncompliance with the terms and conditions of the RFP shall be considered nonresponsive and categorized as unacceptable. This would make the offeror ineligible for award. **Offerors shall ensure that all clauses and provisions that require “fill-in” information are appropriately completed, including the proposed prices associated with the contract line items in the Schedule of the RFP.**

The offeror shall fill out the cross reference matrix (Attach. 1) indicating where in its proposal the information can be found as it relates to the RFP. The cross reference matrix will be utilized as a tool to show critical interrelationships and dependencies among the technical requirements document Statement of Work (SOW), Instruction to Offerors (Attach. 14), and Evaluation Procedures (Attach. 15). The cross reference matrix will help an offeror ensure it has responded to all the evaluation criteria and proposal submittal requirements identified in the solicitation. If the matrix conflicts with any other requirement, direction, or provision of this solicitation, the other reference shall take precedence over the matrix. Additionally, to the extent the matrix discloses details as to the manner by which the Government intends to evaluate the offeror’s proposals for award, Evaluation Procedures (Attach. 14) referenced in the matrix are for informational purposes only, and the Government shall be obligated to evaluate proposals solely in conformance with the procedures outlined in the solicitation.

Each Large Business Offeror shall also provide a separate Small Business Subcontracting Plan meeting the requirement of FAR 52.219-9 and DFARS 252.219-7003 (or DFARS 252.219-7004 if the Offeror has a comprehensive subcontracting plan). This plan shall be submitted separately from the Small Business Participation Proposal, which applies to both large and small businesses. The Small Business Subcontracting Plan is not a requirement for evaluation in source selection, but rather a requirement for award to a Large Business and will be incorporated
into any resultant contract. Subcontracting plans shall reflect and be consistent with the commitments offered in the Small Business Participation Proposal. The Small Business Subcontracting Plan will be assessed in accordance with FAR Part 19.704, and must be deemed acceptable prior to award. Note: Any exchanges with the Contracting Officer regarding the Small Business Subcontracting Plan shall neither be considered discussions, nor as a re-opening of negotiations closed by a Final Proposal Revision.

2. Factors and Subfactors:

A. Volume 2, Technical Proposal and Volume 4, Management Proposals

(1) Proposals shall be clear, concise, and include all the information required by this provision in sufficient detail for effective evaluation. The proposal should not simply rephrase or restate the Government’s requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume the Government has no prior knowledge of their capabilities, work processes, facilities, and experience and will base its evaluation on the information presented in the offeror’s technical and management proposals.

(2) The following information shall be provided and will be evaluated to assess the proposed technical approach and associated technical risk in accordance with the Evaluation Procedures. The technical and management proposals shall address each of the following subfactors describing the offeror’s proposed approach to performing the requirements set forth in the SOW and applicable Product Item Descriptions (PIDs) and Commercial Item Descriptions (CID). For each subfactor, the offeror shall identify any risks, associated with the proposed approach and actions the offeror will take to mitigate the identified risks. If no risks/mitigations are identified in the offeror’s proposal, it indicates the offeror does not consider there to be any risk associated with their proposed approach.

(3) Scenario Based Questions: Upon submittal of the Official proposal, each offer will be provided with three additional scenario type evaluations which will be used in conjunction with the required proposals submitted. Each offeror will have three days in which to complete and return the responses to the scenario evaluations. Responses will be evaluated under the following Technical and Management subfactors: Quality Control, Product Management and Order Fulfillment.

B. Factor 1: Volume 2: Technical Proposal

(1) **Subfactor 1: Quality Control** will address the methodology for maintaining shelf life / stock rotation plans or testing plans to ensure compliance with product
quality and control standards established in the SOW. The proposal shall describe in detail:

- Issues regarding product testing, such as lot acceptance testing, shelf-life recertification, production lot testing, or first article testing
- Procedures used for inspections for product and end item packaging / marking
- Actions that are required to address spills, management of actions taken to correct and report spills
- Appropriate preventative actions that may be employed to protect the inventory.
- Process for management of the SDS repository and the associated tracking of the items to each delivery order.
- Specific compliances to required ISO 9001 or equivalent will be verified by providing certification or appropriate documents demonstrating compliance with required standards for the offeror and all affected subcontractors.
- Describe effective measures for Hazardous Material (HAZMAT) items identified in this population, that demonstrates compliance with federal, state and local laws and regulations
- Scenario Based Response: Your response to the Scenario Based Question #1 will be evaluated as part of this subfactor and rated as part of the evaluation of this subfactor.

(2) **Subfactor 2: Product Management** shall demonstrate the offeror’s ability to support the government’s technical requirements in the PIDs / CIDs. The Offeror must demonstrate a capability to:

- Identify additional or new sources of supply
- Conduct quality testing and reporting of technical documentation to the government in support of proposed product changes
- Explain the process for preparing products for shipment and the compliance with the applicable federal, state and local requirements
- Identify the plan and actions that will be taken to address product deficiencies and discrepancies
- Provide accurate, compliant SDS and HWL labels for all products identified in list of Active NIINs/Schedule of Supplies (Attach. 2) and list of Inactive NIINS (Attach. 3). This submittal must demonstrate the offeror’s overall understanding of the requirement for a complete data submittal
- Provide adequate commercial warranty that is consistent for all items. This warranty must outline all warranty provisions and will be evaluated to insure that overseas shipments will be covered until supplies are received at their final destination. CONUS items will be warranted for a minimum of 90 days from receipt.
- Scenario Based Response: Your response to the Scenario Based Question #2 will be evaluated as part of this subfactor and rated as part of the evaluation of this subfactor.
Volume 3: SDS & HWL: The appropriate SDS & HWL corresponding to the products information shall be provided in a separate volume for items identified in Attachments 2 and 3, labeled "Volume 3 – SDS & HWL".

C. Factor 2: Volume 4: Management Proposal

(1) Subfactor 1: Order Fulfillment shall address the process of Electronic Data Interchange (EDI) order processing from receipt of government order to complete fulfillment to include all inventory under control of the contractor. Offeror’s proposal must demonstrate the following:

- All actions described must consider the established Time Definite Delivery (TDD) requirements of the SOW.
- Describe the contract delivery order tracking system.
- Description of actions will provide detail on the specific packaging, repackaging, marking, and shipment information.
- Specific detail for all of the various forms of transportation that will be employed to supports shipments for this contract.
- Provide actions that identify and correct misdirected shipments.
- Support for the approved property management plan that addresses control of Vendor Managed Inventory (VMI).
- Provide action plan for addressing customer complaints.
- Identify the specific differences in support for domestic versus overseas shipments.
- Scenario Based Response: Your response to the Scenario Based Question #3 will be evaluated as part of this subfactor and rated as part of the evaluation of this subfactor.

(2) Subfactor 2: Risk Management shall address a comprehensive approach to the total program addressing all aspects of the supply chain. The offeror’s proposal must demonstrate the following:

- Identify and address specific risks that may impact this program, including implementation and long-term management
- Provide detail regarding subcontractor and vendor management that encompasses the entire population of active (Attach. 2) and inactive items (Attach. 3)
- Ability to manage and address all issues associated with subcontractor management, item shipping and handling, ensuring compliance to TDD standards
- Ability to manage the specific hazardous material characteristics for these products.
- Demonstrate the ability to identify specific quantitative and qualitative risks and effective mitigation strategies that demonstrate the clear ability to ensure uninterrupted performance at the required level of support
(3) **Subfactor 3: Transition Plan** shall provide all elements of transition from contract award through Initial Operational Capability (IOC) to Full Operational Capability (FOC). The offeror’s proposal must demonstrate the following:

- Dated milestones must be identified for each step of the plan.
- Identify specific government actions that may be required to support implementation.
- Any actions that will cause a delay and impact the successful FOC must be clearly identified.

**D. Factor 3, Volume 5: Past Performance Proposal**

(1) The offeror shall submit Present and Past Performance Information for itself and any proposed critical subcontractor in accordance with the format contained in the FACTS Sheet (Attach. 8) and the following paragraphs. For this acquisition, a critical subcontractor is defined as an entity (subcontractor and/or teaming contractor), other than the offeror itself that will provide support for technical compliance which represents a significant out-sourced capability such as: HAZMAT testing capability, source of packaging / repackaging, or warehouse or storage facilities. Material sources of supply are not considered critical subcontractors.

(2) The requested present and past performance information shall be provided in a separate volume labeled "Volume 5 – Past Performance". A summary page shall be provided describing the proposed role of the offeror, critical subcontractor (nature of work and percentage of overall work). Summary page information must clearly communicate that proposed critical subcontractor(s) meet the definition of a critical subcontractor established above. Efforts submitted for proposed critical subcontractors not meeting the established definition may not be evaluated. Each offeror/critical subcontractor shall complete a separate FACTS Sheet for each active or completed contract, with at least one year of performance history from the proposal submission, in the past three (3) years that the offeror/critical subcontractor considers relevant in demonstrating its ability to perform the proposed effort. Past performance for the offeror and the critical subcontractors should be submitted as follows:

- **Offeror**: No more than four (4) contracts should be submitted for consideration. Any more will not be evaluated. Contracts may be either government or commercial contracts.
- **Critical Subcontractor**: No more than two (2) contracts (for each identified critical subcontractor) should be submitted for consideration. Any more will not be evaluated. Contracts may be either government or commercial contracts.

(3) Basic ordering contracts will not be evaluated as stand-alone contracts without quantification and clarification of the scope and the magnitude of the contract. If
an ordering contract is being submitted for evaluation, which has numerous delivery orders (which cannot be evaluated individually), you must provide an executive summary of the magnitude of the work performed on the contract, including numbers of orders issued, performance metrics, dollar values, delivery standards, and other information that shall allow an overall past performance evaluation. Information submitted in this format shall be considered collectively one contract. If the individual order is of such a magnitude that it supports one contract for past performance the submitted order shall be considered a separate effort.

(4) The performance on efforts identified shall be restricted to those completed or ongoing during the past three (3) years prior to the closing date of this RFP. The offeror's/ critical subcontractor’s present and past performance information may include data on efforts performed by other predecessor companies, affiliates, other divisions or corporate management, if provided for evaluation and the offeror’s past performance volume demonstrates the company, affiliate, or division will provide the offeror with resources for this effort. These efforts can include the following: workforce, management, facilities, or other capabilities demonstrating direct and meaningful involvement in the performance of the instant proposed effort. The FACTS Sheets shall clearly indicate the division or corporate organization that performed or is presently performing the contract. Contracts listed may include those with the Federal Government, state and local governments or their agencies, and commercial customers.

(5) Offerors or critical subcontractors that are newly formed entities (in existence less than three (3) years from the issuance date of this solicitation) who have no prior contracts or do not possess relevant corporate past performance, but have key personnel with relevant past performance while employed by another company, may demonstrate the performance of such key personnel by submitting FACTS Sheets for four (4) of the most recent and relevant contracts under which such key personnel performed the same role currently being proposed for this acquisition. Performance shall have occurred as cited in Para. 4 above. The quality of the key personnel’s performance under the submitted contract must be able to be verified by the Past Performance Team in order to be considered in the assessment of confidence. Key personnel must already be employed by the offeror / critical subcontractor. The offeror must also submit a consent letter executed by each of its proposed critical subcontractors authorizing release of adverse past performance information to the prime offeror to allow the prime offeror an opportunity to respond. A sample Subcontractor/Teaming Partner Consent Form (Attach. 9) is attached. The consent form should be completed by the critical subcontractors identified in your proposal. The completed consent forms should be submitted as part of your Past Performance Volume.

(6) The offeror/critical subcontractor, if applicable, shall focus its FACTS Sheet responses on clearly correlating present and past performance with the requirements of this RFP. The FACTS Sheet responses must clearly describe the
relevance of the effort to the work proposed. The answering space on the FACTS Sheet may be expanded so that the filled-in FACTS Sheet for each relevant contract covers no more than both sides of three (3) 8 ½ x 11 inch pages. Provide the most current information for the Points of Contact (POCs) identified on the FACTS Sheets.

(7) If problems were encountered during the performance of the identified contracts, provide evidence of the ability to isolate the root causes of problems and include in the FACTS Sheet a description of programs or actions taken to resolve those causes. Problems not addressed in the FACTS Sheet, but found by the Government during the evaluation of the information in this volume, will be assumed to still exist. Note: In the case of Contractor Performance Assessment Report System (CPARS), if your input has already been provided and the rationale/circumstances have not changed, do not repeat them here.

(8) The Present/Past Performance Questionnaire (Attach. 10) will be one means used by the Government to obtain present/past performance information. The Government reserves the right to change, alter, and/or supplement the questionnaire without further notice. The offeror shall send out – and track the completion of - the Present/Past Performance Questionnaires (Attach. 10) to each of the offeror’s, joint venture members and/or critical subcontractors’ (i.e., each entity’s) Points of Contact (POCs) identified in each FACTS Sheet. The responsibility to send out – and track the completion of the Present/Past Performance Questionnaires rests solely with the offeror - i.e., it shall not be delegated to any other entity. The Transmittal Letter (Attach. 11) shall be used by the offeror in sending out the Present/Past Performance Questionnaires. Exert your best effort to ensure that at least two POCs per relevant contract submit a completed Present/Past Performance Questionnaire directly to the Government not later than the date established for receipt of proposals.

POCs may submit their completed Present/Past Performance Questionnaire either electronically or by mail. If sending electronically, follow the procedures outlined in paragraph “Communications” above, and email to: Jodi.Beard@dla.mil. If mailing, mail directly to:

DLA Aviation
Attn: DSCR-ARCJ/Jodi A. Beard/33H-94
8000 Jefferson Davis Hwy
Richmond, Virginia 23297

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY

SOURCE SELECTION INFORMATION - See FAR 2.101 and 3.104 FOR OFFICIAL USE ONLY
Once the Present/Past Performance Questionnaires are completed by your POCs, the information contained therein shall be considered source selection sensitive and shall not be released to you, the offeror. Therefore, any exchange/contact between the offeror/ critical subcontractor and any third party in regards to comments made on the questionnaire is not permitted. Questionnaires shall be sent to and best efforts made to ensure completion and submission directly back to the Government from at least two of the following (in descending order of availability):

- Procuring Contracting Officer/Contract Negotiator or equivalent
- Program/Project Manager, or equivalent
- Administrative Contracting Officer/Contract Administrator or equivalent
- Project Engineer

In the event that commercial contracts are presented as present/past performance sources of information, a client authorization letter shall be issued to those commercial POCs requesting/authorizing them to complete a Present/Past Performance Questionnaire (Attach. 10). A sample client authorization letter (Attach. 8) is attached to this RFP. The offeror is required to send the client authorization letter(s) with the Present/Past Performance Questionnaire(s) to each POC on commercial contracts. A separate copy of client authorization letter(s) for each commercial contract shall be included in the offeror’s Present/Past Performance submission for the Government’s use in case additional questionnaires need to be sent by the Government after RFP closing.

The Government may conduct follow-up discussions with any of the people identified in the FACTS Sheets or in the offeror’s Present/Past Performance Volume. The Government may obtain other information by sending out additional questionnaires and/or through other sources.

The FACTS Sheet (Attach. 8) and Present/Past Performance Questionnaire (Attach. 10) must include the following legend at the top and bottom of the page:

SOURCE SELECTION INFORMATION - See FAR 2.101 and 3.104 FOR OFFICIAL USE ONLY

E. Factor 4, Volume 6: Small Business Participation Plan

All Offerors (both large and small businesses) are required to provide a Small Business Participation proposal. Offerors shall propose the level of participation of small businesses (as a small business prime and/or first tier small business subcontractors) in the performance of the acquisition. The DoD's small business prime goals set forth in the Evaluation Procedures (Attach. 15) are provided for consideration in the development of individual Offeror Small Business Participation goals.
Check the applicable size and categories for the PRIME offeror only -- Check all applicable boxes:

{ } Large Prime
{ } Historically Black Colleges or Universities and Minority Institutions (HBCU)
or
{ } Small Business Prime; also categorized as a
{ } Small Disadvantaged Business (SDB)
{ } Woman-Owned Small Business (WOSB)
{ } Historically Underutilized Zone (HUB Zone) Small Business
{ } Veteran Owned Small Business (VOSB)
{ } Service Disabled Veteran Owned Small Business (SDVOSB)

(1) The extent to which such firms are specifically identified in proposals.
   • Provide a listing of proposed subcontractors with their specific names, Commercial and Government Entity (CAGE) code, and respective socio-economic categories to the extent they are known.

(2) Address the extent of commitment to use such firms (enforceable commitments are to be weighted more heavily than non-enforceable ones).
   • Describe the extent of commitment to use small businesses. Provide a listing of all small business subcontractors and types of commitments if any are in place for this specific acquisition, such as, written contract, purchase order, exclusivity arrangements, joint venture and mentor-protégé.
   • Provide a description of the efforts your company will make to assure that small business concerns and socio-economic categories - veteran-owned small business; service-disabled veteran-owned small business; HUBZone small business; small disadvantaged business; or a women-owned small business concern will have equal opportunity to compete for subcontracts under any resulting contract.
   • Provide the name and title of the individual principally responsible for ensuring company support to such firms.

(3) Identify the complexity and variety of the work small firms are to perform;
   • Describe your current and planned proposed range of services, supplies, and any other support that will be provided to you by small business and socio-economic categories.
   • Provide a Listing of principle supplies/services to be performed by Small Businesses. Be as specific as possible, reference to Statement of Work (SOW) paragraphs as applicable to identify the variety and complexity of work small businesses are to perform.

(4) Address the realism of the proposal;
   • All Offerors shall submit a detailed plan to meet the goals proposed, along with the supporting business case rationale. Provide adequate justification
for lack of small business participation and for any proposed percentages below the Government target Small Business goals.

- Justifications must include sufficient discussion of how efficient contracting performance, nature of supplies, availability of small business subcontractors, cost, delivery, any actions taken to increase unmet goals, and/or any other relevant information supports a sound business case.
- Describe any future plans your company has for developing additional subcontracting opportunities for small, small disadvantaged and women-owned small business concerns during the contract performance.
- Specify what type of performance data you will accumulate and provide to the Contracting Officer regarding your support of small business and socio-economic categories during the period of contract performance.

(5) Address Past performance of the offerors in complying with requirements of the clauses at FAR 52.219-8, Utilization of Small Business Concerns, and 52.219-9, Small Business Subcontracting Plan.

- When subcontracting possibilities existed on the contracts submitted by the offeror in the Past Performance Volume 5, address whether or not the offeror awarded subcontracts to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns to the fullest extent consistent with efficient contract performance. If utilizing small businesses in current or prior contracts was not practicable, the Offeror shall explain why. Provide any information substantiating the Offerors track record of utilizing small business on past contracts in detail. Include at a minimum, the two (2) most recent Summary Subcontract Reports (SSR).

(6) Identify the extent of participation of such firms in terms of the value of the total acquisition. Specify what proportion of your proposal, as a percentage of dollars, will be subcontracted to small business and socio-economic categories.

- Provide the total combined percentage of work to be performed by both large and small businesses (include the percentage of work to be performed both by Prime and Subcontractors):

  Total Contract Value (TCV) : $____________________
  Dollar Value of your Participation as a Prime Contractor:  $____________

  Total Percentage planned for Large Business(es) _____% = $ __________
  Total Percentage planned for Small Business(es) _____% = $ __________

  100%

  NOTE: When combined, Large and Small Business totals must equal 100%.
Identify the percentage of work performed by Small Businesses that qualify in multiple socio-economic categories that may be counted in each category. The sum of all percentages need not equal 100%. All percentages shall use Total Contract Value as a baseline.

Provide adequate rationale if socio-economic entity goals are not met. Offerors are cautioned against only acknowledging a goal is not met, if applicable. Adequate rationale includes specific reasons why a goal is unmet and any actions being taken to increase any unmet goals.

Example: Victory Prop Mgmt. (WOSB and SDVOSB) performing 2%; and Williams Group (SDB, HubZ and WOSB) performing 3%. Results equate to: SDB 3%; HubZone 3%; WOSB 5%; SDVOSB 2%; VOSB 2%;. SDVOSBs are also VOSBs automatically; however VOSBs are not automatically SDVOSBs.

<table>
<thead>
<tr>
<th>Percentage of TCV</th>
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<tr>
<td>Small Disadvantaged Business %</td>
<td>$__________</td>
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<tr>
<td>HUB Zone Small Business %</td>
<td>$</td>
</tr>
<tr>
<td>Woman Owned Small Business %</td>
<td>$</td>
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<tr>
<td>Service Disabled Veteran Owned SB %</td>
<td>$</td>
</tr>
<tr>
<td>Veteran Owned Small Business %</td>
<td>$</td>
</tr>
<tr>
<td>HBCU/MI %</td>
<td>$</td>
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* Separate from Small Business Participation Plan, other than U.S. Small Business Offerors are required to submit a subcontracting plan meeting the requirements of FAR 52.219-9 and DFARS 252.219-7003 (or DFARS 252.219-7004 if the Offeror has a Comprehensive subcontracting plan). Other than U.S. Small Businesses must submit acceptable subcontracting plans in order to be eligible for award.

**F. Factor 5, Volume 7: Price Proposal:**

Volume 7 shall be clearly marked as “Volume 7 – Price Proposal” and all information relating to price must be included in this section. Each offeror must submit two hard copies and one copy via digital media as stated in section A of the Instruction to Offerors. REMINDER: DO NOT DELETE LINES.

(1) Material Unit Prices: Fixed material prices are established and are subject to an Economic Price Adjustment (EPA) pursuant to DLAD 52.216-9030 on a semi-annual basis. Material prices will be paid to the vendor by DLA per delivery order against the Contract Line Item Number (CLIN) associated with the NSN ordered.

- All NSNs with active demand history (approx. 3,000 items) identified in the listing of Active Items / Schedule of Supplies (Attachment 2) shall be priced for this action.
- Testing – Propose a fixed unit price for the applicable Testing requirements.

**NOTE:** Proposed prices for these commodities (NSNs) will apply to orders issued the first six months after contract award (or beginning at FOC as applicable) and will be adjusted semi-
annually using the indices specified in the Economic Price Adjustment (EPA) provision of the contract. Testing pricing is not subject to EPA.

(2) Supply Chain Support: Fixed Pricing is established for the level of performance to support demands over a 10-year ordering period, to include a 5-year base ordering period, one 3-year option period and one 2-year option period. Management fee will be paid out monthly against the referenced CLIN on the delivery order.

- **Transition Fee**: Propose a dollar amount to include the period through successful FOC of the contract to cover transition and implementation costs. This fee shall be proposed on Page 3 of the RFP. Fee will be invoiced based on established milestones from the approved transition plan.

- **Management Fee**: Propose a dollar amount for each year of the contract to cover the offeror’s fixed costs, such as overhead, general and administrative costs. This fee shall be proposed on Page 3 of the RFP for the entire ten-year contract period.

- **Throughput Fee**: Propose a single percentage to cover costs that vary with the volume of business to include transportation and warehousing costs. The fee will be added to the material unit price for each NSN as per the Schedule of Supplies (Attach. 2) and reflected on each delivery order. This fee is applicable throughout the entire life of the contract. The fee proposed must be proposed for the entire proposed ten-year contract period.