



**DEFENSE LOGISTICS AGENCY**  
**Disposition Services**

# **SURPLUS USABLE PERSONAL** **PROPERTY**

Request for Technical Proposal  
Number 18-0339

STEP ONE OF TWO - STEP SOLICITATION  
October 10, 2017

**Surplus Usable Property**  
**Requirements and Criteria for Technical Proposals**

**EXECUTIVE SUMMARY**

DLA Disposition Services is planning to offer future generations of certain usable surplus property located at multiple Department of Defense (DOD) locations under a sales contract. Usable assets determined to be safe to sell nor required to satisfy a DOD reutilization mission, transfer to another Federal agency, and not required for donation by an authorized Donee will become available to purchase. The contract will provide this property for a minimum of two (2) years. In addition, DLA Disposition Services may elect to offer the Contractor up to four (4) one year contract extension options. This sale will be conducted using a Two-Step Sealed Bid process consisting of two distinct steps: (1) solicitation, submission, and evaluation of Technical Proposals to determine acceptability; and (2) issuance of an Invitation for Bid (IFB) only to those firms who submitted acceptable Technical Proposals under Step One.

Accordingly, you are invited to submit a Technical Proposal **WITHOUT BID PRICES OR BID DEPOSIT** in accordance with the Requirements and Criteria for Technical Proposal contained in the Request for Technical Proposal (RFTP) Number 18-0339, for the line items described in the attached draft IFB. The draft IFB is provided for information only and is not to be completed or submitted with the Technical Proposal 18-0339. The RFTP identifies how the Technical Proposal is to be organized, evaluation factors, and specifics from the Business Plan and Operational Plan that are required to be included in the proposal. Firms are advised to submit a complete Technical Proposal that responds to the requirements of the RFTP 18-0339. The Government will make a final determination whether a proposal is acceptable or unacceptable based solely on the proposal as submitted and then proceed directly with the second step of this sale. The Government may request clarification on submitted documentation only. Bidder will not be able to provide any new information that was not included in their Technical Proposal submission for RFTP 18-0339. RFTP is not binding on the part of the Government and does not in any way commit the Government to pay for any costs incurred in the preparation and submission of the requested Technical Proposal. The RFTP does not commit the Government to contract for the property described in the draft IFB. Proposed contractual requirements (e.g. terms and conditions) will be contained in the IFB issued under Step Two and provided in the attached draft IFB for information purposes only. **ELECTRONIC SUBMISSIONS OF THE TECHNICAL PROPOSAL ARE NOT PERMITTED.**

Each firm shall submit two copies of their Technical Proposal to:

Mr. Keoni L. Taylor  
Lead Sales Contracting Officer  
DLA DISPOSITION SERVICES J-422  
74 North Washington Avenue  
Battle Creek, Michigan 49037-3092

**Your Technical Proposal must be received no later than November 02, 2017.**

### **Requirements and Criteria for Technical Proposals**

#### **FORMAT:**

To maximize efficiency and minimize the proposal evaluation process, firms shall submit their Technical Proposal in accordance with the format provided below. It is believed that sufficient latitude is provided such as not to prejudice or limit the comprehensiveness of the proposal.

Each firm shall submit only one Technical Proposal (two copies) with a maximum length of 75 pages subject to the following requirements and limitations (NOTE: the maximum length of 75 pages does not include the requirements as stated in the Appendices section (Page 8) of this RFTP. Contractor is not limited to a particular page length with regard to the financial statements or resume input relating to the appendices requirements):

- Title page, Un-priced Technical Proposal - The title page of the Technical Proposal shall include (1) the solicitation number of the Request for Technical Proposal; (2) the company name of the firm; (3) the firm shall identify those portions of its Technical Proposal that contain copyrighted or proprietary or similar proposal data with a restrictive legend indicating the protected type of data contained therein.
- A table of contents, identifying the major sections of the total proposal as set forth below, by volume (if applicable) and by page, shall be placed in the front of each volume.
- The un-priced Technical Proposal shall be bound in notebook/binder(s) to permit removal of sections for the purpose of separate evaluation. The company name of the bidder shall appear at the top of the first page. Each page of the proposal that contains company proprietary data shall be so stated.

The Technical Proposal is the primary basis for the evaluation of: (a) the degree to which a firm's claim of performance capacity is supported, and (b) the ability of the firm to perform in accordance with the requirements. The technical factors to be considered are those discussed herein. When preparing their Technical Proposal, firms are cautioned to pay particular attention that they provide sufficient detail to demonstrate their complete understanding of the scope of the work involved, including the requirement to comply with all federal, state, and local laws and regulations. The Technical Proposal shall be detailed, specific, and complete to enable Government personnel to make a thorough evaluation and a sound determination that the proposal will have a reasonable likelihood of meeting the requirements and objectives set forth by the Government. These objectives are to ensure that firms understand the logistics of handling and transporting property, the importance of property assurance, and the ability to meet all reporting requirements while complying with the terms of the contract. General statements such as "standard procedures will be used," or "well-known techniques will be utilized," and generalities of textbook theories and techniques, will not constitute compliance with

these requirements concerning the content of the Technical Proposal. Part of the purpose of this requirement is to ascertain the level of the firm’s knowledge of compliantly performing under the terms of this contract.

The following Technical Proposal organization is required to facilitate the technical evaluation:

- I. Title Page
- II. Table of Contents
- III. Executive Summary
- IV. Operational Plan
- V. Business Plan
- VI. List of Appendices
- VII. Identification of Marketing Consultants/Advisors

**EXECUTIVE SUMMARY:**

The executive summary should highlight the firm’s approach and should summarize the key capabilities and general features of the firm’s resources, financial capacity, experience and understanding of the business and the operational efforts required by this solicitation.

**OPERATIONAL PLAN:**

Provide a description of your technical approach that will demonstrate the capability to safely transport property, safely store property, ensure property assurance practices are in place, track property resold to buyers, have a satisfactory property recovery process, ensure reporting requirements are met, and ensure compliance with all federal, state, and local laws and regulations. Make explicit the assumptions upon which the plan is based. The technical approach should additionally address the following:

1) Accountability and Reporting – Provide a plan for maintaining accountability of property and producing the required reports to meet the requirements of the contract, including but not limited to:

a) Tracking by DTID (Disposal Turn-In Document), and specifically when:

- 1) DTIDs are bundled for sale into larger lots;
- 2) DTIDs are broken down for sale into smaller lots;
- 3) DTIDs are improved for sale with capital expenditures;
- 4) DTIDs are physically altered for sale into more than one separate lot (e.g. certain parts removed and marketed separately with the remains sold as scrap or otherwise); and when

5) DTIDs are required to be returned to the Government.

b) Tracking DTIDs by location, sales status, returns status, any physical alterations or modifications, identification of the resale purchaser, and proceeds received.

c) Tracking and reporting the receipt of RCP (Recycling Control Point) property that ships directly from the DLA Distribution Centers.

2) Procedures Demonstrating Government Interaction – Describe how the firm plans to work and interact with DLA Disposition Services' personnel at individual field locations and how the firm intends to comply with the record keeping and audit requirements of this contract. The procedures should be described in sufficient detail to demonstrate the firm's ability to meet the timeframes in the contract and to demonstrate the firm's understanding of the scope of the work effort required and the degree of the difficulty involved.

3) Facilities/Storage – Provide a plan showing how the firm proposes to handle the removal and storage of property. No permanent storage in Government facilities will be provided. The plan should provide sufficient detail to meet the timeframes in the contract. Include sufficient information to provide a detailed understanding of how the logistical inventory flow will be incorporated into the proposed facilities (i.e. when property will be stored, where and for how long), and how property covered under this contract will be readily identifiable as formerly Government surplus property. Provide a plan that describes the physical security measures that will be taken by the Contractor and their facilities.

4) Safety Procedures, Licenses, Permits – Provide a plan for compliance to meet the safety procedures required by appropriate OSHA standards. Describe how the firm intends to obtain necessary licenses and permits, and address how the firm intends to comply with any environmental requirements. Firms should note that a host installation may require safety procedures that exceed OSHA requirements and that they are expected to comply.

5) Hardware/Software – Identify the particular software package(s) that you expect to use or that you are considering using to meet applicable inventory management, accounting, and reporting obligations, and provide a plan for an interim system to use for these purposes until the permanent system is in place. Provide answers or descriptions for the following aspects of your system:

a) Describe the hardware configuration including descriptions of servers, networking hardware, and backup devices of the proposed system.

b) Describe the operating system(s) under which the proposed system will operate.

c) Is your proposed system Web-based or client/server?

d) Describe your backup policies and procedures.

e) Describe your proposed Disaster Recovery Plan.

f) What is the range and average for system downtime (scheduled and unscheduled)?

- g) Name and describe the database management program utilized by the proposed system.
- h) Describe your system's database import/export capabilities.
- i) Describe the online data storage capacity of the database management program of the proposed system.
- j) Describe the file purging/archiving methodology used by the proposed system and how soon archived data can be made available after a request is made.
- k) What programming language(s) was/will be used to develop the system?
- l) What user interface standards will the proposed system use?
- m) Describe your company's policy regarding source code.
- n) Will software upgrades be provided as part of your software support contract?
- o) Describe your support process for evaluating and fixing defects or problems in your software.
- p) How will requests for enhancements or customizations be handled?
- q) What will the methods be for contacting technical support for items covered under this contract?
- r) Describe how the proposed system will maintain an active link to eFAS/GovSales.gov at all times.

6) Internal Controls/Security – Provide a plan for quality control regarding property removal, accountability, transport of property, financial flows, and other applicable parts of your Technical Proposal and the requirements of this contract. Describe in detail the plan for complying with DLA Disposition Services' requests for property retrievals and a plan to assist DLA Disposition Services with customer service. The plan for property retrievals should demonstrate a willingness to work with the Government and DLA Disposition Services' representatives. The plan should reflect Contractor capabilities to ensure seamless property accountability. It should be noted that, depending on the sensitivity of the item being retrieved (most significantly related to National Security), DLA Disposition Services may require the Contractor to concentrate all efforts in recovering and accounting for the property. Describe your approach to data/information security, especially with regard to internet technologies. Include the supported log-on capabilities, and what methodology would be used to prevent unauthorized access. Describe in detail how the system will provide a complete audit trail of the specific user, function accessed, date/time, and data change. Provide details on access controls to the audit logs and safe retention of that data. Describe methods for mitigation in the event of a breach of security.

7) Post Award Period and Phase-In Period – Provide a plan for the steps that you will take, including hiring personnel, acquisition of facilities, equipment and software, and other steps during the

period between award and the beginning of the Phase-In Period, as well as a plan for handling the Phase-In Period that begins with the initial delivery of property. Include any logistical issues that you anticipate with respect to establishing procedures, working relationships with field personnel and adapting procedures for the initial property flow. Your Draft Request for Technical Proposal 18-0339 plan should be based upon an expectation that you will need to cooperate with the Government personnel or other contractors at each DLA Disposition Services facility, that your staff must arrange for removal of all items on a Delivery Order on a timely basis, and that your activities should not hinder DLA Disposition Services from performing its duties.

## **BUSINESS PLAN**

1) Management and Organization – The proposal shall demonstrate that the corporate and project organizations support the level of effort required to meet the terms and conditions of the contract. Be explicit regarding the assumptions upon which the plan is based.

2) Project Organization – The firm shall describe its organization plan, to include quality control processes, to manage the contract, including any services to be provided by subcontractors. If the firm is newly formed for the purpose of performing this contract, provide a copy of the joint venture agreement or other organizing documents in the appendices to the Technical Proposal.

3) Key Personnel and Staffing – Provide name and resume of the proposed Chief Executive Officer (CEO) and the Chief of Information Technology. Include experience on similar projects. Provide the number of personnel required, by function, in your plan estimates. Contractor is free to provide additional resumes of key personnel which do not apply to the 75 page limit placed on the RFTP submission.

4) Risk Factors – Discuss risk factors that are involved in successfully completing this contract as related to requirements, scheduling, logistics and financial capacity.

5) Financial Plan – Contractor should demonstrate an understanding of the scope of work and the financial requirements of the contract. Firms should state all assumptions underlying the financial plan clearly; however, no implications or inference as to the firm's ultimate bid will be associated with the Contractor's purchase price assumption in the financial plan. Demonstration should sufficiently detail that the prospective Contractor clearly has a sufficient financial capacity to meet all financial requirements and contingencies associated with performing the contract to include documentation to support the availability of the Bid Deposit (\$100,000), Payment Deposit required (the average estimated quantity of such material to be generated during a 3-month period multiplied by 20 percent of the bid price), and Financial Guarantee Bond (\$3,000,000) as stated in Article Three of this Solicitation.

6) Experience – Provide the name, address, phone numbers, contract number (if applicable) and a description of the services, of either commercial clients or Government agencies, for which prior comparable services have been rendered, at minimum, within the last three (3) years. Firm must provide evidence of demonstrable experience in business arrangements involving the removal, property assurance and reporting requirements of large and varied quantities of used and surplus property (such as that covered by the draft IFB). The experience of the Firm and all key persons should be submitted.

The bidder should be able to demonstrate they have recent experience in transporting, storing, maintaining property accountability and assurance, and selling hundreds of thousands of different types of items, whether unused or used, and ranging in size from small hardware such as nuts/bolts, to large heavy industrial equipment. The Firm should also demonstrate it has provided these requirements at multiple sites concurrently, and can manage multiple locations and be able to otherwise fulfill the requirements of the IFB.

**APPENDICES:**

Provide a minimum of five (5) year financial history (annual income statements, balance sheets, reports on company assets, liabilities, owner's equity, credit rating, etc.), and any other supplemental or supporting technical or financial information deemed necessary by the firm. If your business structure is such that additional financial information is necessary to establish the requisite financial capacity, such as financial statements of general partners or joint ventures, you must include that information.

**IDENTIFICATION OF MARKETING CONSULTANTS/ADVISORS:**

To assist DLA Disposition Services in screening for potential organizational conflicts of interest, including conflicts of interest with any non-Governmental employee who may provide review, analysis, or verification of data in connection with the evaluation of Technical Proposals, all firms must identify any marketing consultant or advisor used in the preparation of its proposal as addressed below. All firms submitting Technical Proposals are required to complete the certification below. This information will not be used in the process of evaluating Technical Proposals.

Marketing consultant and advisor are used interchangeably to mean any independent contractor who furnishes advice, information, direction, or assistance to a firm in support of the preparation or submission of a proposal, bid, or offer for a Government contract by that firm. An independent contractor is not a marketing consultant/advisor when rendering routine engineering and technical services such as installation, operation, or maintenance of systems, equipment, software, components, or facilities; or routine legal, actuarial, auditing, and accounting services; or training services.

A firm or individual is not an independent contractor within the context of this provision if the advice, information, direction, or assistance rendered is offered within the context of its/his own independent analysis and due diligence regarding whether to extend credit, financial services or support, or bonding to the firm.

Organizational conflict of interest means that because of activities or relationships with other persons, a person is unable or may potentially render impartial assistance of advice to the Government, or that the person's objectivity in performing the terms of the contract is or might be otherwise impaired, or that a person has an unfair competitive advantage.

The term solicitation as used in this provision includes use of the RFTP and IFB to solicit firms for the sale of surplus usable property proposed by this RFTP.

Any individual or firm that contractually employs, retains, or engages one or more marketing consultants or advisors in connection with a solicitation or contract, shall provide the Sales Contracting Officer (SCO) the information below with respect to this RFTP:

a) Name(s) of marketing consultant/advisor. If none, so designate; if more than one, use a separate sheet, if necessary.

b) Taxpayer Identification Number of the marketing advisor/consultant.

c) Name, address, and telephone number of a responsible officer or employee of the marketing consultant who has personal knowledge of the marketing consultant or advisor's involvement in the contract.

d) A description of the nature of the services rendered or to be rendered by the marketing consultant or advisor.

e) The name, address, and telephone number of the client or clients, and the name of a responsible officer or employee of the marketing consultant/advisor who is knowledgeable about the services provided to such client(s). Describe the nature of the services rendered to such clients, if, based on information provided to the firm by the marketing consultant, any marketing consultant is rendering, or has in the twelve months preceding the closing date of this RFTP, rendered services respecting the same subject matter of the instant solicitation, or directly relating to such subject matter, to the Government or any other client (besides the firm).

In the event that it is determined that a conflict of interest may exist, the SCO may require the apparent successful bidder to provide a certificate signed by the marketing consultant stating that marketing consultant has made inquiry, and to the best of the consultant's knowledge and belief, the consultant has provided no unfair competitive advantage to the firm with respect to the services rendered in connection with the solicitation, or that any unfair competitive advantage that, to the best of the consultant's knowledge and belief, does or may exist, has been disclosed. *NOTE: Although this RFTP and IFB will result in a sales contract and is not subject to the FAR, the guidance of FAR 9.5 is relevant to a consideration of any potential conflicts of interest as addressed in this clause and will be considered by DLA Disposition Services in evaluating any potential conflicts of interest.*

**Submission of Proposals and Modifications To Technical Proposals For Two-Step Formal Technical Proposals and modifications must be delivered by 4:30 p.m. EDST on November 02, 2017 to:**

DLA Disposition Services  
Hart-Dole-Inouye Federal Center  
ATTN: Mr. Keoni Taylor, J-422 (Room 2-4-15)  
74 North Washington  
Battle Creek, MI 49037-3092

**Any Technical Proposals or modifications received after 4:30 p.m. EDST on November 02, 2017 will NOT be considered. Technical proposals and modifications sent by facsimile are NOT acceptable.**

**The only acceptable evidence to establish the time of receipt by the Government is the time/date stamp that is placed on all packages received at the DLA DISPOSITION SERVICES HQ Battle Creek, MI.**

### **Evaluation Criteria**

The evaluation of the Operational and Business Plans will consider completeness and clarity, degree of compliance within the RFTP, and the likelihood that the approach will meet the Government's objectives. The Operational and Business Plans are considered to be of equal importance. Each factor will be rated as acceptable, reasonably susceptible of being made acceptable, or unacceptable. The introduction and any supplemental information provided will be evaluated only in conjunction with the whole Technical Proposal and only to the extent that they support the individual plans discussed above. A Technical Proposal will not be technically acceptable unless it is determined technically acceptable for each plan. If a proposal contains a significant deficiency for a plan, it will not be considered technically acceptable for that specific plan. A deficiency is defined as that part of a firm's proposal that would not meet the Government's objectives on this contract. Acceptability of each Technical Proposal will be based upon (1) compliance with the requirements of the foregoing paragraphs concerning content of the Technical Proposal including, at a minimum, information satisfying the elements in each paragraph or subparagraph of the Operational and Business Plans, and (2) the Technical Proposal, clearly demonstrating that the firm understands the scope and nature of the draft IFB requirements, as well as applicable laws and regulations.

### **Clarifications**

The Government may request clarification or supplemental information from firms whose Technical Proposals are rated reasonably susceptible of being made acceptable. Firm is required to respond within 24 hours of the request for more information. The Government may, however, make a final determination whether a proposal is acceptable or unacceptable solely on the basis of the proposal as submitted and proceed directly to the second step of this sale without requesting or permitting the submission of further information from any firm. Therefore, each initial Technical Proposal submission should contain the firm's best terms from a technical standpoint.

### **Notice of Unacceptable Proposals**

When a Technical Proposal is rated unacceptable (either initially or after clarification/discussions), the SCO will notify the firm on the basis of the determination and that a revision of the proposal will not be considered. Upon written request and as soon as practical after award, the SCO will debrief unsuccessful firms.

**Attachment: Draft IFB (Provided for information only)**

Attached is the DRAFT Invitation for Bid (IFB) to be issued under Step Two. Your Technical Proposal should comply with the requirements set forth herein. The proposed IFB is provided for information only. You are not to complete any forms herein nor are you to provide any actual bid price with submission of your Step One Technical Proposal.

The Government fully intends to offer the DRAFT solicitation as contained herein. However, the Government reserves the right to make changes to the proposed solicitation if such changes are deemed in the best interest of the Government. Any such changes from the proposed IFB will be highlighted in the final IFB. Should any such changes make an otherwise acceptable Technical Proposal unacceptable, the firm will be contacted to provide further clarification.