

|   |   |   |   |                                     |
|---|---|---|---|-------------------------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |   |   | 1. CONTRACT ID CODE<br><b>S</b>                       | PAGE OF PAGES<br><b>1   11</b>      |
| 2. AMENDMENT/MODIFICATION NO.<br><b>0003</b>  | 3. EFFECTIVE DATE<br><b>04-Aug-2009</b> | 4. REQUISITION/PURCHASE REQ. NO.<br>HT000391353300                                  |   | 5. PROJECT NO.(If applicable)       |
| 6. ISSUED BY<br>US ARMY MEDICAL RESEARCH ACQUISITION ACT<br>DIRECTOR<br>820 CHANDLER STREET<br>FORT DETRICK MD 21702-5014   | CODE<br><b>W81XWH</b>                   | 7. ADMINISTERED BY (If other than item 6)<br><b>See Item 6</b>                      |   |                                     |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)   |   | X   | 9A. AMENDMENT OF SOLICITATION NO.<br>W81XWH-09-R-0018 |                                     |
|   |   | X   | 9B. DATED (SEE ITEM 11)<br>22-Jun-2009                |                                     |
|   |   |   | 10A. MOD. OF CONTRACT/ORDER NO.                       |                                     |
|   |   |   | 10B. DATED (SEE ITEM 13)                              |                                     |
| CODE  | FACILITY CODE                           |   |   |                                     |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS   |   |   |   |                                     |
| <input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.<br>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:<br>(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;<br>or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. |   |   |   |                                     |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required)   |   |   |   |                                     |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.<br>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.   |   |   |   |                                     |
| A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  |   |   |   |                                     |
| B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).   |   |   |   |                                     |
| C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  |   |   |   |                                     |
| D. OTHER (Specify type of modification and authority)   |   |   |   |                                     |
| E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.   |   |   |   |                                     |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)<br><br>The purpose of the amendment is to incorporate a revision to Section L.3.3. The change to the solicitation is bolded and underlined.   |   |   |   |                                     |
| Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.  |   |   |   |                                     |
| 15A. NAME AND TITLE OF SIGNER (Type or print)   |   | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)                          |   |                                     |
|   |   | TEL:  | EMAIL:  |                                     |
| 15B. CONTRACTOR/OFFEROR<br><br>_____<br>(Signature of person authorized to sign)  | 15C. DATE SIGNED                        | 16B. UNITED STATES OF AMERICA<br><br>BY _____<br>(Signature of Contracting Officer) |   | 16C. DATE SIGNED<br><br>07-Aug-2009 |

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

**INSTRUCTION TO OFFERORS****L.1 PROPOSAL CONTENT AND INSTRUCTIONS FOR PREPARATION OF PROPOSALS  
PROPOSAL CONTENT AND INSTRUCTIONS FOR PREPARATION OF PROPOSALS**

Introduction and Purpose - This section specifies the format and content that Offerors shall use in this Request for Proposal (RFP). The intent is not to restrict the Offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is legible and comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Proposals shall be in the form prescribed by, and shall contain a response to, each of the areas identified in Section L.2. Any proposal which does not provide, as a minimum, that which is required in this solicitation may be determined to be substantially incomplete and not warrant any further consideration.

Proposals must be submitted and received in five (5) separate volumes (I, II, III, IV, and V).

A complete Volume II, Past Performance, shall be submitted no later than **7 August 2009 by 2 PM Local Time, Frederick, MD.**

A complete Volume I, Technical Approach, Relevant Experience, and Management Planning; Volume III, Small Business Participation Plan; Volume IV, Cost/Price; and Volume V, Solicitation, Offer and Award Documents and Certifications/Representations, shall be submitted no later than **21 August 2009 by 2 PM Local Time, Frederick, MD.**

If any one proposal volume is received past the respective stated closing date specified in this solicitation, the entire proposal will be considered late. No further consideration will be given to any Offeror who submits any of these volumes late IAW FAR 15.208(b).

Proposals shall be submitted consistent with the instructions below. Proposals shall be submitted to the following address:

Director  
U.S. Army Medical Research Acquisition Activity (USAMRAA)  
Attn: MCMR-AAA-P/W81XWH-09-R-0018/(Laurel Carey)  
820 Chandler Street,  
Fort Detrick, MD 21702-5014

Questions concerning this solicitation must be submitted in writing via email no later than **6 July 2009 by 2 PM Local Time, Frederick, MD.** Questions must be sent via email to both [laurel.carey@amedd.army.mil](mailto:laurel.carey@amedd.army.mil) and [darrell.beaver@amedd.army.mil](mailto:darrell.beaver@amedd.army.mil), Subject: W81XWH-09-R-0018. No telephonic questions will be accepted. Answers to questions will be addressed by amendment to the solicitation which will be posted on the USAMRAA website, [www.usamraa.army.mil](http://www.usamraa.army.mil). In the event that multiple questions address the same issue, the Government reserves the right to answer a representative question that best exemplifies the same issue.

**L.2 FILE AND FORMATTING REQUIREMENTS**

**L.2.1. Format.** The Government's preferred format is as follows: The submission should be clearly indexed and logically assembled. Each volume should be clearly identified and should begin at the top of a page. All pages of each volume should be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. A Table of Contents should be created using the Table of Contents feature in MS Word. MS Word (.doc) files should use the following page setup parameters:

Margins – Top, Bottom, Left, Right - 1”  
 Gutter – 0”  
 From Edge – Header, Footer - 0.5”  
 Page Size, Width – 8.5”  
 Page Size, Height – 11”

The following additional features are requested:

Each paragraph should be separated by at least one blank line. A standard, 12-point minimum font size applies. New Times Roman font is preferred. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape.

**L.2.2 File Packaging.** None of the proposal files shall be compressed (zipped). Zipped files cannot be opened by the Contracting Office.

Page Limitations: Page limitations shall be treated as maximums. If exceeded, the excess pages will not be considered in the evaluation of the proposal and will be destroyed without review. The following table contains all page limit requirements. Offerors are required to provide their proposals in separate proposal volumes as shown in the table below. Volume I shall be tabbed to separate major sections—e.g., Technical Approach, Relevant Experience, and Management Planning. Offerors may also tab the individual plans under the Management Planning section. Tabs will not count against the indicated page limits and shall contain no other information besides tab title. Offerors shall provide the number of hard and electronic file copies as follows:

#### **Proposal Packaging Instructions**

| <b>Volume</b>     | <b>Title</b>  | <b>Page Limit</b> | <b>Number of Hard/Electronic Copies</b> |
|-------------------|---|-------------------|---|
| <b>Volume I</b>   | Technical Approach, Relevant Experience, Management Planning                | 45,<br>15,<br>70  | 7/2                                     |
| <b>Volume II</b>  | Past Performance  | <u>20</u>         | 4/2                                     |
| <b>Volume III</b> | Small Business Participation Plan   | N/A               | 2/2                                     |
| <b>Volume IV</b>  | Cost/Price  | N/A               | 3/2                                     |
| <b>Volume V</b>   | Solicitation, Offer and Award Documents and Certifications/Representations: | N/A               | 2/2                                     |

**L.2.3 Electronic Copies.** The electronic portion of the proposal shall be submitted on virus-free CD-ROMs compatible with Microsoft Office 2003 applications. In addition, each CD-ROM must be made “final.” “Final” is a recording option that renders the CD totally used so no other data tracks can be added. Do not use compressed file formats. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. A separate CD is required for each volume identified above. Documents such as previously printed materials, graphics or any other documents that cannot be submitted in electronic form are

exempt, but if provided in hard copy, will be considered in the page count. A directory shall also be placed on the CD, if it contains more than one file.

**L.2.4 Email Attachments. For the few documents specifically identified within this solicitation to be submitted via email, e.g. Section L.3.4(4), Offerors shall not use the following attachment types:**

**.ace, .ad, .ade, .adp, .asp, .b64, .bas, .bat, .bat., .bhx, .ce0, .ceo, .chm, .cmd, .com, .com., .cpl, .crt, .dbx, .dll, .doc.bat, .doc.com, .doc.pif, .dot, .eml, .exe, .exe., .hlp, .hqx, .hta, .inf, .ins, .js, .jse, .lnk, .mdb, .mde, .mim, .msi, .msp, .nch, .ocx, .pi, .pif, .rar, .reg, .scr, .sct, .shb, .shs, .txt.scr, .upx, .url, .uu, .uue, .vbe, .vbs, .vss, .vst, .vsw, .wmi, .ws, .wsc, .wsf, .wsh, .xxe, .zip**

**NETCOM Guidance 2004-11A, requires that such types of email attachments will be blocked to prevent email based viruses and will not be recoverable. Since this is an Army policy, we are unable to grant exceptions. The contracting office will not extend the due date and time to allow the resubmission of attachments in acceptable formats.**

### L.3 VOLUME CONTENT

**L.3.1 Volume I – Technical Approach.** The Offeror shall submit a written technical proposal which effectively demonstrates the Offeror's understanding of the requirements, an ability to meet all of the functional requirements, terms and conditions contained therein, and provides a successful technical solution for the prospective contract. The Offeror's proposal response shall demonstrate the Offeror's understanding of tasks to be performed, as well as the technical approach and methodology and flexibility that will be utilized in accomplishing any resultant award.

The Offeror shall describe, in detail, its technical approach and overall ability to perform IO&T services. This description shall, at a minimum, specifically address the Offeror's approach for:

- Hospital Transition and Activation Services
- Comprehensive Equipment Services
- Equipment Provisioning and Associated Services
- Equipment Transition and Relocation Services
- Information Assurance Compliance
- Transition of Government Records and Files
- Formal Testing and Calibration
- Training
- Final Turnover and Close Out

**L.3.2 Volume I – Management Planning.** The Offeror proposal shall demonstrate how the Contractor's proposed management planning approach will achieve the goal of delivering timely high quality services within stated timelines for this requirement if awarded the contract. The Offeror's proposal shall demonstrate an understanding of the major deliverables identified in the solicitation in sufficient detail to provide the Government an understanding of the manner and method of management during contract performance and should detail the effectiveness of the Offeror's overall contract/program management, integration of the effort with the Offeror's proposed partners, subcontract management, vendor management, preliminary timeline and sequence of events. The Offeror's proposal shall identify the proposed tracking tool, its tracking and reporting capabilities, and specifically how the Offeror will utilize the system in managing this contract. The Offeror is encouraged to provide a URL and password to access a notional version of the tracking tool.

The Offeror shall provide the following draft plans and approaches to developing their final versions:

- Project Management Plan

- Integrated Master Schedule
- Warranty Management Plan
- Staffing Plan
- Subcontract Management Plan
- Risk Management Plan
- Quality Control Plan
- Tracking Tool User Manual (excluded from page limit restrictions)

**NOTE:** Duplication of information contained within the Technical Approach and the Management Planning portions of Volume I will not be positively evaluated. These evaluation factors are intended to be two separate elements and the Offerors are cautioned to refrain from duplicating discussion. Reference can be made between discussions if necessary, but duplication of information is not desired.

**L.3.3 Volume I– Relevant Experience.** The Offeror shall submit written information which effectively demonstrates the Offeror’s relevant experience in performing services contained within the solicitation. The proposal shall provide evidence of the Offeror’s experience (for this purpose, experience refers to what an Offeror has done, not how well it was accomplished) in performing proposed processes and procedures. The Offeror’s proposal shall demonstrate the amount of relevant corporate experience the Offeror possesses, as well as demonstrate the amount of relevant experience possessed by the proposed Key Personnel. The Offeror shall provide evidence that the organization has current capabilities for assuring performance of this requirement. Evidence of supporting sub-contractors, consultants, and business partners will be considered. Experience shall show: (a) Appropriate mix and balance of education and training of team members and (b) Quality and effectiveness insofar as the allocation of personnel and resources.

The Offeror’s proposal shall demonstrate experience as a company in providing support services for Hospital Transition and Activation Services, Comprehensive Equipment Services, Equipment Provisioning and Associated Services, Equipment Transition and Relocation Services, **Information Assurance Compliance**, Transition of Government Records and Files, Formal Testing and Calibration, Training, Final Turnover and Close Out, and other functional areas contained in the PWS on programs of similar size, scope, and complexity at other organizations and/or other Federal Agencies within the past three (3) years. The Offeror shall submit resumes of proposed Key Personnel; resumes of Key Personnel do not count against the page totals for this volume. These resumes shall include a list of relevant training, education, and certifications. Proof of such may be requested prior to beginning work.

**NOTE:** Substitutions of proposed Key Personnel will not be allowed for a period of six months after award, except in cases of death, illness, or other extreme circumstance. Any substitution or replacement Key Personnel shall have qualification equal to or greater than the individuals proposed. The Government must pre-approve any replacement or substitution of Key Personnel.

**L.3.4 Volume II – Past Performance.** Offerors shall submit a list, **to include contract number, project title, and dollar value**, of no more than 10 Government and/or Commercial contracts relevant to this procurement held as a Prime Contractor, or where identified as a Major Subcontractor, ongoing or awarded during the past 3 years. For all Subcontractors proposed for this award, provide a similar list of information relevant to the efforts required by this solicitation. Relevant efforts are defined as:

- Hospital Transition and Activation Services
- Project Management Services
- Comprehensive Equipment Services
- Equipment Provisioning and Associated Services
- Equipment Transition and Relocation Services
- Information Assurance Compliance

- Transition of Government Records and Files
- Formal Testing and Calibration
- Training
- Final Turnover and Close Out

The Offeror shall provide data (**paragraphs (1) – (4) below**) on 3 – 5 of the listed contracts **for each the Prime Contractor and any proposed Subcontractors.** Data concerning the Prime Contractor (Offeror) shall be provided first, followed by each proposed Subcontractor, in alphabetical order. This volume shall be organized into the following sections:

- (1) **Section 1 – Contract Descriptions.** This section shall include the information listed in the Past Performance Risk Reference Sheet (In Section J of the RFP and Appendix B to the SSP).
  - i. Points of Contact (POCs) must be either Government personnel (civil service or military) or employees of private sector clients (such as public or private sector medical facilities) with whom you have provided services. Information provided by or for POCs who work directly for your company, or indirectly (i.e. in a Prime or Subcontractor relationship), will NOT be considered relevant.
  - ii. Subcontractor Consent: If a subcontracting relationship is proposed, the Offeror shall submit the consent of its proposed Subcontractor(s) to disclose their past performance information to the Prime Contractor (Offeror) along with the Offeror's proposal submission. If the proposed Subcontractor(s) consent is not provided at the time of the Offeror's proposal submission, the past performance information for the Subcontractor(s) may not be considered by the government in assessing the Offeror's past performance.
- (2) **Section 2 - Narratives.** Offerors shall provide a specific narrative explanation of each contract listed in Section 1 describing the objectives achieved and detailing how the effort is relevant to the requirements of this solicitation.
  - i. For any contracts that did not/do not meet original schedule or technical performance requirements, provide a brief explanation of the reason(s) for the shortcomings and any corrective action(s) taken to avoid recurrence. The Offerors shall list each time the delivery schedule was revised and provide an explanation of why the revision was necessary. All Requests for Deviation and Requests for Waiver shall be addressed with respect to causes and corrective actions. The Offerors shall also provide a copy of any Cure Notices or Show Cause Letters received on each contract listed and a description of any corrective action implemented by the Offeror or proposed Subcontractor. The Offerors shall indicate if any of the contracts listed were terminated and the type and reasons for the termination.
- (3) **Section 3 – New Corporate Entities.** New corporate entities may submit data on prior contracts involving its officers and employees. However, in addition to the other requirements in this section, the Offeror shall discuss in detail the role performed by such persons in the prior contracts cited. Information should be included in the files described in the sections above.
- (4) **Past Performance Risk Assessment Questionnaire.** The Offeror shall complete Part I of the Performance Risk Assessment Questionnaire and e-mail the questionnaire to both the Government Contract Specialist and relevant references. The relevant references shall be instructed to electronically complete Part II of the questionnaire and e-mail the entire questionnaire to the Contract Specialist not later than the closing date for Volumes I, III, IV and V to Laurel.Carey@amedd.army.mil. The Offeror shall also e-mail to the Contract Specialist a list of all the relevant References who were sent a questionnaire **by no later than 31 July 2009 by 2 PM Local Time, Frederick, MD.** The Offeror shall submit an addendum to this list of relevant References to illustrate the status of the questionnaire completion and submission to the Contract

Specialist every 10 days thereafter. **The Offeror shall ensure that attachments are in acceptable format, reference Section L.2.4 Email Attachments.**

**L.3.5 Volume III – Small Business Participation Plan.** Offerors shall comply with the following:

- (1) **Submittal:** All Offerors, both small and large businesses, shall submit Small Business Participation Plan information relevant to the services portion of the requirement (CLINs 0001, 0002 and 0013; 1001, 1002 and 1013; and 2001, 2002 and 2013) in accordance with DFARS 215.304 that shall include the following:
  - (a) Type of Business of Prime Contractor:
    - Large
    - Small
      - Small Non-Disadvantaged Business
      - Small Disadvantaged Business
      - Woman-Owned Small Business
      - HUB Zone Small Business
      - Veteran Owned Small Business
      - Service-Disabled Veteran-Owned Small Business
      - Historically Black College and Universities/Minority Institutions
  - (b) Percentage of participation as a Prime Contractor
  - (c) Percentage of Total Contract Value of Subcontracts planned for:

**Percentage of Total Contract Value of Subcontracts**

| Contracted Entity Type   | Percentage of Total Value of CLINs 0001, 0002, 0013, 1001, 1002, 1013, 2001, 2002, and 2013 |
|--|---|
| <b>Large</b>   | %   |
| <b>Total Small</b>   | %   |
| <i>Small Non-Disadvantaged Business</i>  | %   |
| <i>Small Disadvantaged Business</i>  | %   |
| <i>Woman-Owned Small Business</i>  | %   |
| <i>Service-Disabled Veteran-Owned Small Business</i>                               | %   |
| <i>Veteran-Owned Small Business</i>  | %   |
| <i>HUB Zone Small Business</i>   | %   |
| <i>Historically Black College and Universities/Minority Institutions (HBCU/MI)</i> | %   |

- (d) Each participation percentage above shall be accompanied by detailed supporting documentation regarding the individual commitments. The sum of the percentages of Small Non-Disadvantaged and Small Disadvantaged should equal the entries for Total Small. However, the sum of all the percentages under Paragraph (d) need not equal 100% since the Prime is not included and individual Subcontractors may be counted towards more than one category. All percentages should use **TOTAL VALUE OF CLINs 0001, 0002 and 0013; 1001, 1002 and 1013; and 2001, 2002 and 2013** as a baseline. Detailed explanations shall also be provided when the percentages fall short of the Small Business Goals listed below:

**Small Business Goals**

| Category  | Goal                     |
|---|--------------------------|
| <b>Small Business (inclusive of all categories below)</b> | 35% requirement includes |

|   | % below         |
|---|-----------------|
| <i>Small Non-Disadvantaged Business</i>   | (objective) 15% |
| <i>Small Disadvantaged Business</i>   | (objective) 5%  |
| <i>Woman-Owned Small Business</i>   | (objective) 5%  |
| <i>Service-Disabled Veteran-Owned Small Business</i>                              | (objective) 3%  |
| <i>Veteran Owned Small Business</i>   | (objective) 3%  |
| <i>Hub-Zone Small Business</i>  | (objective) 2%  |
| <i>Historically Black College and Universities/Minority Institutions(HBCU/MI)</i> | (objective) 2%  |

- (e) List principal services (be specific) to be subcontracted to:

**Subcontracted Services**

| Contracted Entity Type   | Name of Company | Type of Service |
|--|-----------------|-----------------|
| <b>Large</b>   |                 |                 |
| <b>Total Small</b>   |                 |                 |
| <i>Small Non-Disadvantaged Business</i>  |                 |                 |
| <i>Small Disadvantaged Business</i>  |                 |                 |
| <i>Woman-Owned Small Business</i>  |                 |                 |
| <i>Service-Disabled Veteran-Owned Small Business</i>                               |                 |                 |
| <i>Veteran-Owned Small Business</i>  |                 |                 |
| <i>HUB Zone Small Business</i>   |                 |                 |
| <i>Historically Black College and Universities/Minority Institutions (HBCU/MI)</i> |                 |                 |

**NOTE:** For the purpose of subcontracting, Historically Black Colleges and Universities/Minority Institutions (HBCUs/MIs) are considered as disadvantaged.

- (f) **Prior Performance Information:** Provide any information substantiating the Offeror's track record of utilizing small business on past contracts. For Large Business: include ACO rating and SF 295 Information. For Large and Small businesses: provide descriptive information for all small business categories. Any information concerning long-term relationships with Small Business Subcontractors, such as mentor-protégé relationships, should be provided.
- (g) **Extent of Commitment:** Provide documentation regarding enforceable commitments to utilize any Small Business category, as defined in FAR Part 19, as Subcontractors.
- (2) **Small Business Subcontracting Plan:** Each Large Business Offeror shall provide a Small Business Subcontracting Plan that contains all the elements required by FAR 52.219-9. This plan shall be submitted separately from the Small Business Participation Plan information required above, 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.

**L.3.6 Volume IV – Cost/Price.** Breakdown of cost data is required under this solicitation as set forth below. Certified Cost and Pricing Data will not be required if adequate competition exists. If the Government determines adequate competition was not obtained, the Government reserves the right to request certified cost and pricing data.

- (1) A completed Excel Pricing Sheet shall be submitted using the format provided.
- (2) Basis of estimate in the Excel Pricing Sheet shall be supported by information for each cost element consistent with Offeror's cost accounting system. The supporting breakdown includes elements such as direct labor (labor categories, hours, rates), fringe benefit rates, indirect rates, Subcontractor costs and other direct costs (ODCs) such as materials, supplies, equipment, and property. For direct labor, the Offeror must address all proposed labor categories, including those personnel subject to union agreements, the Service Contract Act, and those exempt from either or both. The proposal must also identify the Offeror's proposed fee and the methodology followed to reach the fee amount. For Offeror's who have Forward Pricing Rate Agreements (FPRAs) or other DCAA approvals that demonstrate the pre-approval of certain labor rates or indirect rates,

please submit a copy of the approval. Should rates be used in the proposal, which are not DCAA approved, the Offeror shall provide complete documentation and the rationale for their use at time of proposal submission. For any significant ODC purchases (exceeding \$3,000), the Offeror shall provide a Basis of Estimate (BOE) and submit any quotations, published price lists, or other sources of information used to develop the proposed Cost/Price amount.

- (3) The fixed fee proposed for CLINs 0001, 0002, 1001, 1002, 2001 and 2002 shall not exceed 3%. Fee is unallowable on the remaining CLINs. If desired, the Offeror may propose an alternate incentive fee structure for the Incentive Plan provided as Attachment 8 to the RFP.

The Offeror should provide a narrative describing performance and other risks assessed, judgmental factors applied, and assumptions made in preparing the cost and price proposal. This requirement is also a part of the proposal and may be cross-referenced. The Offeror's proposal must describe an approach to mitigate risks throughout the performance of the contract. Any assumptions, exceptions, or objections employed to develop the Offeror's proposal must be identified.

**L.3.7 Volume V - Solicitation, Offer and Award Documents and Certifications /Representations.** Each Offeror shall complete (fill-in and signatures) Section A of the solicitation (Standard Form 33 (SF 33), Solicitation, Offer and Award provided with the solicitation. An authorized official of the firm shall sign the SF 33 and acknowledge receipt of all amendments issued. An Acrobat PDF file shall be created to capture the signatures for submission.

Completed SECTION K – Representations, Certifications and Other Statements of Offerors of this Solicitation. The Offeror shall complete the annual representations and certifications electronically through the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>. In addition to submission to ORCA, the Offeror shall complete the provisions in Section K and submit a hard or electronic copy in Volume V of their proposal.

#### **L.4 REVIEW OF AGENCY PROTESTS**

a. The contracting activity, U.S. Army Medical Research Acquisition Activity (USAMRAA), will process agency protests in accordance with the requirements set forth in FAR 33.103(d).

b. The reviewing authority is the Contracting Officer.

#### **L.5 52.233-2 SERVICE OF PROTEST (SEP 2006)**

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

U.S. Army Medical Research Acquisition Activity  
MRMC-AAA-P  
ATTN: Laurie E. Hovermale, Contracting Officer  
820 Chandler Street  
Fort Detrick, MD 21702

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

(End of provision)

(End of Summary of Changes)